Maisammaguda (V), Dhulapally (P)
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**NARSIMHA REDDY ENGINEERING COLLEGE**
UGC AUTONOMOUS
Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad
Accredited by NAAC with 'A' Grade & NBA, UGC 2(f) & 12(B)

NRCM/IC/2026/01

Date: 16.07.2026

# Internal Committee

Internal committee is re-constituted as per the guidelines of AICTE. The college has formed Internal Committee (IC) to establish an environment in the college campus, free from all kind of Gender inequality, sexual harassment and abuse with the following members for the academic year 2026-2027. The Presiding Officer and the members are hereby informed to take necessary measures to fulfill the primary function and responsibilities as specified.

**Members of the Committee**

| S.No | Name of the Member | Category | Designation/ Department |
|---|---|---|---|
| 01 | Dr. N Kavitha | Presiding Officer | Professor - CSE |
| 02 | Prof. N Sai Kiranmai | Member | Dean,IQAC |
| 03 | Dr. P Venkat Rao | Member | Professor – FME |
| 04 | Mrs.Sridevi | Member | NRCM, Admin Dept. |
| 05 | Dr. Usha Rani | External Member | Psychologist Counsellor |
| 06 | Mr. Santosh Kumar | External Member | Advocate |
| 07 | Ms. P Vyshnavi | Member | Student |
| 08 | Ms. Banda Amsini | Member | Student |
| 09 | Ms. Simhadri Shrika | Member | Student |

**Objectives of the IC:**

1. To ensure the campus free from all kinds of gender inequality.
2. To ensure safe working environment to women at the Institution.
3. To ensure gender equality of women in relation to work.
4. To ensure protection, safety and security of women workforce.
5. To curb the possibility of any kind of sexual harassment and abuse.
6. To ensure zero tolerance policy in the matter of sexual harassment and abuse.
7. To develop proper awareness among all on gender equality and sensitiveness.

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**Functions & Responsibilities of the Internal Committee: -**

1. Conduct workshops, sensitization programs, and awareness campaigns to prevent harassment.
2. Advise the employer on workplace policies that promote respect and equality
3. Receive and acknowledge complaints of sexual harassment from employees.
4. Conduct fair, impartial, and timely inquiries into complaints, examining witnesses and evidence.
5. Uphold principles of natural justice, ensuring both parties are heard
6. Ensure strict confidentiality of proceedings, protecting the identity of complainant, respondent, and witnesses if necessary.
7. Suggest appropriate disciplinary action or remedies to the authorities based on inquiry findings.
8. Submit annual reports to the relevant authorities on cases handled

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PRINCIPAL
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NARSIMHA REDDY ENGINEERING COLLEGE
UGC AUTONOMOUS
Sy.No. 518, Maisammaguda (V), Dhulapally (P)
Medchal (M & Dist.), Hyderabad-500100

**Copy to:**

1. All the members of the committee.
2. All HODs.
3. Office File.

## OFFICE OF THE PRINCIPAL

NRCM/CIR/IC/2026-27/1 Date:28.07.2026

## CIRCULAR

This is to inform all the IC members to gather in Principal Office on 29.07.2026 at 3.00pm to discuss the following agenda. All the Committee members are requested to attend the meeting without fail.

**Agenda of the meeting:**

1. Introduce new members of the committee.
2. Plan to schedule the events in 2026-2027.

**IC PRESIDING OFFICER**

**Copy To:**

1. All members of the committee
2. IQAC

**Cc to :** The Chairman - for kind information

# MINUTES OF INTERNAL COMMITTEE

**MINUTES OF INTERNAL COMMITTEE MEETING HELD ON 29.07.2026 IN THE PRINCIPAL OFFICE AT 3.00PM FOR THE ACADEMIC YEAR 2026-2027.**

**The following members were present:**

| S.No | Name of the Member | Category | Designation/ Department |
|---|---|---|---|
| 01 | Dr. N Kavitha | Presiding Officer | Professor - CSE |
| 02 | Prof. N Sai Kiranmai | Member | Dean,IQAC |
| 03 | Dr. P Venkat Rao | Member | Professor – FME |
| 04 | Mrs.Sridevi P | Member | NRCM, Admin Dept. |
| 05 | Dr. Usha Rani | External Member | Psychologist Counsellor |
| 06 | Mr. Santosh Kumar | External Member | Advocate |
| 07 | Ms. P Vyshnavi | Member | Student |
| 08 | Ms. Banda Amsini | Member | Student |
| 09 | Ms. SimhadriShrika | Member | Student |

**Agenda:**

1. Conduct Awareness drive about IC.
2. Gender Sensitization Workshop – Promote gender equality, mutual respect, and inclusivity.
3. 2027 celebrations of International Women's Day.
4. Free Medical Camp for Teaching and non-Teaching staff
5. Cyber Safety Awareness – Educate students about cyberbullying, online harassment, and digital privacy.
6. Legal Awareness Session – Invite legal experts to explain laws related to harassment and women's safety.
7. Action taken on complaints received, if any.

**Minutes:**

The principal welcomed all the members and explained the purpose and significance of the cell. Principal instructed the members to make an action plan for the year 2026-2027 to ensure the safety of the students in the campus. The cell took the following decisions too.

**1. Awareness Drive**

The committee resolved to conduct an awareness drive about the Internal Committee's role and grievance redressal mechanisms to all newly admitted students and to the members who joined into IC in the academic year 2026-27.

**2. Gender Sensitization Workshop**

- The committee resolved to conduct a workshop to promote gender equality, mutual respect, and inclusivity.

**3. International Women's Day 2027 Celebrations**

- Proposed theme: "Empowered Women, Empowered World".
- The committee resolved to conducta session on Know Your Rights –women's rights, workplace safety, and legal protections,panel discussions, cultural programs, and guest lectures.

**4. Free Medical Camp for Staff**

- A free medical camp will be arranged for all lady teaching and non-teaching staff.
- Services to include general health check-ups and consultations.
- Medical team to be invited from a local hospital.

**5. Cyber Safety Awareness**

- The committee resolved to organize an awareness program toeducate students about cyberbullying, online harassment, and digital privacy.

**6. Legal Awareness Session**

- The committee resolved to conduct an Awareness Session by invite a legal expert to explain laws related to harassment and women's safety.

**7. Action Taken on Complaints**

- No complaints were lodged till now
- No pending cases remain unresolved.

**Members Attended:**

| S.No | Name of the Member | Category | Signature |
|---|---|---|---|
| 01 | Dr. N Kavitha | Presiding Officer | |
| 02 | Prof. N Sai Kiranmai | Member | |
| 03 | Dr. P Venkat Rao | Member | |
| 04 | Mrs.Sridevi P | Member | |
| 05 | Dr. Usha Rani | External Member | |
| 06 | Mr. Santosh Kumar | External Member | |
| 07 | Ms. P Vyshnavi | Member | |
| 08 | Ms. Banda Amsini | Member | |
| 09 | Ms. Simhadri Shrika | Member | |

**IC PRESIDING OFFICER**