

## Internal Committee

NRCM/ICC/2023-24/2

27.02.2024

### Circular

The Internal Committee Meeting is scheduled to be held on 28.02.2024 in board room at 02:00 PM. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee which aims at mainstreaming of women in all-round development and thus achieve a holistic and life-cycle approach to women's betterment.

#### Agenda Points

1. Briefing on Internal Committee objectives, responsibilities and checklist
2. Review of Reported Complaints if any
3. Any other related issues



**Convener**



**Principal**  
**PRINCIPAL**

**NARSIMHA REDDY ENGINEERING COLLEGE**  
Survey No: 618, Maisammaguda (V), Outer Ring Road,  
Medchal (M), Medchal Dist, Hyderabad - 501102

#### Copy to:

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



## Internal Committee

### Minutes of Meeting

**Venue : Board Room- MG Block**

**Date & Time : 28.02.2024**

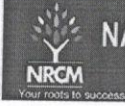
#### Members Present: List Attached

The Internal Committee convener along with its members assembled in in board room at 02:00 PM on 28.02.2024 to discuss about any issues (both personal and studies related). The following members are present during the meeting.

The convener welcomed the gathering for the meeting and initiated discussion on the following agenda points:

S. No.	Name of the Member	Category	Designation/Department	Signature
1.	Dr. B Lekshmi Sree	Convener	Prof - EEE	
2.	Mrs. K. Lakshmi	Member	Asst. Professor-ECE	
3.	Dr N Srinivasa Rao	Member	Assoc. Prof - CSE	
4.	Mrs. Padma Priya	Member	NRCM, Admin Dept	
5.	Smt. Varalakshmi	Member	NRCM, Exam Cell	
6.	Mr. Rishik Sai M	Member	EEE- Student	
7.	Ms. Siri Chandana	Member	CSE-Student	
8.	Konderu Vinay	Member	ECE-Student	

- Smooth functioning of the college with respect to safety issues of women stakeholders was found satisfactory as informed since there is no complaints of sexual harassment were reported or recorded.
- The roles and responsibilities of the faculty members were discussed.
- Students are motivated to report about any issues of gender disparity.
- Students are advised to use the social networks safely.
- The members decided to organize awareness programs/Video Sessions for women employees and girl students in the month of April 2024.
- Member Secretary thanked the all the members for their active participation and suggestions.



## Internal Committee

NRCM/IC/2023-24/1

06.09.2023

### Circular

The Internal Committee Meeting is scheduled to be held on 07.09.2023 in board room at 02:00 PM. All Members and student representatives are asked to attend the meeting and give their suggestions for the effective functioning of the committee which aims at mainstreaming of women in all-round development and thus achieve a holistic and life-cycle approach to women's betterment.

#### Agenda Points

1. Announcement of Internal Committee constitution
2. Briefing on Internal Committee objectives
3. Review of Reported Complaints if any
4. Discussion on Roles and Responsibilities
5. Any other related issues

  
**Convener**

  
**Principal**  
**PRINCIPAL**

**NARSIMHA REDDY ENGINEERING COLLEGE**  
Survey No: 516, Maisammaguda (V), Outer  
Medchal (M), Medchal Dist, Hyderabad-500100

#### Copy to:

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



## Internal Committee

### Minutes of Meeting

**Venue : Board Room- MG Block**

**Date & Time : 07.09.2023**

#### **Members Present: List Attached**

The Internal Committee convener along with its members assembled in in board room at 02:00 PM on 07.09.2023 to discuss about any issues (both personal and studies related). The following members are present during the meeting.

The convener welcomed the gathering for the meeting and initiated discussion on the following agenda points:

S. No.	Name of the Member	Category	Designation/Department	Signature
1.	Dr. B Lekshmi Sree	Convener	Prof - EEE	
2.	Mrs. K. Lakshmi	Member	Asst. Professor-ECE	
3.	Dr N Srinivasa Rao	Member	Assoc. Prof - CSE	
4.	Mrs. Padma Priya	Member	NRCM, Admin Dept	
5.	Smt. Varalakshmi	Member	NRCM, Exam Cell	
6.	Mr. Rishik Sai M	Member	EEE- Student	
7.	Ms. Siri Chandana	Member	CSE-Student	
8.	Konderu Vinay	Member	ECE-Student	

- Convener briefed on college internal complaints committee
- Circular displayed in all notice boards in every department with the necessary phone contact numbers.
- The committee has not recorded any issues pertaining to harassment in the campus.
- The faculty member thanked each of the members for attending the meeting.



## Internal Committee

### Action Taken Report

- Internal committee is constituted with the following members for the academic year 2022-2023.

S. No.	Name of the Member	Category	Designation/Department	Mobile Number
01	Dr. B Lekshmi Sree	Convenor	Prof - EEE	9843440072
02	Mrs. K. Lakshmi	Member	Asst. Professor-ECE	9652963802
03	Dr N Srinivasa Rao	Member	Assoc. Prof - CSE	7981792320
04	Mrs. Padma Priya	Member	NRCM, Admin Dept	9502701065
05	Smt. Varalakshmi	Member	NRCM, Exam Cell	8297021514
06	Mr. Rishik Sai M	Member	EEE- Student	9440733619
07	Ms. Siri Chandana	Member	CSE-Student	7075460983
08	Konderu Vinay	Member	ECE-Student	7569723409

Convener briefed on college internal complaints committee

- **Objectives**

- To create awareness amongst female students and faculty about the problems faced by women of all levels due to gender issues.
- To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
- To disseminate knowledge about rights and laws related to women.
- To create a sense of responsibility in the students and have healthy study and work culture in all schools of the University.
- To enhance the self-esteem and self-confidence of girl students, women faculty and staff in the institute.

- **Key Responsibilities**

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared

2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered
9. Prepare the report with findings/recommendations

- **Complaints Committee's Checklist**

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations