

Maisammaguda (V), Dhulapally (P)  
Near Kompally, Medchal (M), Secunderabad - 500 100.  
Email: nrengineeringcollege@gmail.com, principal@nrcmec.org  
Ph:9949092454,9000995454 [www.nrcmec.org](http://www.nrcmec.org)

# 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/2023/01

Date: 05.09.2023

## Internal Committee

Internal committee is constituted with the following members for the academic year 2023-2024. The convenor and the members are hereby informed to take necessary measures to fulfil the primary function and responsibilities as specified.

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

### Functions and 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 documents.
4. Determine the main issues.
5. Create an enabling meeting environment.
6. Use body language that communicates complete attention to the parties.
7. Treat the complaint with respect.
8. Discard pre-determined ideas.
9. Determine the harm.

### Functions of the Internal Committee: -

Redressal of Complaints filed	i) Within the scope of the laws. ii) With fairness and without bias. iii) Within the time of 90 days.
Awareness workshops/activities	To educate all employees of the institute about: i) Sexual harassment at workplace, its effects, and laws against it. ii) Filing a complaint with the ICC
Annual Report	i) Summary of the actions of ICC and the employer for complaints filed. ii) To be submitted by the employer to District Officer/Women's commission. iii) To be uploaded on institute website.

### Copy to:

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



ESTD : 2007



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NARASIMHA REDDY ENGINEERING COLLEGE  
UGC AUTONOMOUS  
Survey No.518, Maisammaguda (V), Dhulapally (P)  
Medchal (M), Medchal Dist., Hyderabad-500100

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CSE  
EMERGING

CSE  
EMERGING

N. P. Lakshmi  
ECE  
EEE  
CE

ME

MBA

FME