

Maisammaguda (V), Dhulapally (P)
Near Kompally, Medchal (M), Secunderabad - 500 100.
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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/2023/01

Date:11.08.2023

Internal Committee

Internal committee is constituted as per the guidelines of UGC, NAAC and the Supreme Court, 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 2023-2024. The convener and the members are hereby informed to take necessary measures to fulfill the primary function and responsibilities as specified.

Functions and Responsibilities:

S.No.	Name of the Member	Category	Designation/ Department
01	Prof. N Sai Kiranmai	Presiding Officer	Prof-H&S
02	Mrs. Simhana Devi.D	Member	Asst.Professor-ME
03	Dr N Srinivasa Rao	Member	Assoc.Prof-CSE
04	Mrs.Padma Priya	Member	NRCM, Admin Dept.
05	Dr. Usha Rani	External Member	Psychologist Counselor
06	Ms. K Siri	Member	Student
07	Ms. B Akshaya	Member	Student
08	Ms. A Deepika	Member	student
09	Mr. Santosh Kumar	External Member	Advocate

Objectives of the ICC:

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.



Functions of the Internal Committee:-

1. Meeting will be conducted at the earliest if any complain is received regarding any kind of sexual harassment or abuse.
2. Complainer is allowed to approach to any member of the committee via emails or telephone & through letter of complaint.
3. Complainer will get full support and cooperation from the committee.
4. An enquiry will be made by the members of the committee at the earliest after getting the complaint.
5. A preliminary report of the incidents will be prepared and will be submitted at least within seven days of receiving complain to the members of the Committee.
6. Entire enquiry of the incident will be completed within 90 days of the incident.



**PRINCIPAL
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**Sy.No. 518, Maisammaguda (V), Dhulapally (P),
Medchal (M & Dist.), Hyderabad-500100. T.G.**

Copy to:

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



OFFICE OF THE PRINCIPAL

NRCM/CIR/IC/2023-24

Date:02.12.2023


CIRCULAR

This is to inform all the IC members to gather in Principal Office on 09.12.2023 at 3.00pm to discuss the following agenda All the 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 2023-2024.


IC Convener


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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 09.12.2023 IN THE PRINCIPAL OFFICE AT 3.00PM FOR THE ACADEMIC YEAR 2023-2024.

The following members were present:

S.No.	NameoftheMember	Category	Designation/Department
01	Prof. N SaiKiranmai	Presiding Officer	Prof- H&S
02	Mrs.SimhanaDevi.D	Member	Asst.Professor-ME
03	DrNSrinivasaRao	Member	Assoc.Prof-CSE
04	Mrs.PadmaPriya	Member	NRCM,AdminDept.
05	Dr. Usha Rani	External Member	Psychologist Counselor
06	Ms. K Siri	Member	Student
07	Ms. B Akshaya	Member	Student
08	Ms. A Deepika	Member	student
09	Mr. Santosh Kumar	External Member	Advocate

Agenda:

1. Conduct Awareness drive for all the learners of undergraduate and post graduate about IC.
2. 2024 celebrations of International Women's Day.
3. Women's mental health programme by Dr. Usha Rani
4. Educating girl students about POSH Act by Mr. Santosh kumar
5. 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 2023-2024 to ensure the safety of the students in the campus. The cell took the following decisions too.

1. To make girl students / female faculty aware about the functions and guidelines of the IC.
2. Aware them the procedure to lodge complaints if they have any problems regarding women harassment.
3. Decided to give girl students about the information of anti-sexual harassment during the induction programme.
4. Discussions were held on which information was to be uploaded on the web page and it was resolved that the following be uploaded.
5. The women at work place (prevention, prohibition & redressal) ACT 2013.
6. The committee noted that no complaint of sexual harassment has been received yet.

Members Attended:

S.No.	Name of the Member	Category	Signature
01	Prof. N Sai Kiranmai	Presiding Officer	<i>Si Kiranmai</i>
02	Mrs.Simhana Devi.D	Member	<i>DSD</i>
03	DrN Srinivasa Rao	Member	<i>NSR</i>
04	Mrs.Padma Priya	Member	<i>Priya</i>
05	Dr. Usha Rani	External Member	<i>U Rani</i>
06	Ms. K Siri	Member	<i>Siri</i>
07	Ms. B Akshaya	Member	<i>Akshaya</i>
08	Ms. A Deepika	Member	<i>A</i>
09	Mr. Santosh Kumar	External Member	<i>Santosh</i>

Si Kiranmai
IC Convener

Principal
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