

**INTERNAL COMPLAINTS COMMITTEE 2018-19**





# **SRI SAI RAGHAVENDRA (S.S.R.) DEGREE COLLEGE**

(Affiliated to Telangana University L.No.019/UG/Ext. Affil/DAA/2011-2012. Nov.11th 2011)

(Co-Education)

KHALEELWADI, NIZAMABAD DISTRICT-503 001, (T.S), PHONE NO: 08462-220751.

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## **CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE**

**Academic year 2018-19**

**SSR/Internal Complaints/2018-19/001**

**Date:24-07-2018**

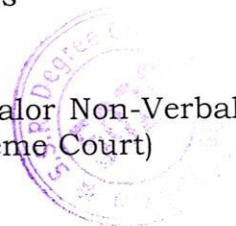
The Internal Complaints Committee Has Been Formed in SSR Degree and PG College, Nizamabad to Address the Issues Under Prevention and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2018-19. The Committee Is Formed to Provide Protection Against Sexual Harassment of Female Employees and Students in The Campus and for The Prevention and Redressal of Complaints of Sexual Harassment and for Matters Connected Therewith or Incidental Thereto.

### **Objectives, Roles and Responsibilities:**

- Prevent Discrimination and Sexual Harassment by Promoting Gender Amity Among Students and Employees.
- Make Recommendations to The Management for Changes/Elaborations in The Rules for Students in The Prospectus and The Bye-Laws, To Make Them Gender Just and to Laydown Procedures for The Prohibition, Resolution, Settlement and Prosecution of Acts of Discrimination and Sexual Harassment by The Students and the Employees.
- Deal with Cases of Discrimination and Sexual Harassment Against Women, in a Time Bound Manner, Aiming at Ensuring Support Services to the Victimized and Termination of the Harassment.
- Recommend Appropriate Punitive Action Against the Guilty Party to The Management.

Here It Should Be Noted That According to the Supreme Court Guideline Sexual Harassment Can Be Defined as "Unwelcome" Sexually Determined Behavior (Whether Directly or by Implications) As:

- Physical Contact and Advances
- Demand or Request for Sexual Favor's
- Sexually Colored Remarks
- Showing Pornography And
- Other Unwelcome and Physical, Verbal or Non-Verbal Conduct of a Sexual Nature. (Vishaka Judgment by Supreme Court)



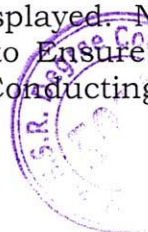
**The Committee for the Academic Year 2018-19 is Constituted with The Following Members**

<b>S.No</b>	<b>Name Of The Members</b>	<b>Designation</b>	<b>Role In The Committee</b>
1	Dr. Akhilesh kumar Singh	Principal	Chairman
2	B Swapna	NSS Officer	Co-Ordinator
3	V Sravani	Asst.Professor	Member
4	Laxmi Prasanna	Asst.Professor	Member
5	B Raju	Asst.Professor	Member
6	B Santosh	Asst.Professor	Member
7	Susheel kumar	Asst.Professor	Member
8	G Yashwanth	Student	Member
9	E Vineela	Student	Member

**FUNCTIONS:**

It Is the Duty of the Employees to Maintain the Safe Work Environment for Women as They Are the Major Contributors for The Organizational Growth. Employees Has to Take the Issues of the Workplace Harassment Very Seriously However Silly or Insignificant They Appear Because Those Simple Issues to Create Lots of Mental Agony for Women and They Suffer a Lot with Emotional Distress. Organization Must Have a Standard Operating Procedure Where

- A Comprehensive Anti-Sexual Harassment Policy is Defined
- Sexual Harassment Should Be Affirmatively Discussed at Workers Meeting, Employer-Employee Meetings Etc.
- Guidelines Should Be Prominently Displayed to Create Awareness About the Rights of Female Employees.
- The Employer Should Assist the Persons Affected in Cases of Sexual Harassment by Outsiders.
- Central and State Government Must Adopt Measures Including Legislation to Ensure That Private Employers Also Observe the Guidelines.
- Names and Contact Numbers of the Members of the Complaints Committee Must Be Prominently Displayed. National Commission for Women Also Asked the Government to Ensure Constitution of Internal Complaints Committee (ICC) And Conducting Gender Sensitization Workshops.



- The Structural Transformation in The Indian Economy Has Opened Gates to Women at Large to Join Jobs for Earning. More Opportunities Were Created and More Provisions Were Given to Women Who Wish to Take Up a Career in Their Choicest Industry. As More Women Started Working Off Late, The Need to Make Their Work Place Comfortable and Safe Has Become a Necessity. The Safer and Happier the Workplace, The More Will Be the Productivity of the Working Women.

  
Co-ordinator

  
Chairman  
Internal Complaints Committee

Principal  
S.S.R. DEGREE COLLEGE  
NIZAMABAD





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## CIRCULAR

**SSR/InternalComplaints/2018-19/002**

**Date:26-07-2018**

It Is Hereby Informed That All the Internal Complaints Committee Members Are Requested to Meet on **28-07-2018** at 11:00 AM in The Seminar Hall.

### **AGENDA:**

- ✓ It is Planned to Organize a Lecture On Stress Management for female Students.
- ✓ Discussion On Steps to Create Awareness about Internal Complaints Committee Among the Students.

**Co-ordinator**

**Chairman  
Internal Complaints Committee**

**Principal  
S.S.R. DEGREE COLLEGE  
NIZAMABAD.**

### **Copy to:**

- All Committee Members
- The Chairman
- File





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## **MINUTES OF MEETING OF INTERNAL COMPLAINTS COMMITTEE HELD ON 28-07-2018**

**Time: 11:00 am**

**Venue:Seminar Hall**

**The following members attended the meeting of internal complaints committee.**

S.No	Name Of The Members	Designation	Role In The Committee
1	Dr. Akhilesh kumar Singh	Principal	Chairman
2	B Swapna	NSS Officer	Co-Ordinator
3	V Sravani	Asst.Professor	Member
4	Laxmi Prasanna	Asst.Professor	Member
5	B Raju	Asst.Professor	Member
6	B Santosh	Asst.Professor	Member
7	Susheel kumar	Asst.Professor	Member
8	G Yashwanth	Student	Member
9	E Vineela	Student	Member

**Points discussed and the resolutions made in the meeting are presented below:**

- At The First Chairman's addressed the Meeting.
- Minutes of Previous Meeting Were Presented by The Co-Ordinator of the Committee.
- No Complaints Were Received During the Last Semester.
- It was Resolved to Conduct Program on Stress Management among Students and Women Staff.
- The Class In-charges Were Instructed to Address Female Students About the Activities and Importance of the Committee.

**Co-ordinator**

**Chairman**

**Internal Complaints Committee**



**Principal**  
S.S.R. DEGREE COLLEGE  
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## CIRCULAR

SSR/Internal Complaints/2018-19/003

Date: 14-02-2019

It Is Hereby Informed That All the Internal Complaints Committee Members Are Requested to Meet on **16-02-2019** at 02:00 PM in The Seminar Hall.

### AGENDA:

- ✓ It is planned to Organize a Lecture On Stress Management for female Students.
- ✓ Discussion on Steps to Create Awareness about Internal Complaints Committee among the Students.

Co-ordinator

Chairman  
Internal Complaints Committee

Principal  
S.S.R. DEGREE COLLEGE  
NIZAMABAD.

### Copy to:

- All Committee Members
- The Chairman
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## MINUTES OF MEETING OF INTERNAL COMPLAINTS COMMITTEE HELD ON 16-02-2019

Time: 02:00 pm

Venue:Seminar Hall

The following members attended the meeting of internal complaints committee.

S.No	Name Of The Members	Designation	Role In The Committee
1	Dr. Akhilesh kumar Singh	Principal	Chairman
2	B Swapna	NSS Officer	Co-Ordinator
3	V Sravani	Asst.Professor	Member
4	Laxmi Prasanna	Asst.Professor	Member
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Co-ordinator



Internal Complaints Committee

Chairman

Principal  
S.S.R. DEGREE COLLEGE  
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## Procedure to Resolve the Complaints in Internal Complaints Committee

- Any women faculty, staff or student can file a complaint to the presiding officer or any members of the internal complaint committee regarding of sexual harassment, gender discrimination or any other issues that arise inside the college premises.
- The complainant/the aggrieved woman/the student should submit a written complaint in the committee/cell.
- As soon as possible the committee will meet the aggrieved woman and the alleged person/persons separately in a quick session. It will strictly maintain confidentiality of all meetings, statements and recordings.
- Having investigated the complaint thoroughly and impartially, according to the UGC Regulations, it will take immediate and relevant actions.
- Punitive actions will be taken according to the guidelines of the UGC. Punishments will vary depending upon the content of the offence and the seriousness of the incidents such as warning and advice, suspension, expulsion etc.,
- If the complaint is false, the action will be taken against the complainant as well.
- Moreover, the management and the college will take some extreme steps regarding expulsion from the college and filing FIR with the police etc., according to the UGC rules and regulations.

  
Co-ordinator

  
Chairman  
Internal Complaints Committee

SRI SAI RAGHAVENDRA  
DEGREE COLLEGE  
NIZAMABAD.

