



# SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

College for Women (Sponsored by the Exhibition Society, Tarnaka, Secunderabad)

Affiliated to Osmania University, Approved by AICTE & PCI

ISO : 9001:2015 Certified Institution

NBA Accredited B.Pharmacy Course

Ref.: SNVPMV/

Date : 28/01/2020

## INTERNAL COMPLAINT COMMITTEE

Internal complaint committee is reconstituted on 28<sup>th</sup> January, 2020 as per the Section-4 of Sexual Harassment of Woman at Work Place. The committee has to receive the complaints related to sexual harassment from the staff (teaching and non-teaching) and student and recommend the suitable action to resolve the issues. The following staff members are the standing committee members constituted for the internal complaint committee.

| Name               | Designation            | Position        | Signature |
|--------------------|------------------------|-----------------|-----------|
| Dr.Vemuri Jyothi   | Principal              | Chairman        |           |
| Dr. S.Hemalatha    | Professor & HOD        | Member-Convener |           |
| Dr S.AnuradhaBai   | Associate Professor    | Member          |           |
| Mrs. P. M. Sameera | Assistant Professor    | Member          |           |
| Mr. M. NageswarRao | Administrative Officer | Member          |           |

PRINCIPAL

PRINCIPAL

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka,  
Secunderabad-500 017.

## Minutes of the Internal Complaints Committee (ICC) meeting

**Date:** 2020-02-02

**Time:** 01:00PM-02:00PM

**Venue:** Faculty meeting hall, SNVPMV.

### **Agenda:**

1. Review of previous meeting minutes
2. Welcoming new committee members and introducing new members committee
3. Discussion of any new complaints
4. Planning of upcoming ICC events

### **Meeting Summary:**

1. Welcome and introductions
2. The Chairperson Dr. Vemuri Jyothi welcomed all members to the meeting and introduced any new members.
3. Review of previous meeting minutes
4. The Member-Convener Dr. S. Hemalatha reviewed the minutes of the previous meeting, and the members agreed that they were accurate.
5. Discussion of open cases
6. The Committee discussed all open cases and reviewed any updates from the investigating officer. The Committee also made decisions on any necessary actions, such as scheduling conciliation meetings or issuing recommendations to the employer.

### **Discussion of any new complaints**

The Committee discussed any new complaints that had been received since the last meeting. The Committee decided whether to open an investigation into each complaint and assigned an investigating officer, if necessary.







### **Planning of upcoming ICC events**

The Committee discussed upcoming ICC events, such as sexual harassment awareness training sessions and gender sensitivity workshops. The Committee delegated tasks to members for planning and organizing these events.

## Conclusion

The Chairperson Dr. Vemuri Jyothi thanked all members for their participation and adjourned the meeting.

### MEMBERS PRESENT:

|                      |                 |   |
|----------------------|-----------------|---|
| 1.Dr.Vemuri Jyothi   | Chairman        |  |
| 2.Dr. S.Hemalatha    | Member-Convener |  |
| 3.Dr S.AnuradhaBai   | Member          |  |
| 4.Mrs. P. M. Sameera | Member          |  |
| 5.Mr. M. NageswarRao | Member          |  |
| 6.Ms. Ashajyothi     | Member          |  |



Signature of Chairperson

PRIN

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