



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO 9001: 2015 Certified Institution, NBA Accredited B. Pharmacy Course

INTERNAL COMPLAINT COMMITTEE 2022-23



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

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

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ISO : 9001:2015 Certified Institution

NBA Accredited B.Pharmacy Course

Ref.: SNVPMV/

Date : 8 / 02 / 2022

INTERNAL COMPLAINTS COMMITTEE

Internal complaint committee is reconstituted on 8th February, 2022 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
Dr. T. SarithaJyostna	Principal	Chairperson
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
Mrs.S.Navaneetha	Senior Assistant	Non teaching faculty
Mrs. C. Manjulatha	Senior Assistant	Non teaching faculty
Ms. B. Vaishnavi	Student	Student
Ms. Lisa Patel	Student	Student
Ms. SaiPranavi	Student	Student

T. SarithaJyostna
PRINCIPAL

H.No. 12-5-31 & 32, Vijayapuri Colony, Tarnaka, Secunderabad - 500 017. Telangana, INDIA.

Phone : 040-27002221, Mobile : 92480 77972

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Minutes of the Internal Complaints Committee (ICC) Meeting

Date: 2022-08-30

Time: 10:00 AM - 12:00 PM

Venue: Faculty meeting hall, SNVPMV.

Agenda:

1. Review of previous meeting minutes
2. Discussion of any pending complaints
3. Planning for upcoming events and programs

Discussion:

1. The Chairperson reviewed the minutes of the previous meeting, which were approved by the Committee.
2. The Committee planned the following events and programs for the upcoming year:
 - o Gender sensitization training for all employees
 - o A panel discussion on sexual harassment in the workplace
 - o A film screening and discussion on the topic of sexual harassment

Adjournment:

The meeting was adjourned at 12:00 PM.

MEMBERS PRESENT:

- Dr. T. SarithaJyostna, Chairperson
- Dr. S. Hemalatha ,Member
- Dr. S. AnuradhaBai ,Member
- Mrs.S.Navaneetha , Member
- Ms. B. Vaishnavi, Member

T. SarithaJyostna

T. SarithaJyostna
Signature of Chairperson:



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INTERNAL COMPLAINT COMMITTEE 2021-22



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Ref.: SNVPMV/

Date : 5/01/2021

INTERNAL COMPLAINTS COMMITTEE

Internal complaint committee is reconstituted on 5th January, 2021 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	

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Minutes of the Internal Complaints Committee (ICC) meeting

Date: 2021-12-09

Time: 11:30 AM

Agenda & Discussion:

1. Review of previous meeting minutes: The minutes of the previous ICC meeting were reviewed and approved by Chairman, Dr. Vemuri Jyothi.
2. Discussion of new complaints: The ICC did not receive any new complaints of sexual harassment at this meeting.
3. Discussion of awareness and prevention programs: The ICC discussed the need to organize awareness and prevention programs on sexual harassment. The ICC decided to organize a workshop on sexual harassment for all employees next month.

MEMBERS PRESENT:

- | | | |
|------------------------|-----------------|---|
| 1. Dr. Vemuri Jyothi | Chairman |  |
| 2. Dr. S. Hemalatha | Member-Convener |  |
| 3. Dr. S. Anuradha Bai | Member |  |
| 4. Mrs. P. M. Sameera | Member |  |
| 5. Mr. M. Nageswar Rao | Member |  |
| 6. Ms. Ashajyothi | Member |  |
| 7. Ms. Lisa Patel | Member |  |



Signature of Chairperson



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INTERNAL COMPLAINT COMMITTEE 2020-21



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Ref.: SNVPMV/

Date : 28/01/2020

INTERNAL COMPLAINT COMMITTEE

Internal complaint committee is reconstituted on 28th 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	
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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.



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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. Anuradha Bai	Member	
4. Mrs. P. M. Sameera	Member	
5. Mr. M. Nageswar Rao	Member	
6. Ms. Ashajyothi	Member	



Signature of Chairperson



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INTERNAL COMPLAINT COMMITTEE 2019-20



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Ref.: SNVPMV/

Date : 28/01/2019

INTERNAL COMPLAINT COMMITTEE

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Minutes of the Internal Complaints Committee (ICC) meeting

Date: 2019-07-09

Time: 01:00PM-02:00PM

Agenda:

1. Call to order
2. Review of previous meeting minutes: The minutes of the previous ICC meeting were reviewed and approved.
3. Cases Update
4. Awareness and Prevention Programs
5. Adjournment

Meeting Summary:

1.Call to Order:

The meeting was called to order by Chairman Dr.Vemuri Jyothi

2. Review of Previous Meeting Minutes:

The minutes of the previous ICC meeting were reviewed and approved without any changes.

3. Cases Update:

No new cases were received.

4. Awareness and Prevention Programs:

The ICC discussed the need for awareness and prevention programs related to sexual harassment.

It was decided to organize a seminar for all employees on September 1st 2021.

Dr. S.Hemalatha will coordinate the planning and logistics for the seminar, including guest speakers and curriculum.

Mr. M. NageswarRao will assist in securing a suitable venue and sending out invitations.

Adjournment:

The meeting was adjourned at 2:00 PM.



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MEMBERS PRESENT:

1. Dr. Vemuri Jyothi

Chairman

2. Dr. S. Hemalatha

Member-Convener

3. Dr. S. Anuradha Bai

Member

4. Mrs. P. M. Sameera

Member

5. Mr. M. Nageswar Rao

Member

6. Ms. Ashajyothi

Member

Signature of Chairperson



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INTERNAL COMPLAINT COMMITTEE 2018-19



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Ref.: SNVPMV/

Date : 4/09/2018

INTERNAL COMPLAINT COMMITTEE

Internal complaint committee is reconstituted on 4th September, 2018 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
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Dr S.AnuradhaBai	Associate Professor	Member	
Mrs. P. M. Sameera	Assistant Professor	Member	
Mr. M. NageswarRao	Administrative Officer	Member	 M N Rao.

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Minutes of the Internal Complaints Committee (ICC) meeting

Date: 2018-08-07

Time: 01:00PM-02:00PM

Agenda:

1. Review of previous meeting minutes
2. Discussion of any new complaints
3. Planning of upcoming ICC events

DISCUSSION:

- Dr. Vemuri Jyothi welcomed all the members and appreciated the efforts of the members
- Dr. S. Hemalatha reported that there were no complaints relating to sexual harassment in the college.
- Dr. S. Anuradha Bai requested the chairman to prepare a proposal for conduct the events relating to gender sensitization and gender equality

Adjournment:

The meeting was adjourned at 2:00 PM.

MEMBERS PRESENT:

1. Dr. Vemuri Jyothi	Chairman	
2. Dr. S. Hemalatha	Member-Convener	
3. Dr. S. Anuradha Bai	Member	
4. Mrs. P. M. Sameera	Member	
5. Mr. M. Nageswar Rao	Member	
6. Ms. Ashajyothi	Member	

Signature of Chairperson