



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

College for Women Tarnaka, Secunderabad.
(Sponsored by the Exhibition Society,
Affiliated to Osmania University, Approved by PCI
ISO : 9001:2015 Certified Institution
NBA Accredited B.Pharmacy Course

Ref.: SNVPMV/

Date : 15/10/2024

Circular

Internal Complaint Committee Meeting

Date: 15th October, 2024

Venue: Faculty Meeting Hall, SNVPMV

Time: 12:30 PM

Dear All,

This is to inform you that an Internal Complaint Committee (ICC) meeting will be conducted on 16th October, 2024

The agenda of the meeting will be to establish internal complaint committee and to discuss any measures that need to be implemented for a better and safer workplace environment.

Your presence and active participation are highly appreciated.

Best regards,

Dr. S. Anuradha Bai
Professor



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INTERNAL COMPLAINTS COMMITTEE

Internal complaint committee is reconstituted on 16th October 2024 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. T. Mamatha | Principal | Chairperson | |
| Dr. S. Anuradha Bai | Professor | Convener | |
| Dr. S. Hemalatha | Professor & HOD | Member | |
| Mrs.S. Muni Sirisha | Assistant Professor | Member | |
| Mrs. S. Navaneetha | A.A.O | Non-teaching faculty | |
| Ms. Sravya Sree | Student | Student | |
| Ms. Rakshitha | Student | Student | |

(Dr. T. Mamatha)
Principal

Minutes of the Internal Complaints Committee (ICC) Meeting

Date: 16th October 2024

Time: 12:30 PM

Agenda

Welcome and Opening Remarks.

Review of Minutes of the Previous Meeting.

Status Update on Complaints and Campus Environment.

Discussion on Preventive Measures and Legal Provisions.

Commitment to Policy Compliance.

Ensuring Confidentiality and Building a Supportive Environment.

Action Plan for the Next Quarter.

Minutes

1. Welcome Address

The Chairperson, Dr. T. Mamatha, welcomed all members and initiated the meeting.

2. Review of Previous Meeting Minutes

Dr. S. Anuradha Bai, Member, presented the minutes of the previous meeting held on 22nd June 2024.

3. Status Update on Complaints

The Committee expressed satisfaction that no cases of harassment or discrimination had been reported in the institution.

Members acknowledged the healthy and friendly relationships among faculty, staff, and students, fostering a positive campus environment.

4. Discussion on Preventive Measures

Members discussed the Government Handbook on Sexual Harassment of Women (November 2015) and identified key provisions relevant to the institution.

It was decided to:

Conduct awareness sessions for students, faculty, and staff. Cover topics such as the types of safety measures.

Adhere to institutional rules and ensure immediate action on any violations.

Promote a strict and zero-tolerance approach to harassment.

Confidentiality and Supportive Environment

The Committee emphasized maintaining confidentiality in investigations to protect the privacy of individuals involved.

Focused on fostering a respectful and inclusive environment to ensure everyone feels safe and valued.

Action Taken

Awareness Campaign Initiated

Institutional policies on harassment prevention are being reviewed and updated for dissemination in December 2024.

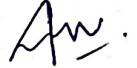






Members discussed about provisions in the Govt. Hand book on sexual harassment of women released in November 2015 and to conducted sessions to teach everyone about harassment, discrimination, and safety.


Conclusion

The meeting concluded with Dr. T. Mamatha thanking all members for their active participation and valuable inputs.

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Sub: INTERNAL COMPLAINTS COMMITTEE

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(Dr. T. Mamatha)
Principal