

SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA (Co-Ed.)
(Sponsored by The Exhibition Society), Tarnaka, Secunderabad.
Affiliated to Osmania University, Approved by PCI
NBA Accredited B.Pharmacy Course Accredited Grade A+ by NAAC
UGC AUTONOMOUS INSTITUTION

Circular

Internal Complaint Committee Meeting

Date: 17th June, 2026

Venue: Faculty Meeting Hall, SNVPMV

Dear All,


This is to inform you that an Internal Complaints Committee (ICC) meeting will be conducted on 17th June, 2026.

The agenda of the meeting is to establish the Internal Complaints Committee and to discuss measures to be implemented for ensuring a better and safer workplace environment.

Your presence and active participation are highly appreciated.

Best Regards,

Dr. Leena Varghese, Sr. Assistant Professor


Presiding Officer


PRINCIPAL

SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA (Co-Ed.)

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UGC AUTONOMOUS INSTITUTION

INTERNAL COMPLAINTS COMMITTEE CONSTITUTION

Date:

S.No	Name of the Member	Designation in ICC	Institution Role	Category	Contact No
1	Dr. Leemol Varghese	Presiding Officer	Associate Professor, Dept. of Pharmacognosy	Member Secretary	8332047398
2	Dr. K. Neelima	Member (Faculty)	Professor, Dept. of Pharmaceutical Analysis	Senior Woman Faculty	9502792574
3	Dr.Ch.Bhargavi	Member (Faculty)	Associate Professor, Dept. of Pharmaceutics	Senior Faculty	8297748805
4	Mrs.S.Diyya	Member (Faculty)	Assistant Professor, Dept. of PharmD	Faculty Representative	7569086736
5	Mrs.B. Vanaja	Member (NonTeaching)	Assistant Administrative Officer	Non-Teaching Staff	9603261170
6	Mrs.G.Jayasri	Member (NonTeaching)	Junior Assistant	Non-Teaching Staff	7680914642
7	Ms. V.Deekshitha Ramani	Member (Student - PG)	M.Pharm (PQA), II Semester Student	PG Student Representative	7672049846
8	Ms.G.Madhura	Member (Student - Research)	B. Pharm VI Semester Student	UG Student	9390233945
9	Ms. Shrestia	Member (Student)	Pharm D V Year Student	Pharm D Student	9391249438
10	Fr.M.Xavier SVD	NGO / External Expert	Member,NGO	Hon.Secretary,Home for Disabled,Secunderabad	7989159070

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Minutes of the Internal Complaints Committee (ICC)

Date: 17th June, 2026

Venue: Faculty Meeting Hall

Members Present: Presiding Officer, Faculty Members, Non-Teaching Staff Representatives, and Student Representatives.

Proceedings

1. Welcome Address

Dr. Leemol Varghese, Presiding Officer, welcomed the members and highlighted the objectives of the ICC and its role in ensuring a safe and respectful workplace and learning environment.

2. Roles and Responsibilities of ICC

The committee reviewed the statutory provisions and responsibilities of the ICC. Members were briefed on their duties related to the prevention, prohibition, and redressal of sexual harassment in accordance with UGC guidelines.

3. Re-Constitution of the Committee

The need for re-constitution of the ICC was discussed due to the graduation of existing student representatives. Nominations for Faculty Members, Non-Teaching Staff Representatives, and Student Representatives were presented and unanimously approved.

4. Complaint Redressal Procedure

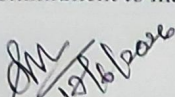
The committee reviewed the procedure for handling complaints. It was noted that complaints of sexual harassment must be submitted within three months of the incident. Complaints received by any ICC member shall be forwarded to the Presiding Officer within three days. The ICC shall determine its jurisdiction, issue notice to the respondent within seven working days, and allow ten working days for submission of a written reply along with supporting documents and witness details.

5. Awareness Programmes

The committee resolved to organize awareness programmes for students to promote a safe, respectful, and inclusive campus environment. The programmes will focus on prevention of sexual harassment, rights and responsibilities of students, and the available grievance redressal mechanisms.

Conclusion

The meeting concluded with a vote of thanks by the Presiding Officer. Members reaffirmed their commitment to maintaining a safe and supportive environment for all stakeholders.


Presiding Officer


Principal

SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA (Co-Ed.)

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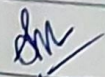
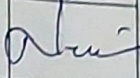




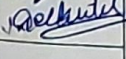

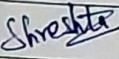
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Date: 17.06.2026

S.No	Name of the Member	Designation in ICC	Institution Role	Gender	Category	Signature
1	Dr. Leemol Varghese	Presiding Officer	Associate Professor, Dept. of Pharmacognosy	Female	Member Secretary	
2	Dr. K. Neelima	Member (Faculty)	Professor, Dept. of Pharmaceutical Analysis	Female	Senior Woman Faculty	
3	Dr.Ch.Bhargavi	Member (Faculty)	Associate Professor, Dept. of Pharmaceutics	Female	Senior Faculty	
4	Mrs.S.Divya	Member (Faculty)	Assistant Professor, Dept. of PharmD	Female	Faculty Representative	
5	Mrs.B.Vanaja	Member (NonTeaching)	Assistant Administrative Officer	Female	Non-Teaching Staff	
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