



The Internal Complaints Committee (ICC) is a statutory body constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Its main role is to ensure a safe and respectful working and learning environment for all, especially women.

#### **VISION:**

"To foster a safe, inclusive, and respectful academic and work environment free from sexual harassment and gender-based discrimination, where every individual—especially women—can learn, work, and thrive with dignity and confidence."

#### **Functions of the Internal Complaints Committee (ICC) :**

##### **1. Receive and Address Complaints**

- Accept complaints of sexual harassment from women (students, faculty, or staff).
- Ensure confidentiality and a time-bound redressal process.
- Initiate inquiry and resolve complaints fairly and impartially.

##### **2. Conduct Inquiry and Recommend Action**

- Conduct an internal inquiry as per the principles of natural justice.
- Record statements from both complainant and respondent.
- Recommend appropriate disciplinary or corrective action based on findings.

##### **3. Provide Interim Relief**

Recommend measures during the inquiry, such as:

- Temporary leave to the complainant.
- Change of department or supervisor.
- Restricting contact between the complainant and respondent.

##### **4. Promote Awareness and Sensitization**

Organize workshops, training, and awareness programs for:

- Students
- Teaching and non-teaching staff
- Display posters, notices, and policy documents regarding sexual harassment in visible places on campus.

##### **5. Policy Implementation and Review**

- Help frame and implement the institution's anti-sexual harassment policy
- Periodically review the effectiveness of policies and suggest improvements.

##### **6. Maintain Records and Reports**

- Maintain confidential records of complaints, inquiries, and actions taken.
- Number of complaints received
- Actions taken
- Awareness programs conducted





### 7. Support Complainants

- Provide a safe and supportive environment for the complainant.
- Prevent any form of victimization or retaliation against the complainant or witnesses.

### 8. Compliance with Legal Provisions

- Ensure the institution complies with the POSH Act and related rules.
- Keep the ICC members trained and updated on legal and procedural developments.

### Objectives of the Internal Complaints Committee (ICC):

#### 1. Prevent Sexual Harassment:

To create and maintain a safe, secure, and gender-sensitive environment free from sexual harassment and discrimination.

#### 2. Promote Awareness:

To educate and sensitize all employees, students, and staff about gender equality, workplace ethics, and the provisions of the Sexual Harassment Act.

#### 3. Provide a Redressal Mechanism:

To ensure a fair, transparent, and timely mechanism for receiving, investigating, and resolving complaints of sexual harassment.

#### 4. Ensure Confidentiality and Fairness:

To handle all complaints with utmost confidentiality, impartiality, and without bias or victimization.

#### 5. Empower Victims:

To offer support, guidance, and confidence to victims of harassment to voice their grievances without fear.

#### 6. Recommend Disciplinary Actions:

To recommend appropriate disciplinary actions against offenders based on the findings of the inquiry.

#### 7. Encourage Respectful Conduct:

To promote mutual respect, dignity, and equality among all genders in the workplace or campus environment.

#### 8. Monitor and Review:

To periodically review policies, procedures, and preventive measures to ensure continued compliance and effectiveness of the committee.

### Facilities for Internal Complaints Committee (ICC):

The college provides adequate facilities to ensure the effective functioning of the Internal Complaints Committee (ICC) in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. A dedicated office space is allotted for the committee to conduct meetings, counseling sessions, and grievance redressal proceedings in a confidential and comfortable environment.





Display boards across the campus provide information regarding the ICC members, contact details, and procedures for lodging complaints. Awareness materials and posters on gender sensitization and women's safety are prominently displayed in classrooms, laboratories, and common areas.

The institution also supports the committee with administrative assistance, budgetary provisions for awareness programs, workshops, and training sessions aimed at promoting gender equality and maintaining a harassment-free environment.

### **Key Roles of the ICC Convenor:**

- Acts as the head and coordinator of the Internal Complaints Committee.
- Ensures that the ICC complies with legal and institutional mandates.
- Serves as the first contact for complainants approaching the ICC.
- Maintains a sensitive and confidential channel of communication with affected parties.
- Presiding Over Meetings and Inquiries
- Chairs all ICC meetings and inquiry proceedings.
- Guides the inquiry process to ensure fairness, neutrality, and timeliness.
- Ensures Timely Redress
- Makes sure that complaints are: Received properly, Registered formally
- Inquired into within the timelines specified (typically within 90 days)
- Ensures that the committee submits a report within 10 days after completing an inquiry.
- Forwards inquiry reports and recommended actions to the institution's disciplinary authority.
- Ensures coordination with higher administration for implementation of action
- Ensures confidentiality of: Complaint details, Names of the complainant, respondent, and witnesses, Inquiry proceedings
- Oversees the proper documentation and record-keeping of all ICC activities.
- Guiding and Supporting Members
- Allocates responsibilities (e.g., note-taking, contacting parties, arranging meetings).
- Organizing Awareness Programs
- Leads the organization of:

Gender sensitization workshops, Anti-sexual harassment campaigns, Policy dissemination activities, Annual Reporting, Oversees the preparation and submission of the annual report, including: Number of cases received and resolved, Types of actions taken, Awareness programs conducted. Ensures that both complainant and respondent: Are given a chance to be heard, an submit evidence or bring witnesses, Prevents bias, conflict of interest, or victimization at any stage.

### **Role of Faculty Members in the ICC:**

Key Responsibilities:

#### **A. Preventive and Awareness Duties**

- Organize awareness programs, workshops, and seminars for students and staff about sexual harassment, gender sensitivity, and the ICC's role.
- Encourage open dialogue on gender equality and respect within the college community.





**B. Complaint Handling and Redressal**

- Receive written complaints of sexual harassment from any woman (student, staff, or visitor) within the prescribed time.
- Acknowledge receipt of complaints and ensure confidentiality at all stages.
- Participate in impartial inquiry proceedings, record evidence, and ensure adherence to due process.
- Recommend actions to the institution's disciplinary authority based on inquiry findings.

**C. Support and Protection**

- Ensure no retaliation or victimization occurs against the complainant or witnesses.
- Maintain confidentiality of all parties and proceedings.
- Provide or recommend interim relief measures (e.g., change of class or work assignment, leave for complainant, etc.).
- Facilitate access to counseling or other support services if needed.

**D. Documentation and Reporting**

- Maintain proper records of complaints, inquiry reports, and actions taken.
- Assist the Presiding Officer in preparing the \*annual report\* detailing:
  - Number of cases received, Actions taken, Awareness programs conducted, Submit the annual report to the college management.

**E. Ethical and Professional Conduct**

- Remain neutral, empathetic, and unbiased throughout proceedings.
- Avoid conflict of interest — recuse themselves if personally connected to any party involved.
- Uphold natural justice, fairness, and integrity in all ICC activities.

**Role of Student Members in the ICC:**

Student members act as representatives of the student body and serve as a bridge between students and the ICC.

They help in:

- ◇ Promoting awareness about gender equality and respectful behavior.
- ◇ Encouraging peers to report grievances safely.
- ◇ Participating in the inquiry process when permitted, maintaining neutrality and confidentiality.





OFFICE ORDER

Date: 06-09-2025

Sub: Constitution of Internal Complaints Committee (ICC) for the academic year 2025-26 -- Red.

The undersigned is pleased to constitute the **Internal Complaints Committee (ICC)** with the following members for the academic year 2025-26. The convener is required to oversee the activities of the committee, convene the meeting and report the recommendations to the principal.

**The Members of ICC constituted for the academic year 2025-26 are as follows:**

S.No.	Name	Designation	status
1	Dr.Ch. Ravi kumar	Principal	Chair person
2	Dr.Sk.Suriya Shihab	HOD.S&H	Convencor
3	Mr.SK.N. Meera vali	Assoc. Professor	Member
4	Mr.CH.Balabrahma Chari	Asst. Professor	Member
5	Dr. K.Lakhmi Pavani	HOD, MBA	Member
6	Mrs S.Hima Bindu	Asst. Professor	Member
7	Mr.SK.Mastanvali	Assoc. Professor,ECE	Member
8	Mrs.SK.Samjeeda	Asst.professor, CSE	Member
9	Mrs. P.M.Rupa	Asst.professor, EEE	Member
10	Mrs.K.Sailaja	Asst.professor, Civil	Member
11	Kum.SK.Khalida	Student (CSE-AI)	Member
12	Kum.SK.Shaheera	Student (CSE-CS)	Member
13	Mr. Surendra Reddy	Student (CSE-CS)	Member
14	Mr.Dhanumjay	Student (CSE-AI)	Member

**FUNCTIONS:**

- ❖ **Enquiry into Complaints:** Receive, investigate, and inquire into complaints of sexual harassment at the workplace in a fair and confidential manner.
- ❖ **Recommend Action:** Submit findings and recommend appropriate disciplinary or corrective action to the employer or management based on the inquiry report.
- ❖ **Awareness and Prevention:** Conduct regular awareness programs, workshops, and training sessions to prevent sexual harassment and promote a safe workplace environment.

Chair person

Convencor





Date: 19.09.2023

## INTERNAL COMPLAINTS COMMITTEE

### CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 21.09.2023 at 3.00 pm at Board Room.

Agenda:

1. Review of cases and concerns addressed by the Internal Complaints Committee during the previous semester, along with discussion on actions taken and outcomes.
- 2.Planning and organization of awareness initiatives for both male and female students, focusing on prevention of harassment, rights, and responsibilities.
- 3.Discussion on additional matters related to gender sensitization, including promoting equality, respect, and a safe campus environment for all.

S.No.	Name	Designation	status
1	Dr.Ch.Ravikumar	Principal	Chairperson
2	Dr.Sk.Suriya Shihab ,	Professor	Convenor
3	Mr.SK..N. Meera vali	Assoc. Professor	Member
4	Mr.CH. Balabrahma Chari	Asst. Professor	Member
5	Dr. K.Lakhmi Pavani	HOD, MBA	Member
6	Mrs S.Hima Bindu	Asst. Professor	Member
7	Mr. N. Sreehari	Assoc. Professor	Member
8	Mrs. M.Mamatha	Asst.professor, ECE	Member
9	Mrs. P.Swathi	Asst.professor, EEE	Member
10	Mrs. G V K Manasa	Asst.professor, Civil	Member
11	Mrs. M.Vijaya Kumari	Advocate	External Member
12	Kum.VALLEM PAVAN KALYANI	Student	Member
13	Kum. SIRIGIRI NAGA JYOTHI	Student	Member
14	Kum. YARAM VARALAKSHMI	Student	Member
15	Kum. PAMULA NAVYA SRI	Student	Member

  
Chairperson

  
Convenor



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Date: 22.09.2023

## Minutes of Meeting Internal Complaints Committee

The meeting of Internal Complaints Committee was held on on 21.09.2023 at 3.00 pm at Board Room.

- The committee resolved to organize an awareness programme on campus focusing on the prevention of gender inequality and promoting inclusiveness.
- It was agreed to conduct various activities aimed at empowering women and encouraging their active participation in all aspects of academic and social life.
- The Convenor, Dr. S.K. Suriya Shihab, directed the concerned member to prepare a detailed proposal for arranging a health check-up camp specifically for women.
- Mrs. S.N. Meeravali suggested conducting informative sessions and lectures to educate students about women's legal rights and available support systems.
- As there were no further points to deliberate, the meeting concluded with a vote of thanks proposed by Mr. N. Srihari.

S,N	Name	Designation	status	Signature
0.1	Dr.Ch.Ravikumar	Principal	Chairperson	
2	Dr.Sk.Suriya Shihab .	Professor	Convenor	
3	Mr.SK..N. Meera vali	Assoc. Professor	Member	
4	Mr.CH. Balabrahma Chari	Asst. Professor	Member	
5	Dr. K.Lakshmi Pavani	HOD, MBA	Member	
6	Mrs S.Hima Bindu	Asst. Professor	Member	
7	Mr. N. Sreehari	Assoc. Professor	Member	
8	Mrs. M.Mamatha	Asst.professor, ECE	Member	
9	Mrs. P.Swathi	Asst.professor, EEE	Member	
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Chairperson  
1.

Convenor





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**INTERNAL COMPLAINTS COMMITTEE MEETING ON 21/09/23**

  
Chairperson

  
Convenor



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## Internal Complaints Committee

Date: 05.02.2024

### CIRCULAR

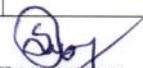
All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 07.02.2024 at 3.00pm in Principal's Office.

#### Agenda:

- Presentation and discussion on the complaints received and handled by the Internal Complaints Committee during the previous semester, along with a review of the actions taken.
- Planning of upcoming programmes and activities aimed at creating awareness among both male and female students regarding safety, rights, and responsibilities.
- Consideration of additional matters related to gender awareness, including initiatives to promote equality, mutual respect, and a supportive campus atmosphere.

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15	Kum. PAMULA NAVYA SRI	Student	Member

  
Chairperson

  
Convenor





Date: 08.02.2024

## Minutes of Meeting Internal Complaints Committee

The meeting of Internal Complaints Committee was held on 07/02/2024 at 3.00 pm in Principal's office. The main Agenda of the meeting is about Internal Complaints Committee in the college. The following members were present in the meeting.

- The committee resolved to organize an awareness programme on campus focusing on the prevention of gender inequality and promoting inclusiveness.
- It was agreed to conduct various activities aimed at empowering women and encouraging their active participation in all aspects of academic and social life.
- The Convenor, Dr. S.K. Suriya Shihab, directed the concerned member to prepare a detailed proposal for arranging a health check-up camp specifically for women.
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Chairperson

Convenor





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**INTERNAL COMPLAINTS COMMITTEE MEETING ON 07/02/24**

*[Signature]*  
Chairperson

*[Signature]*  
Convener



Approved by AICTE, New Delhi | Affiliated to JNTU - Kakinada

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