

# ST.ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY: CHIRALA

## AUTONOMOUS

### INTERNAL COMPLAINT COMMITTEE

#### Minutes of Meeting

Meeting Date: July 22, 2024

Meeting Time: 11:50 AM

Meeting Location: Board Room

Meeting Purpose: To conduct the activities of the Internal Complaint Committee in the present academic year

Attendees:

S.No	Name of the Staff Member	Department	Designation	Contact Numbers
1	Dr. R N D Lakshmi	Associate Professor - H&S	Presiding Officer	9866815592
2	Dr. G. Prasuna	Associate Professor - CSE	Internal Member	8185811271
3	Dr. D. Siva Bhaskar Rao	Associate Professor - ME	Internal Member	8555929601
4	Mrs. J. Kavitha	Assistant Professor - ECE	Internal Member	9951137278
5	Mrs. K. Prasanthi	Assistant Professor - EEE	Internal Member	7799277054
6	Mrs. M. Prasanna Kumari	Assistant Professor - MBA	Internal Member	8790450160
7	Mrs. M N V R Krishna Priya	Assistant Professor - IOT	Internal Member	9391205105
8	Mrs. S. Rajiya Sulthana	Assistant Professor - AIML	Internal Member	9391205105
9	Mr. S. Naga Mohan	PA to Principal	Internal Member	9951042888
10	Mrs. K Narmadha	Library Assistant	Internal Member	9492055137
11	Mrs. A. Sruthi	Student	Internal Member	9030137294
12	Mrs. T.G. Sindhuja	Student	Internal Member	8074063522
13	Mr. B. Hima Siva Sai	Student	Internal Member	9381862362

Absentees: None

#### Agenda Items:

1. Review of previous meeting minutes
2. Discussion of activities to be conducted in the present academic year
3. Planning for awareness and sensitization programs
4. Discussion of any other relevant issues

The committee members discussed the following activities to be undertaken in the current academic year:

- **Awareness and Sensitization Programs:**
  - Conduct workshops and seminars on sexual harassment, gender discrimination, and workplace ethics.
  - Organize guest lectures by legal experts and counselors.
  - Display posters and distribute pamphlets on POSH Act and related topics.
- **Training and Capacity Building:**
  - Provide training to committee members on handling complaints and conducting investigations.
  - Organize training sessions on counseling techniques and victim support.
- **Grievance Redressal Mechanism:**
  - Review and update the grievance redressal mechanism to ensure its effectiveness.
  - Ensure timely and confidential handling of complaints.
  - Provide necessary support and counseling to complainants and respondents.

### 3. Planning for Awareness and Sensitization Programs

The committee decided to organize the following awareness and sensitization programs:

- **Workshop on Sexual Harassment**
- **Guest Lecture on Gender Discrimination**
- **Poster Competition on Women's Empowerment**

The committee members were assigned specific tasks to plan and execute these programs.

### 4. Discussion of Any Other Relevant Issues

The following issues were discussed:

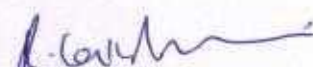
- **Collaboration with Other Committees:** The committee discussed the importance of collaborating with other committees, such as the Anti-Ragging Committee and the Discipline Committee, to ensure a safe and inclusive campus environment.
- **Budgetary Allocations:** The committee discussed the need for adequate budgetary allocations to implement the planned activities.
- **Documentation and Record-Keeping:** The committee emphasized the importance of maintaining accurate and confidential records of all complaints, investigations, and decisions.

**Action Items:**

**Next Meeting Date:**

The next meeting of the Internal Complaint Committee will be held on December 2, 2024 at 11:50 AM in the board room.

**Meeting Adjournment:** The meeting adjourned at 1:00 PM.

  
Presiding Officer