

Ref. No.:SRNBPGC/ICC/2025-26/004

Date: 20-07-2025

## **CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC)**

### **1. Preamble**

In pursuance of the guidelines issued by the All India Council for Technical Education (AICTE) and in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Regulations, Sri Rachapudy Nagabhushanam Degree & PG College, Badvel hereby constitutes the Internal Complaints Committee (ICC) to prevent and redress complaints of sexual harassment at the workplace.

The Committee is established to provide a safe, secure, and gender-sensitive environment for all women employees and students of the institution.

### **2. Objectives**

The Internal Complaints Committee shall:

1. Prevent sexual harassment at the workplace.
2. Provide a mechanism for redressal of complaints.
3. Ensure fair, impartial, and time-bound inquiry.
4. Create awareness about gender sensitization and workplace safety.
5. Promote a culture of dignity and respect within the institution.

### **3. Definition of Sexual Harassment**

Sexual harassment shall include any unwelcome act or behavior (whether directly or by implication), such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

#### 4. Composition of the Internal Complaints Committee

As per statutory requirements, the ICC shall consist of:

S. No	Name	Designation
1	M. RADHA	Presiding Officer
2	T. BALA OBULESU	Faculty Member
3	S. SALMA	Faculty Member
4	B. RAGHURAM	Faculty Member
5	E. C OBUL REDDY	External Member

At least 50% of the total members shall be women.

The tenure of the ICC members shall be **three years** from the date of nomination.

#### 5. Powers and Functions

The ICC shall:

1. Receive complaints of sexual harassment from women employees or students.
2. Conduct a preliminary inquiry and formal investigation as per the Act.
3. Provide interim relief measures, if necessary.
4. Recommend appropriate disciplinary action to the Principal.
5. Maintain strict confidentiality of proceedings.
6. Organize awareness programs and gender sensitization workshops.
7. Submit an annual report to the Head of the Institution.

#### 6. Procedure for Filing Complaint

1. The aggrieved woman may submit a written complaint to the ICC within three months from the date of incident (extendable for valid reasons).
2. The ICC shall acknowledge the complaint and initiate inquiry proceedings.
3. Both parties shall be given an opportunity to be heard.
4. The inquiry shall be completed within 90 days.
5. The report with recommendations shall be submitted to the Principal within 10 days of completion of inquiry.

## 7. Interim Relief

During the pendency of inquiry, the ICC may recommend:

- Transfer of the aggrieved person or respondent
- Grant of leave up to three months
- Any other appropriate relief

## 8. Confidentiality

All proceedings, documents, and identities of parties shall remain confidential as mandated under the Act.

## 9. Implementation

This Constitution shall come into force with immediate effect upon approval by the Principal and shall remain valid unless amended as per statutory guidelines.



Principal

Principal  
Sri Rachapudy Nagabhushanam  
Degree & P.G. College (Autonomous)  
Badvel, 516227, YSR (Dist), A.P

**SRI RACHAPUDY NAGABHUSHANAM DEGREE & P.G COLLEGE  
AUTONOMOUS**



**Accredited by NAAC with A Grade**

Permanently Affiliated to Yogi Vemana University  
Recognized Under 2(f) & 12(B) of UGC Act 1956  
Nellore Road, Badvel-516227, Kadapa Dist. A.P.  
Contact Details: +91 9440261908; +91 9989951908



Ref. No.:SRNBDPGC/ICC/2025-26/005

Date: 26-07-2025

**CIRCULAR**

**Subject: Conduct of Meeting – Internal Complaints Committee (ICC)**

All the members of the Internal Complaints Committee (ICC) of Sri Rachapudy Nagabhushanam Degree & PG College, Badvel are hereby informed that a meeting of the Committee is scheduled to be held as per the details given below:

**Date:** 28-07-2025

**Time:** 10:30 am

**Venue:** Seminar Hall-1

**Agenda:**

1. Review of the constitution and functioning of the Internal Complaints Committee.
2. Review of complaints received, if any, and status of action taken.
3. Discussion on preventive measures and gender sensitization programs.
4. Planning awareness initiatives regarding prevention of sexual harassment.
5. Any other matter with the permission of the Presiding Officer.


All members are requested to attend the meeting without fail and maintain strict confidentiality regarding all discussions and proceedings of the Committee.



  
Principal

Copy to:

1. All ICC Members
2. Office File
3. Notice Board / College Website

  
Principal  
Sri Rachapudy Nagabhushanam  
Degree & P.G. College (Autonomous)  
Badvel, 516227, YSR (Dist), A.P



## MINUTES OF THE MEETING

### Internal Complaints Committee (ICC)

Date: 28-07-2025

#### Members Present:

S. No.	Name	Designation	Signature
1	M. RADHA	Presiding Officer	
2	T. BALA OBULESU	Member	
3	B. RAGHURAM	Member	
4	S. SALMA	Member	
5	E. C OBUL REDDY	External Member	

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1. Review of constitution and functioning of the Internal Complaints Committee.
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5. Any other matter with the permission of the Presiding Officer.

#### Proceedings:

The meeting of the Internal Complaints Committee (ICC) was conducted as per the circular issued by the Principal. The Presiding Officer welcomed the members and explained the purpose of the meeting.

##### 1. Review of Constitution & Functioning:

The Committee reviewed its structure, roles, and responsibilities as per statutory guidelines. Emphasis was placed on maintaining confidentiality and ensuring a fair and impartial inquiry process.

## 2. Review of Complaints:

The Committee discussed complaints received during the period (if any). It was noted that all matters would be handled strictly in accordance with established procedures and within the prescribed time frame.

## 3. Preventive Measures:

Members discussed strengthening preventive mechanisms such as awareness campaigns, display of ICC details on notice boards, and ensuring visibility of complaint procedures on the college website.

## 4. Awareness & Sensitization Programs:

It was resolved to conduct gender sensitization programs, workshops, and orientation sessions for students and staff to promote a safe and respectful campus environment.

## 5. Other Matters:

No additional matters were raised for discussion.

## Resolutions Passed:

- ICC contact details shall be prominently displayed on campus and website.
- Awareness programs shall be conducted at least once every semester.
- All complaints shall be acknowledged and processed within the statutory time limits.
- Confidential records shall be properly maintained.

The meeting concluded with a vote of thanks by one of the members.



  
Presiding Officer