ANNAMACHARYA UNIVERSITY

EXCELLENCE IN EDUCATION; SERVICE TO SOCIETY

(ESTD, UNDER AP PRIVATE UNIVERSITIES (ESTABLISHMENT AND REGULATION) ACT, 2016)

Rajampet, Kadapa District, A.P – 516126, INDIA

Academic Year : 2025-2026

Meeting : **Internal Complaint Committee** (Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013(14 of 2013))

Date and Time : 19th June 2026 at 10:00 AM

Venue : **Conference Hall,** AITS, RAJAMPET.

Internal Complaint Committee meeting held on 19th June 2026 at Annamacharya University, Rajampet.

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. M. Padma Lalitha, Chairman	Professor, EEE	
2	Dr. B. Sukrutha, Member	Assistant Professor, College of Agriculture	
3	Mrs. N. Swathi, Member	Assistant Professor, AI&DS	
4	Dr. S. Surekha, Member	Assistant Professor, AIML	
5	Mrs. K. Nagamani, Member	Assistant Professor, Mech.	
6	Ms. S. Rubeena Bi, Member	Assistant Professor, EEE	
7	Mrs. P. Syamala Devi, Member	Assistant Professor, ECE	
8	Dr. P. Chengamma, Member	Assistant Professor, CSE	
9	Ms. SB. Bhavani, Member	Assistant Professor, MBA	
10	Mr. K. Adisekhar Babu, Member	Assistant Professor, MCA	
11	Ms. N Navyasree (24DFCSEG01)	Student Coordinator	
12	Mr. V. Akshai (23705A3302)	Student Coordinator	
13	Mr. P. Koushik Reddy(22701A3221)	Student Coordinator	
14	Dr. N.R. Gowthami, Member Secretary	Internal Compliant Committee Coordinator	

RESOLUTIONS

MINUTES OF THE MEETING

The ICC meeting was conducted under the chairpersonship of the ICC Chairperson. The Chairperson welcomed all the members and reviewed the activities undertaken by the committee.

1. **Review of Previous Resolutions:** The committee reviewed the resolutions of the previous meeting and discussed their implementation.

Awareness Session for Girl Students: It was proposed to organise a special awareness session for girl students to explain the role and functions of the ICC, their rights, complaint-submission procedures and available support mechanisms.

POSH Awareness: The committee discussed conducting awareness programmes on the Prevention of Sexual Harassment (POSH) Act, 2013, gender equality, personal safety and respectful behaviour.

ICC Accessibility: The members emphasised displaying ICC members' names, contact details and official email ID on notice boards across the University to ensure easy accessibility.

RESOLUTIONS

To organise awareness sessions on ICC functions and complaint procedures for girl students.
To conduct regular POSH and gender-sensitisation programmes.
To display ICC contact details prominently across the University.
To ensure confidentiality, impartiality and sensitivity in handling complaints.
To review ICC activities periodically and implement the annual action plan.
The meeting concluded with a vote of thanks to the Chairperson and all the members.

Chairman
Internal Complaints Committee
Annamacharya University, Rajampet

EVENT REPORT : Just A Minute (JAM) Session on "Rights and Responsibilities under POSH"

Organized by Internal Complaints Committee (ICC)
Event Title: Just A Minute (JAM) Session on "Rights and Responsibilities under POSH"
Organized By:Internal Complaints Committee (ICC)
Venue: Seminar Hall
Participants:30 members, Faculty Members

Objective of the Program

The Internal Complaints Committee (ICC) organized a JAM (Just A Minute) Session on "Rights and Responsibilities under the Prevention of Sexual Harassment (POSH) Act, 2013" to create awareness among faculty members regarding their rights, duties, and responsibilities in maintaining a safe, respectful, and inclusive workplace environment. The program aimed to familiarize participants with the provisions of the POSH Act and encourage active participation in promoting gender sensitivity and professional ethics within the institution.

Introduction

The session commenced with a welcome address by the ICC Coordinator, who highlighted the significance of the POSH Act, 2013, in ensuring a safe workplace free from sexual harassment. The participants were informed about the role of the Internal Complaints Committee and the importance of understanding workplace conduct and ethical responsibilities.

About the JAM Session

The JAM Session provided faculty members with an opportunity to express their views, opinions, and awareness on various aspects of the POSH Act within a one-minute timeframe. The activity encouraged spontaneous speaking, critical thinking, and active engagement with the topic.

Key Discussion Points

Faculty members spoke on the following aspects:

- Fundamental rights guaranteed under the POSH Act.
- Right to a safe and secure workplace.
- Right to equality, dignity, and respect.
- Protection against discrimination and harassment.
- Procedures for filing complaints under the POSH Act.
- Confidentiality and privacy provisions.
- Responsibilities of employees in preventing workplace harassment.
- Role of faculty in creating a gender-sensitive environment.
- Ethical behavior and professional conduct.
- Importance of awareness and reporting mechanisms.
- Duties of educational institutions under the POSH framework.

Highlights of the Event

- Active participation from faculty members across various departments.
- Thought-provoking presentations and viewpoints.
- Increased awareness regarding workplace rights and responsibilities.
- Interactive discussions on practical workplace scenarios.
- Sharing of best practices for maintaining professional ethics and mutual respect.

Learning Outcomes

The program enabled faculty members to:

1. Understand the objectives and provisions of the POSH Act, 2013.
2. Recognize their rights to work in a safe and harassment-free environment.
3. Understand the complaint redressal mechanism available through ICC.
4. Learn their responsibilities in preventing and addressing workplace harassment.
5. Promote gender sensitivity and respect in professional interactions.
6. Contribute towards building a positive and inclusive workplace culture.

Participants' Feedback

Faculty members appreciated the JAM as an engaging and interactive method of learning. Participants expressed that the session enhanced their understanding of workplace ethics, legal provisions under the POSH Act, and the role each individual plays in maintaining a safe and respectful institutional environment.

Conclusion

The JAM Session on "Rights and Responsibilities under POSH" successfully achieved its objective of creating awareness among faculty members regarding workplace safety, dignity, and mutual respect. The program reinforced the institution's commitment to maintaining a harassment-free environment and encouraged faculty members to actively support the principles of gender equality and professional ethics. The event concluded with a vote of thanks by the ICC Coordinator, acknowledging the enthusiastic participation of all faculty members.

Outcomes

- Enhanced awareness of POSH Act provisions among faculty.
- Improved understanding of employee rights and responsibilities.
- Strengthened commitment to creating a safe workplace culture.
- Encouraged proactive participation in ICC initiatives.
- Promoted respect, equality, and professionalism across the institution.



Faculty members actively participating in the JAM Session on "Rights and Responsibilities under POSH" organized by the Internal Complaints Committee (ICC) to promote awareness of workplace safety, dignity, and professional ethics.

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Rajampet, Kadapa District, A.P – 516126, INDIA

EVENT REPORT : Walkathon on Women's Safety Awareness

Organized by the Internal Complaint Committee and Women Empowerment Cell, Annamacharya University, Rajampet
Date: 5th March 2026
Venue: Annamacharya University, Rajampet,
Organized by: Internal Complaint Committee and Women Empowerment Cell, Annamacharya University
No.of Participants: 750

1. Introduction

The Internal Complaint Committee of Annamacharya University, Rajampet, organized a Walkathon on Women's Safety Awareness with the objective of creating awareness among students, faculty members, and the public about women's safety, dignity, rights, and security in society. The programme emphasized the importance of building a safe, respectful, and supportive environment for women in educational institutions and public spaces.

2. Objectives of the Programme

The major objectives of the walkathon were:

- To create awareness about women's safety and security in society.
- To sensitize students and the public regarding the protection of women's rights and dignity.
- To promote gender equality, mutual respect, and social responsibility.
- To encourage women to be aware of their rights and available support systems.
- To highlight the importance of collective participation in preventing harassment and violence against women.
- To strengthen the role of educational institutions in promoting a safe campus environment.

3. Programme Proceedings

The walkathon was conducted with enthusiastic participation from university students, faculty members, and staff. Participants carried awareness banners highlighting the importance of women's safety and security. The procession proceeded through the university entrance and surrounding public areas to convey the message of women's empowerment, safety, and gender equality.

The programme served as a platform to communicate the importance of safeguarding women in educational institutions, workplaces, and public places. Participants emphasized that ensuring women's safety is a shared responsibility of individuals, institutions, and society as a whole.

The participation of police personnel added significance to the programme by highlighting the importance of public awareness, institutional support, and cooperation with law enforcement agencies in addressing issues related to women's safety.

4. Key Highlights

1. An awareness walkathon was organized under the banner of the Women Safety Cell.
2. Students and faculty members actively participated in the awareness procession.
3. Banners and messages were displayed to communicate the importance of women's safety.

4. Awareness was created about women's rights, dignity, and security in public spaces.
5. The programme encouraged collective responsibility towards preventing harassment and ensuring a safe environment for women.

5. Outcome of the Programme

The walkathon created awareness among students and the public about the importance of women's safety and the need for a secure and inclusive society. It encouraged students to become responsible citizens and active contributors to the promotion of gender equality and women's empowerment. The programme also reinforced the university's commitment to providing a safe and supportive academic environment for all students and employees.

6. Conclusion

The Walkathon on Women's Safety Awareness was a meaningful initiative by the Women Safety Cell of Annamacharya University. The active participation of students, faculty members, staff, and police personnel contributed to the success of the programme. The event effectively conveyed the message that women's safety is a collective responsibility and that awareness, vigilance, mutual respect, and social commitment are essential for building a safer society.

Organized by:
Internal Complaint Committee and Women Empowerment
Annamacharya University, Rajampet.

The two photographs and the newspaper clipping as supporting evidence of the event.


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Rajampet, Kadapa District, A.P – 516126, INDIA

09th June 2026

CIRCULAR

Circular No.: AU/ICC/2025-26/002

Sub: Internal Complaints Committee (ICC) – Convening of committee meeting – Reg.

All the members of the Internal Complaints Committee (ICC), Annamacharya University, are hereby informed that a meeting of the Committee is scheduled to be held as per the details given below. All members are requested to attend the meeting without fail.

Date	19th June 2026
Time	10:00 AM
Venue	Administrative Block, Conference Hall

Agenda:

1. 1. Welcome address by the Chairperson.
2. Review of previous meeting resolutions.
3. Review of ICC awareness activities conducted.
4. Review of the Walkathon on Women's Safety Awareness.
5. Review of the JAM Session on Rights and Responsibilities under POSH.
6. Discussion on the effectiveness of ICC activities and complaint mechanisms.
7. Planning future awareness programmes.
8. Review of complaints received

REGISTRAR

Copy to:

- The Vice-Chancellor, for information
- The Registrar
- The Principal / Dean concerned
- All members of the Internal Complaints Committee
- IQAC Coordinator
- Office file

ANNAMACHARYA UNIVERSITY

EXCELLENCE IN EDUCATION; SERVICE TO SOCIETY

(ESTD, UNDER AP PRIVATE UNIVERSITIES (ESTABLISHMENT AND REGULATION) ACT, 2016)

Rajampet, Kadapa District, A.P – 516126, INDIA

Academic Year: 2025-2026

Meeting : **Internal Complaint Committee** (Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013

Date and Time : 07th August 2025 at 10:00 AM

Venue : **Conference Hall,** AITS, RAJAMPET.

Internal Complaint Committee meeting held on 07th August 2025 at Annamacharya University, Rajampet.

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. M. Padma Lalitha, Chairman	Professor, EEE	
2	Dr. B. Sukrutha, Member	Assistant Professor, College of Agriculture	
3	Mrs. N. Swathi, Member	Assistant Professor, AI&DS	
4	Dr. S. Surekha, Member	Assistant Professor, AIML	
5	Mrs. K. Nagamani, Member	Assistant Professor, Mech.	
6	Ms. S. Rubeena Bi, Member	Assistant Professor, EEE	
7	Mrs. P. Syamala Devi, Member	Assistant Professor, ECE	
8	Dr. P. Chengamma, Member	Assistant Professor, CSE	
9	Ms. SB. Bhavani, Member	Assistant Professor, MBA	
10	Mr. K. Adisekhar Babu, Member	Assistant Professor, MCA	Absent
11	Ms. N Navyasree (24DFCSEG01)	Student Coordinator	
12	Mr. V. Akshai (23705A3302)	Student Coordinator	
13	Mr. P. Koushik Reddy(22701A3221)	Student Coordinator	
14	Dr. N.R. Gowthami, Member Secretary	Internal Compliant Committee Coordinator	

The ICC meeting was conducted under the chairpersonship of the ICC Chairperson. The Chairperson welcomed all the members and initiated the discussion.

1. **Introduction of ICC Members:** The members introduced themselves and discussed their roles and responsibilities.
2. **Review of Previous Minutes:** The minutes of the previous meeting were reviewed and confirmed without modifications.
3. **Review of Complaints:** The committee reviewed the complaints received and recorded that no complaints had been received during the period under review.
4. **Annual Action Plan:** The members discussed and approved a tentative annual action plan for ICC activities.

5. **Awareness Programmes:** It was resolved to organise awareness and orientation programmes on POSH, prevention of sexual harassment and gender sensitisation.
6. **ICC Accessibility:** The committee resolved to display ICC members' names, contact details and official email ID on notice boards and circulate the information through university communication channels.

Resolutions:

- To conduct regular ICC awareness and orientation programmes.
- To ensure easy accessibility of ICC contact details.
- To maintain confidentiality and impartiality in handling complaints.

The meeting concluded with a vote of thanks proposed by Dr. N. R. Gowthami.

Chairman
Internal Complaints Committee
Annamacharya University, Rajampet

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Rajampet, Kadapa District, A.P – 516126, INDIA

28th July 2025

CIRCULAR

Circular No.: AU/ICC/2025-26/001

Sub: Internal Complaints Committee (ICC) – Convening of committee meeting – Reg.

All the members of the Internal Complaints Committee (ICC), Annamacharya University, are hereby informed that a meeting of the Committee is scheduled to be held as per the details given below. All members are requested to attend the meeting without fail.

Date	07th August 2025
Time	10:00 AM
Venue	Administrative Block, Conference Hall

Agenda:

1. Welcome address by the Chairperson.
2. Review and confirmation of the minutes of the previous ICC meeting.
3. Review of complaints received, if any, and the status of action taken, maintaining confidentiality.
4. Planning and review of awareness programmes on prevention of sexual harassment, gender sensitisation and a safe campus environment.
5. Discussion on the functioning of the ICC, accessibility of the complaint mechanism and support to aggrieved persons.
6. Any other matter with the permission of the Chairperson.

REGISTRAR

Copy to:

- The Vice-Chancellor, for information
- The Registrar
- The Principal / Dean concerned
- All members of the Internal Complaints Committee
- IQAC Coordinator
- Office file