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 : 2024-2025

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

Date and Time : 26th July 2024 at 10:00 AM

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

Internal Complaint Committee meeting held on 26th July 2024 at Annamacharya University, Rajampet.

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. M. Padmalalitha, Chairman	Head, Department of 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	

Agenda and Resolutions

Item No. 1: Welcome Address and Introduction of Members

The Chairperson welcomed all the members to the first ICC meeting of the academic year 2024-2025. The members introduced themselves and were briefed on the objectives, responsibilities and statutory functions of the Internal Complaints Committee.

The Committee reaffirmed its commitment to preventing sexual harassment, promoting gender equality and ensuring a safe and supportive campus environment.

Item No. 2: Review and Confirmation of Previous Minutes

The minutes of the previous ICC meeting were placed before the Committee. After discussion, the members confirmed the minutes without modification.

The Member Secretary presented the status of complaints received up to the date of the meeting. The Committee recorded that no complaints had been received during the period under review.

The Committee resolved that all complaints, if received, must be addressed promptly, impartially and confidentially in accordance with the applicable legal and institutional procedures.

Item No. 4: Awareness and Gender-Sensitisation Activities

The Committee discussed the need to organise awareness and gender-sensitisation programmes for students and employees during the academic year 2024-2025.

It was resolved to:

- Conduct orientation programmes on the role and functions of the ICC.
- Organise awareness sessions on the prevention of sexual harassment.
- Conduct programmes concerning gender equality, personal safety and respectful workplace conduct.
- Educate students and employees about the complaint-submission and redressal process.
- Collaborate with relevant university departments and external experts when required.

Item No. 5: Accessibility and Functioning of the ICC

The Committee reviewed the accessibility of the complaint mechanism and the availability of ICC information to students and employees.

It was resolved to:

- Display the names and contact details of ICC members on notice boards.
- Publicise the official ICC email address through appropriate university communication channels.
- Inform newly admitted students and newly appointed employees about the ICC.
- Provide a safe and accessible mechanism for reporting complaints.
- Protect the identity, privacy and confidentiality of complainants and other parties involved.
- Ensure that all matters are handled sensitively, fairly and without prejudice.

Item No. 6: Annual Action Plan

The Committee discussed and approved the following tentative action plan for the academic year:

Activity
ICC orientation for students and employees
Display and circulation of ICC contact details
Gender-sensitisation programme
Legal-awareness and personal-safety programme
Periodic review of complaints and preventive measures

Item No. 7: Any Other Matter

No additional matter was placed before the Committee.

Conclusion

The Chairperson advised all members to remain vigilant and approachable and to promote awareness of the ICC among students and employees. Members were reminded to maintain strict confidentiality in all complaint-related matters.

The meeting concluded with a vote of thanks proposed by Mrs. P. Syamala Devi. The Chairperson thanked all the members for their participation and cooperation.

Member Secretary
Internal Complaints Committee
Annamacharya University, Rajampet

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

26th July 2024

CIRCULAR

Circular No.: AU/ICC/2024-25/001

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	26th July 2024
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

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

Academic Year : 2024-2025

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

Date and Time : 16th June 2025 at 10:00 AM

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

Internal Complaint Committee meeting held on 16th June 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	ABSENT
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	Bhavani
10	Mr. K. Adisekhar Babu, Member	Assistant Professor, MCA	
11	Ms. N Navyasree (24DFCSEG01)	Student Coordinator	NYS
12	Mr. V. Akshai (23705A3302)	Student Coordinator	Akshai
13	Mr. P. Koushik Reddy(22701A3221)	Student Coordinator	Koushik
14	Dr. N.R. Gowthami, Member Secretary	Internal Compliant Committee Coordinator	

The Chairperson welcomed the members and reviewed the activities undertaken by the committee during the academic year 2024–2025. The members discussed the effectiveness of the awareness initiatives and the accessibility of the complaint-redressal mechanism.

The following points were discussed:

1. **Review of Previous Minutes:** The committee reviewed the minutes and resolutions of the previous meeting and discussed the progress of the proposed ICC activities.
2. **Review of Complaints:** The committee reviewed the complaints received during the academic year 2024–2025. It was noted that no complaints had been received during the reporting period.

Item No. 1: Ratification of previous minutes

Points of discussion on the previous minutes was reviewed, The Member Secretary has presented a report on various events and activities conducted for the welfare of female faculty and students at Annamacharya University, Rajampet.

Item No. 2: Review and confirmation of previous minutes

The minutes of the previous meeting, were placed before the Committee. After discussion, the minutes were confirmed.

Item No. 3: Review of complaints

The Committee reviewed the complaints received during the 2024-2025 under consideration. The zero complaints are recorded.

- Status for the period: No complaints received.

Item No. 4: Awareness and gender-sensitisation activities

The Committee discussed the conduct of awareness programmes, orientation sessions and gender-sensitisation activities for students and employees. An awareness programme on POCSO ACT, IPC & BNS ACT is conducted on 22/3/2025, the event report is as enclosed.

Item No. 5: Accessibility and functioning of the ICC

The Committee deliberated on measures to ensure that ICC contact details are easily accessible to all students and employees through appropriate university communication channels. It was resolved to display the ICC contact details, official email ID, on notice boards across all academic and administrative blocks of the University. The Committee emphasized that such information should be displayed in a manner that ensures awareness while safeguarding the confidentiality and privacy of individuals seeking assistance. Members were also advised to handle all complaints and related matters with utmost sensitivity, impartiality, and strict confidentiality.

Item No. 6: Any other matter

The members discussed the following additional matters, if any: NIL

- The meeting concluded with a vote of thanks proposed by Mrs P Syamala Devi, The Chairperson thanked all members for their participation.

Member Secretary,
Internal Complaints Committee,
Annamacharya University, Rajampet.

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EVENT REPORT- AN AWARENESS PROGRAMME ON POCSO ACT, IPC & BNS ACT

Date: 22 March 2025
Organised by: Annamacharya University
Target Audience: 300 students
Number of Participants: 250
Organisers: Dr. N. R. Gowthami and Dr. M. Subba Rao, Dean – Student Affairs

1. Introduction

An Awareness Programme on the Protection of Children from Sexual Offences (POCSO) Act, Indian Penal Code (IPC) and Bharatiya Nyaya Sanhita (BNS) Act was organised at Annamacharya University on 22 March 2025. The programme was conducted with the objective of creating awareness among students about legal provisions, personal safety, protection against sexual offences, and the importance of understanding the laws governing society.

The programme aimed to educate students about their legal rights and responsibilities and to sensitise them towards issues related to personal safety, gender-based violence, harassment and offences against children and women.

2. Objectives of the Programme

The major objectives of the awareness programme were:

1. To create awareness about the POCSO Act and its importance in protecting children from sexual offences.
2. To familiarise students with the provisions and significance of the Indian Penal Code (IPC).
3. To introduce students to the Bharatiya Nyaya Sanhita (BNS) and its role in the current criminal justice system.
4. To educate students about legal rights, responsibilities and the importance of reporting offences.
5. To sensitise students towards personal safety, gender equality and respect for others.
6. To promote a safe, responsible and legally aware campus environment.

3. Details of the Chief Guests

The programme was graced by the following distinguished dignitaries:

- **Sri S. Praveen Kumar**, Additional District Judge (ADJ), Rajampet.
- **Sri Manoj Ramnath Hegde, IPS**, Additional Superintendent of Police (ASP), Rajampet.

Their presence added significant value to the programme by providing students with an opportunity to gain awareness about legal and law-enforcement perspectives.

4. Organising Committee

The programme was organised under the coordination of:

- Dr. N. R. Gowthami, Coordinator-ICC
- Ms N Deepthi, Coordinator-NCC

The organisers coordinated the programme and facilitated the participation of students from different departments of the university.

5. Proceedings of the Programme

The awareness programme commenced with the welcome of the distinguished guests and an introduction to the objectives of the event. The dignitaries were welcomed by the university representatives.

The programme focused on creating awareness about three important legal frameworks: the POCSO Act, IPC and BNS Act. The students were sensitised to the importance of understanding legal provisions and recognising situations involving unlawful behaviour, harassment and exploitation.

The Chief Guests, Sri S. Praveen Kumar, Additional District Judge, Rajampet, and Sri Manoj Ramnath Hegde, IPS, Additional Superintendent of Police, Rajampet, were invited to address the gathering and share their professional perspectives on the importance of legal awareness and the role of law in protecting individuals and maintaining social order.

The programme provided a platform for students to understand the importance of legal literacy, personal responsibility and awareness of the criminal justice system.

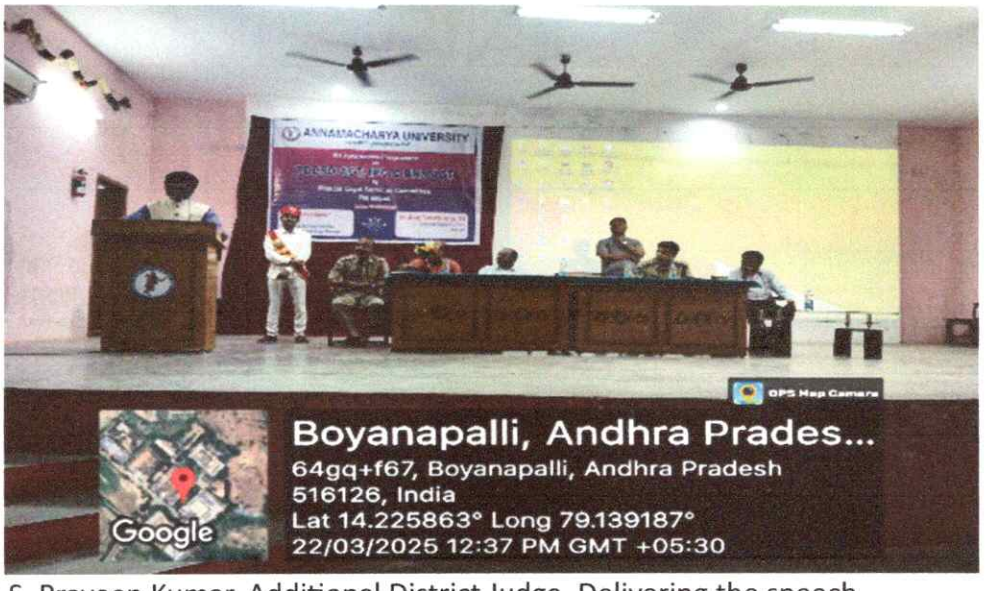


Fig.1.,Sri S. Praveen Kumar, Additional District Judge, Delivering the speech



Fig.2., Sri Manoj Ramnath Hegde, IPS, Additional Superintendent of Police, Rajampet,

Participation

The programme was conducted for students across the university campus.

Particulars	**Details**

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16th June 2025

CIRCULAR

Circular No.: AU/ICC/2024-25/002

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