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: 2026-2027

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

Date and Time : 22nd July 2026 at 10:00 AM

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

Internal Complaint Committee meeting held on 22nd July 2026 at Annamacharya University, Rajampet.

Members Present:

S. No	Name of the Member	Designation	Signature
1	Dr. M. Padma Lalitha, Chairman	Professor, EEE	
2	Mr K. M. Arun Kumar, Member	Assistant Professor, College of Agriculture	
3	Mrs B. Nirmala Devi, Member	Associate Professor, Pharmacy	
4	Ms Y. Mounika, Member	Assistant Professor, Law	
5	Mrs C Meena Kumari, Member	Assistant Professor, Allied Health Sciences	
6	Mrs. N. Swathi, Member	Assistant Professor, AI&DS	
7	Mrs P. Syamala Devi, Member	Assistant Professor, ECE	
8	Mr. B. Koushik, Member	Assistant Professor, MBA	Absent
9	Ms G Kiranmai, 25AFCIV015	Student Coordinator	
10	Ms L Sneha Latha, 24AFMEC030	Student Coordinator	
11	Mrs Chaya Devi, External member	Advocate, Rajampet	
12	Dr Haritha Garlapati, External member	Psychiatrist, Amritha Mind care, Kadapa	
13	Dr. N.R. Gowthami, Member Secretary	Internal Compliant Committee Coordinator	

MINUTES OF THE MEETING

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

Introduction of ICC Members: The members were introduced, and their roles and responsibilities were discussed.

Review of Previous Minutes: The minutes of the previous meeting were reviewed and confirmed by the members.

Review of Complaints: No complaints received.

Annual Action Plan: The members discussed the preparation of an annual action plan for 2026–2027, focusing on awareness programmes, gender sensitisation and effective functioning of the ICC.

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

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09th July 2026

CIRCULAR

Circular No.: AU/ICC/2026-27/001

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	22nd July 2026
Time	10:00 AM
Venue	Administrative Block, Conference Hall

Agenda:

1. Welcome address by the Chairperson.
2. Introduction of ICC members and their responsibilities.
3. Review of previous meeting minutes.
4. Review of complaints received, if any.
5. Preparation of the annual action plan for 2026–2027.
6. Planning awareness sessions for girl students on ICC functions and complaint procedures.
7. Discussion on POSH awareness and gender sensitisation.
8. 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