

Internal Complaint Committee Meeting
Social Welfare Residential Govt. Degree College [G]
Kanchikacherla ,NTR District. A.P



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Internal Complaint Committee Meeting report

Date: 14-12-2024

Venue: Principal's Chamber
Chairperson: Dr. V. Neeraja, Principal

Agenda:

To discuss measures for creating a workplace free of sexual harassment and implementing awareness programs.

Minutes of the Meeting:

1. Opening Remarks:

The meeting was called to order by Dr. V. Neeraja, who emphasized the importance of a safe and respectful work environment for all employees.

She reiterated the college's commitment to ensuring a harassment-free workplace through preventive measures and strict action against violations.

2. Review of Existing Policies:

Dr. K. Sudharani reviewed the existing anti-harassment policies and suggested improvements in complaint handling procedures.

It was decided that awareness regarding complaint mechanisms should be increased among students and staff.

3. Awareness Programs & Workshops:

Smt. Lavanya A.L. proposed conducting workshops on sexual harassment laws and employees' rights. It was decided that regular training sessions for faculty, staff, and students would be scheduled every quarter.

Dr. B. Vijaya Lakshmi suggested inviting external legal experts and counselors for interactive sessions.

4. Formation of a Complaint Redressal Mechanism:

A confidential complaint box will be set up in the college premises.

A dedicated email ID for reporting harassment cases will be created and monitored by the committee.

The committee will conduct monthly reviews of complaints and take appropriate action as per college regulations.

5. Code of Conduct Implementation:

A draft code of conduct for faculty, staff, and students was reviewed.

The committee agreed to display posters with anti-harassment guidelines in common areas.

6. Action Plan & Responsibilities:

Dr. Neeraja to oversee the overall execution of preventive measures.

Dr. Sudharani to draft a detailed policy document.

Smt. Lavanya to coordinate training sessions and awareness campaigns.

Dr. Vijaya Lakshmi to provide psychological support and conduct counseling sessions for affected individuals.

Conclusion & Next Steps:

The meeting concluded with a unanimous decision to implement all suggested measures at the earliest.

The next review meeting was scheduled for 15-03-2025 to assess progress.

Meeting Adjourned.

Reported by:
Internal Complaint Committee



V. Neeraja
PRINCIPAL
S.W.R.G.D.C FOR GIRLS
KANCHIKACHERLA.