



Rishi M.S. Institute of Engineering & Technology for Women

(Approved by A.I.C.T.E., & Affiliated to J.N.T.U.H.)

(In Memory of "BHARAT RATNA" Mrs. M.S. Subbulakshmi)

Near J.N.T.U.H, Metro Station, Kukatpally, Hyderabad - 500 085.

E-mail : rishims2009@gmail.com, Phone : 040-23892878, Fax : 040-23892858

Ref.

Date : 14-04-2023

INTERNAL COMPLAINTS COMMITTEE

Duties & Responsibilities:

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at workplace - Prevention, Prohibition and Redressal Act, 2013) for 2022-2023 is constituted. The duties and Responsibilities of the Internal Complaints Committee are as follows:

1. The Committee shall consider the Welfare of Women Teaching and Non-teaching Staff members of the college.
2. The Committee shall consider the recreational facilities to lady staff.
3. The Committee shall create the health care facilities to lady staff members and Girl students.
4. The Committee shall review the complaints if any received from lady staff members and girl students and take appropriate action.

The Committee shall meet as and when required and the minutes of the meetings may be recorded.

S.NO	Name of the person	Designation	Role	Signature
1	Mrs.J.Madhavi Latha	DIRECTOR	CHAIRMAN	J.M.Latha
2	Dr.Kiran Kumar	PRINCIPAL	PRESIDENT	Kiran
3	Mrs.Archana Patil	HOD - CSE	CONVENER	Archana
4	Mrs.Y.Venkata Lakshmi	HOD - ECE	MEMBER	Y.Lakshmi
5	Mrs.Anuradha Guptha	HOD - H&S	MEMBER	Anuradha
6	Mrs.Padmavathi	ASSISTANT PROFESSOR	MEMBER	Padma
7	Ms.B.Sushmitha	STUDENT/ CSE FIRST YEAR	MEMBER	Sushmitha
8	Ms.Usha	STUDENT/ECE	MEMBER	Usha
9	Ms.Sindhu	STUDENT/CSE	MEMBER	Sindhu
10	Ms.Rishika	STUDENT/IT	MEMBER	Rishika


Principal
Rishi M S Institute of Engineering
& Technology for Women
1-2-54/1/2, Kukatpally,
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ICC - MINUTES OF MEETING

The Internal Complaints Committee (As per section 4 of Sexual Harassment of Women at workplace - Prevention, Prohibition and Redressal Act, 2013) for 2022-2023 was held on 14.04.2023 in Conference hall. All the members attended the meeting.

1. At the outset, the Presiding officer welcomed all the participants of the meeting.
2. The Committee noted that no complaint of sexual harassment against anyone of the institution has been received.
3. The Committee emphasized that in order to create awareness and continuous sensitization for the students, it is essential to communicate the information through the faculty.
4. The committee also emphasized (i) " Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rule 2013", (ii) Constitution of the Committee, and (iii) details of the Members of the Complaints Committee such as name, phone number, address etc., needs to be uploaded in the website.
5. The Committee stressed the need to increase awareness amongst the students on how the rules have been amended to prevent instances of harassment of women.
6. The Presiding officer expressed his thanks to all the members and the members agreed that the committee will meet every year during the month of April on a regular basis or earlier, if need be in case of any complaints.
7. The meeting ended with vote of thanks.


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