



Rishi UBR Women's College

(Accredited by NAAC with 'A' Grade)

(Affiliated to Osmania University, MBA Approved by AICTE)

Near JNTU Metro Station, Kukatpally, Hyderabad - 500 085.

Ref.:

Date: _____



Date :10/06/2024

OFFICE ORDERS

Internal Complaints cell is constituted with the following faculty members for the Academic year 2024-2025.

S.No	Name of the Committee Member	Department	Role
1	Ms N S L Praveena	Business Management	Coordinator
2	Mrs A N L Sudha	Science	Member
3	Ms. V. Mary Francis	Business Management	Member
4	Ms P Gouthami	Business management	Student Member
5	Ms Ch Tara Srilakshmi	Commerce	Student Member
6	Ms D Jyothi	Science	Student Member
7	Ms Shaguftha	Business management	Student Member

- Collect the complaints and report to the Principal/Vice-principal
- Record the follow-up action
- Create a unique mail ID for the internal complaints and address the issues.



 Principal

Copy to Coordinator



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CIRCULAR

SEMESTER: ODD (I, III & V)

ACADEMIC YEAR: 2024-2025

DATE: 05.07.2024

ORIGINATOR	NSL. Praveena, Internal Complaints Cell, Coordinator
	Through Principal
CIRCULATED TO	Faculty members
	Student members
	HODs of Dept. of Business Management Dept. of Commerce & Dept. of Science

SUB: Internal Complaints Committee First Annual Meeting – reg.

All members of the Internal Complaints Committee are hereby informed that first annual meeting of the ICC will be held on 12th July, 2024 at 2 pm in room no 113.

Agenda:

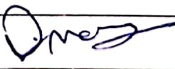

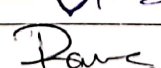



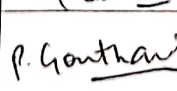
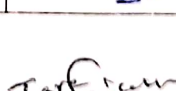

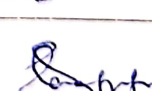
1. Planning of ICC Activities for the Academic Year 2024 – 2025.
2. Initiating conduct of awareness and sensitization programs.
3. Discussion on measures for maintaining a safe and harassment-free environment.
4. Any other matter with the permission of the Chair.

All members are requested to attend the meeting without fail.


Coordinator




Principal

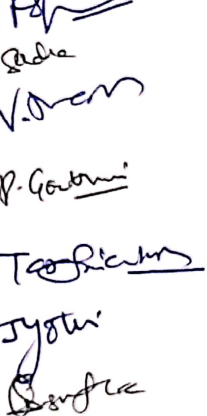
Circulated To	Faculty Members:				
	HODs				
	Student Members				





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Minutes of the meeting of ICC cell

Date, Time & Venue	July 12 th , 2024 at 2 pm at room no 113	
Members 1. NSL. Praveena, Coordinator 2. ANL Sudha, Faculty Member 3. V. Mary Francina, Faculty Member 4. P. Gouthami, Student Member 5. Tara Srilakshmi, Student Member 6. D. Jyothi, Student Member 7. Shaguftha, Student Member	Signatures of the Members Present	Members Absent
		
Agenda Points	1. Welcome and opening remarks by the Coordinator 2. Presentation of the status on complaints 3. Discussion on preventive measures implemented 4. Discussion on feedback from students and staff regarding safety and grievance mechanisms 5. Resolutions for upcoming semester activities 6. Any other 7.	

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Welcome and Opening Remarks	The coordinator welcomed all members and reiterated the purpose of ICC in ensuring a safe, respectful and inclusive environment.		NSL. Praveena	
2	Presentation of the status on complaints	<ul style="list-style-type: none"> It was recorded that no complaints were received during the previous academic year 2023-2024 Members noted that preventive awareness initiatives have been effective 		NSL. Praveena	
3	Preventive Measures	<ul style="list-style-type: none"> ICC contact details and procedure for lodging complaints are displayed prominently in corridors, notice boards and college website. Awareness sessions will be conducted for first-year students during orientation / induction program Gender sensitization programs will be conducted by internal faculty / in collaboration with organizations 	30 th October 2024	NSL. Praveena ANL. Sudha ANL. Sudha	1 st August, 2024 23 rd July, 2024 20 th September, 2024
4	Feedback from students and staff regarding safety and grievance	<ul style="list-style-type: none"> Feedback from students and staff 	20 th May 2025	NSL. Praveena	Ensured

	mechanisms	indicated satisfaction with the grievance redressal system.			
5	Resolutions for upcoming semesters	<ul style="list-style-type: none"> • Conduct regular sensitization programs and awareness drives. • Conduct survey on campus safety. • Enlighten newly joined faculty and students on complaint lodging procedure. • Ensure continued visibility of ICC information across campus. 	31 st Dec, 2024	ANL. Sudha NSL. Praveena v. Mary Francis	15 th December, 2024 1 st November, 2024
6	Any other	<ul style="list-style-type: none"> • No additional matters were raised 		NSL. Praveena	Ensured

Signature of the Coordinator





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CIRCULAR

SEMESTER: EVEN (II, IV & VI)

ACADEMIC YEAR: 2024-2025

DATE: 21.12.2024

ORIGINATOR	NSL. Praveena, Internal Complaints Cell, Coordinator
	Through Principal
	Faculty members
	Student members
CIRCULATED TO	HODs of Dept. of Business Management Dept. of Commerce & Dept. of Science

SUB: Internal Complaints Committee Second Annual Meeting – reg.

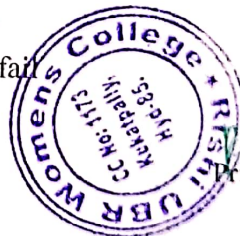
All members of the Internal Complaints Committee are hereby informed that second annual meeting of the ICC will be held on 27th December, 2024 at 2.30 pm in room no 113.

Agenda:

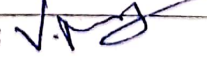


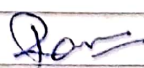

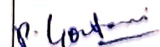

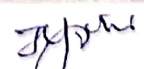
1. Review of activities and awareness programs conducted in the previous semester.
2. Evaluation of the effectiveness of preventive measures implemented.
3. Planning sensitization programs for the upcoming academic year.
4. Any other matter with the permission of the chair.

All members are requested to attend the meeting without fail


Coordinator






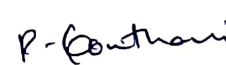
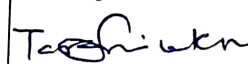
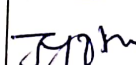


Principal 21/12/24

Circulated To	Faculty Members:  			
	HODs			
	Student Members			



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Minutes of the meeting of ICC cell

Date, Time & Venue		December 27 th , 2024 at 2.30 pm at room no 113	
Members	Signatures of the Members Present		Members Absent
	1.NSL. Praveena, Coordinator 2. ANL Sudha, Faculty Member 3. V. Mary Francina, Faculty Member 4. P. Gouthami, Student Member 5. Tara Srilakshmi, Student Member 6. D. Jyothi, Student Member 7. Shaguftha, Student Member	      	-
Agenda Points		1. Welcome and remarks by the Coordinator 2. Review of previous semester activities 3. Assessment of preventive measures' effectiveness 4. Planning for upcoming semester 5. Any other	

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Welcome and Opening Remarks	The coordinator welcomed members and appreciated their active participation in ICC activities		NSL. praveena	
2	Review of semester activities	<ul style="list-style-type: none"> Gender sensitization activities are conducted ICC awareness posters renewed across campus Awareness session for newly admitted students was conducted as a part of induction program 	31 st December, 2024	NSL. praveena V. Mary Francine NSL. praveena	8 th Aug, 2024 16 th Aug, 2024 13 th Sept, 2024 26 th July 2024
3	Effectiveness of preventive measures	<ul style="list-style-type: none"> Members agreed that the absence of complaints indicates effective communication and preventive actions. Continued visibility of ICC procedures maintained 		V. Mary Francine NSL. praveena	Ensured 30 th May, 2025
4	Planning for next semester	<ul style="list-style-type: none"> Plan to invite legal expert for a seminar on workplace harassment and women's rights Proposal for student-led gender equality campaign to be 		NSL. Praveena ANL. Sudha	10 th Feb, 2025 25 th Jan, 2025

5	Any other	implemented.			
		<ul style="list-style-type: none"> No further matters were raised 			


 Signature of the Coordinator

