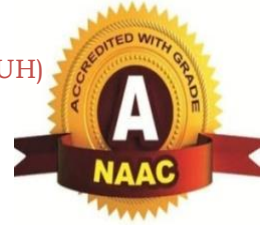


# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)  
Accredited by NAAC- 'A' Grade. Accredited by NBA



Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097  
Mob: 8498085218. Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://www.tkrec.ac.in)

## INTERNAL COMPLAINT COMMITTEE (ICC)

The ICC has a fundamental goal of fostering a safe and inclusive environment within the institute, where there is absolute intolerance for sexual harassment and gender discrimination. This committee serves as a secure platform for individuals to voice their grievances without any fear of reprisal. Women employees and students have various channels to report their concerns, including SMS, calls, emails, letters, and website submissions. The ICC is committed to preventing and addressing any form of grievances involving women within the institute.

ICC meetings should be conducted quarterly as a routine schedule, with additional meetings convened as needed to address specific concerns or incidents

The Internal Complaint Committee will consist of the following members:

| S.No. | Name of the Staff         | Designation          | Position         |
|-------|---------------------------|----------------------|------------------|
| 1.    | Dr. K VenkataMurali Mohan | Principal            | Chairman         |
| 2.    | Dr. V Madhavi             | Prof & Dept of H & S | Member Secretary |
| 3.    | Mrs. D. Sai Priyanka      | Asst. Prof in CE     | Member           |
| 4.    | Mrs. S. Lavanya           | Asst. Prof in EEE    | Member           |
| 5.    | Mrs. V. Lavanya           | Asst. Prof in ECE    | Member           |
| 6.    | Mrs. B. Rajani            | Asst. Prof in CSE    | Member           |
| 7.    | Mrs. B. Nirupama          | Asst. Prof in IT     | Member           |
| 8.    | Mrs. Annapurna            | Asst. Prof in MBA    | Member           |
| 9.    | Mrs. Kavitha              | Asst. Prof in H&S    | Member           |
| 10.   | Mrs. K. Kavitha           | Asst. Prof in AIML   | Member           |

Functions and Responsibilities of the Internal Complaint Committee:

### 1. Awareness and Education:

- ❖ Raise awareness about gender sensitivity and sexual harassment prevention among employees and students.

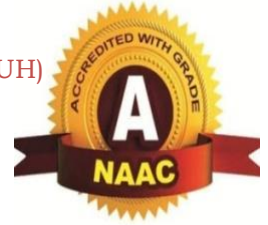
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- ❖ Conduct regular workshops, seminars, and awareness programs on related issues.
2. Receiving Complaints:
  - ❖ Accept complaints related to sexual harassment and gender discrimination through multiple channels.
  - ❖ Ensure the confidentiality and sensitivity of complainants.
3. Investigation and Resolution:
  - ❖ Promptly investigate complaints impartially and thoroughly.
  - ❖ Ensure a fair and transparent investigation process.
  - ❖ Recommend appropriate actions and sanctions, if necessary, based on investigation findings.
4. Support for Complainants:
  - ❖ Provide support and guidance to complainants throughout the resolution process.
  - ❖ Ensure the psychological well-being and safety of those involved.
5. Prevention Measures:
  - ❖ Develop and implement preventive measures and policies to create a harassment-free environment.
  - ❖ Review and update anti-harassment policies and guidelines as needed.
6. Reporting and Documentation:
  - ❖ Maintain detailed records of complaints, investigations, and actions taken.
  - ❖ Submit periodic reports to higher authorities on the committee's activities.
7. Awareness Campaigns:
  - ❖ Conduct awareness campaigns within the institute to promote a culture of respect and gender equality.
8. Compliance with Legal Requirements:
  - ❖ Ensure compliance with all relevant laws and regulations related to gender discrimination and sexual harassment.