PULLA REDDY
INSTITUTE OF COMPUTER SCIENCE
विद्यया ऽ मृतमश्णुते DUNDIGAL | HYDERABAD

Survey No. 167, 168
Domadugu (vil), Gummadidala (Mdl)
Sangareddy (dist)
(on main road, near Dundigal Airforce Academy,
Hyderabad) - 502313
Ph. No. 040-29709311

Internal Committee

Minutes of Meeting With Reference to Circular PRICS/IC/2024-2025/01 dated on 22/11/2024, a meeting was held on 23/11/2024 with all the members of Internal Committee

S.No	Name	Designation	Committee Role
1.	Dr. B C Lakshmanna	Professor & Principal	Chairman
2.	Dr. N Suneetha	Professor	Presiding officer
3.	Mr. D Siddaiah	Assistant Professor	Member
4.	Mrs. B Sharmila	Assistant Professor	Member
5.	Mrs. M Swapna	Administrative Staff	Member
6.	Mrs. J Anitha	Administrative Staff	Member
7.	Ms. D Manasa	Student Sr.	Member
8.	Ms. G Swapna	Student Sr.	Member
9.	Ms. P Pavani	Student Jr.	Member

Agenda of the Meeting:

1. Confirmation of Minutes of the Previous Meeting
2. Presentation of report of the actions taken after previous meeting
3. To hear and address the complaints received from the students and staff

Grievances Received:

A total of **Zero** complaints Received

Members Attended:

1. Dr. N Suneetha
2. Mr. D Siddaiah
3. Mrs. B Sharmila
4. Mrs. M Swapna
5. Mrs. J Anitha
6. Ms. D Manasa
7. Ms. G Swapna
8. Ms. P Pavani

B.C Lak
CONVENOR

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Date: 15-11-2024

As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, Pulla Reddy Institute of Computer Science has constituted **Internal Committee (IC)** Vide Ref No: **PRICS/IC/24-25**.

The Committee comprises of the following members:

S.No	Name	Designation	Committee Role
1.	Dr. B C Lakshmanna	Professor & Principal	Chairman
2.	Dr. N Suneetha	Professor	Presiding officer
3.	Mr. D Siddaiah	Assistant Professor	Member
4.	Mrs. B Sharmila	Assistant Professor	Member
5.	Mrs. M Swapna	Administrative Staff	Member
6.	Mrs. J Anitha	Administrative Staff	Member
7.	Ms. D Manasa	Student Sr.	Member
8.	Ms. G Swapna	Student Sr.	Member
9.	Ms. P Pavani	Student Jr.	Member

This Committee will deal with the problems faced by the women in the campus. It also monitors the measures for preventing, prohibiting and punishing activities of sexual harassment on women, within and outside of the college campus.

This order comes into force with immediate effect until further amendment.

Copy to:

1. Dr. N Suneetha
2. Mr. D Siddaiah
3. Mrs. B Sharmila
4. Mrs. M Swapna
5. Mrs. J Anitha
6. Ms. D Manasa
7. Ms. G Swapna
8. Ms. P Pavani

B.C. Lak

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POLICY ON SEXUAL HARASSMENT AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL)

Pulla Reddy Institute of Computer Science (hereinafter referred to as 'PRICS') is committed to a zero tolerance policy towards sexual harassment. We seek to ensure a safe, healthy workplace and academic environment free from sexual harassment of any sort, in line with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 read with University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. PRICS strives to prevent incidents of sexual harassment at workplace, encourages reporting of incidents if any and provides for prompt redressal of such incidents. This Policy will only be interpreted in light of the Act and UGC Regulations and is required to clarify the ambiguity, if any.

SCOPE:

The Policy on Sexual Harassment at Workplace (hereinafter referred to as 'Policy') at PRICS shall apply to all students, faculty, staff or employee of the PRICS, or third parties whenever the misconduct occurs, in connection with college activities, routine teaching, administrative work or programme organized by PRICS, on/off Campus and/or related to the conduct, which may have the effect of creating an intimidating or offensive or hostile work environment for one or more member(s) of the PRICS community.

DEFINITIONS:

In this Policy, unless the context otherwise requires,-

i. "Complainant/aggrieved person" means any person alleging an incident of sexual harassment, or on whose behalf such complaint has been filed;
ii. "Internal Complaints Committee" means the Committee constituted by the Principal to enquire into the incidents of sexual harassment;
iii. "PRICS" means the ulla Reddy Institute of Computer Science
iv. "PRICS community" includes students, faculty, and staff or employee of PRICS;
v. "Respondent" means any person against whom a complaint of sexual harassment has been filed;
vi. "Sexual Harassment" means and includes any unwelcome conduct, verbal, physical, textual, electronic, visual or graphic act or threat of a sexual nature, and shall include
   a) any physical contact or advance;
   b) any advances, demands or requests for sexual favour;
   c) sexually coloured communication that is targeted at a particular person and leads to humiliation or harassment;
   d) sexually explicit content or gestures;
   e) showing pornography;
   f) any single or repeated sexually determined behaviour or conduct that creates intimidating or a hostile work environment;

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4. **Filing of Complaint**

1. The complainant/aggrieved person shall file a complaint in writing or electronically to the ICC in the given format at the earliest point of time or within 3 months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The ICC, for reasons to be recorded in writing, may extend the time limit, not exceeding three months.
2. The complaint may be given by hand or by post to the Presiding Officer/Chairperson of ICC or emailed to icc@msPRICS.org.
3. If the complaint has been filed electronically, a hard copy of the same must reach the office of the ICC within 7 working days.
4. The ICC shall extend all reasonable assistance to the aggrieved person for making the complaint in writing, if required.
5. The complaint should be specific and shall include the list of witnesses, if any.
6. Before initiating or during the inquiry, the ICC at the request of the complainant/aggrieved person, may take steps to settle the matter between the complainant/aggrieved person and the respondent. No monetary settlement shall be made as the basis for settlement.

5. **Inquiry into the Complaint**

1. On accepting the complaint, the ICC shall send a notice to the respondent within 7 working days along with a copy of the complaint.
2. The respondent shall reply to the complaint in writing, along with a list of witnesses, if any, within 10 working days from the date of receiving the notice.
3. Meanwhile, the complainant/aggrieved person may be called and heard by the ICC and a hand-written statement may be taken on record.
4. On receipt of the reply of the respondent, the ICC shall provide a copy of the same to the complainant/aggrieved person within 5 working days.
5. The ICC will be guided by principles of natural justice with regard to parties/witnesses during the inquiry proceedings.
6. The ICC may direct any of the parties to the complaint and the witnesses not to bring mobile phones or recorders during the deposition or proceedings, in order to maintain and ensure confidentiality.
7. The ICC may try to settle the matter between the parties through conciliation, subject to a request made by the complainant/aggrieved person.
8. The ICC will ensure that the parties are not placed in any position that might be intimidating unless it is deemed absolutely necessary, coupled with the consent of the complainant/aggrieved person.
9. The ICC, if it so requires, may at any time, call upon any person to be a witness, and may ask any questions as it deems necessary to such a witness and record their statements on oath.
10. If the complainant/aggrieved person or respondent desires to cross-examine any witness(s), ICC may have to facilitate the same and record the statement(s).
11. No copy of any of the documents pertaining to either party may be handed over to anyone except the parties, in order to maintain confidentiality.
12. All notes, statements and documents are to be kept strictly confidential. Members shall be given the documents for perusal during the inquiry meetings.

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6. **Interim Relief**

During pendency of the inquiry, on a written request made by the complainant, the committee may recommend to the Principal to grant such other relief as may be appropriate. Once the recommendations of interim relief are implemented, the Principal will inform the committee regarding the same

7. **Initiation of Action**

On the receipt of the inquiry report, the Principal shall implement the decision of the ICC.

8. **Appeals -**

1. ICC shall have no jurisdiction to entertain any communication from any side, viz. the Complainant, Respondent or any of the witnesses after the submission of the Report. The ICC becomes *functus officio* after the submission of its decision on the complaint in hand.
2. The Appeals Committee shall consist of the Principal, a senior faculty member and an external member.
3. The Appeal may be filed within 90 days of the receipt of the decision of ICC.
4. The Appeals Committee may allow an appeal filed after the prescribed period by an order in writing if it is satisfied that there is a reasonable justification for the delay.

9. **Confidentiality of Proceedings -**

1. The ICC as well as the Institution shall take appropriate measures to maintain confidentiality of the identity of both the parties.
2. To ensure confidentiality of proceedings of the complaint, if any member is a witness/related of either party, he/she shall recuse from the inquiry.
3. The identity of the complainant, respondent, witnesses and proceedings of ICC and its recommendations and the action taken by PRICS shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
4. No legal practitioner will be allowed to represent either the complainant or the respondent in proceedings before the ICC.
5. No decision under this Policy, except the final decision in form of Report of the Inquiry Committee or the Appellate Committee shall be made public.

10. **Obligations of the Institution / Duties of the Employer**

The Institution shall perform the following obligations in order to ensure effective implementation of this Code:

1. Forward all complaints of sexual harassment to the ICC.
2. Provide all necessary facilities such as office space, computer, secretarial assistance etc. and other possible assistance to the ICC for smooth conduct of inquiry.
3. Provide assistance to the complainant/aggrieved person in accessing professional counselling and medical services, if required.
4. Pay appropriate reasonable amount as honorarium along with travel allowance to the external member for attending the ICC meetings.
5. Monitor the timely submissions of the Report(s) by the ICC.

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C. **Penalties for Third Parties–**

1) The ICC may impose any or a combination of the following penalties for sexual harassment:
   a. Bar from entering the PRICS campus;
   b. Withdrawal of certificate or reward for successful completion of or participation in any conference, seminar, programme or competition organized by the Institution;
   c. Warning or Reprimand in writing;
   d. Any other appropriate action as per the PRICS rules applicable.
2) ICC shall inform the Institution or Employer of the Third Party in such cases of the details of the complaint and the penalty imposed.

13. **Annual Reports**

The ICC shall prepare an Annual Report giving an account of the cases filed, if any and their disposal etc. and forward a copy thereof to the Principal of PRICS.

14. **False, Frivolous or Vexatious Complaints**

Strict disciplinary action shall be taken by the Principal in case any complaint is proven to be false, frivolous or vexatious.

In case if the ICC arrives at a conclusion that the allegation(s) against the respondent has not been proved, it may recommend to the Principal that no action may be taken in the matter.

15. **Saving**

Nothing contained in this code shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the National Commission for Woman Act 1990, the Protection of Human Rights Commission Act 1993 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institution shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

The proceedings under this policy shall not, in any way, be affected by any other proceedings against the respondent preferred by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.

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PRICS/ IC/2024-2025/01

Date:22/11/2024

CIRCULAR

This is to inform that all the members of Internal Committee are requested to attend the meeting which is scheduled to be held on 23/11/2024 i.e. Monday at 2:00 P.M in Conference Hall.

Agenda of the Meeting:

1. Confirmation of Minutes of the Previous Meeting
2. Presentation of report of the actions taken after previous meeting
3. To hear and address the complaints received from the students and staff

Copy to:

1. Dr. N Suneetha
2. Mr. D Siddaiah
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Internal Committee

Action Taken Report

Internal Committee Meeting was held on 23-11-2024.The following are the actions taken for the discussions held and suggestions given during the meeting.

There was no request and complaint from the staff and the students. so, all precautions for general good maintenance are being monitored

B.C. Lall
CONVENOR