

# Internal Committee (IC)

**RGUKT Basar** is a residential coeducational institution committed to providing equal opportunities for all. While fostering a collaborative and respectful environment for men and women, the institution ensures that any complaints related to inappropriate physical contact, unwelcome advances, requests for sexual favors, sexually suggestive remarks, or any other forms of verbal, non-verbal, or physical harassment are promptly addressed.

The **Internal Committee (IC)** is constituted under the *Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013* to ensure a safe and secure working and learning environment, free from sexual harassment for all employees and students.

IC also plays a crucial role in raising awareness among students and staff to proactively prevent sexual harassment on campus. Any complaints related to such matters should be reported to the Committee, which will take appropriate disciplinary action in accordance with the college's rules and regulations.

## Objectives of IC

- To create and maintain a safe and harassment-free environment for women in the workplace.
- To prevent discrimination and sexual harassment by promoting gender sensitization.
- To address complaints of sexual harassment in a fair, confidential, and timely manner.
- To recommend appropriate actions and redress mechanisms as per the legal framework.

## What Constitutes Sexual Harassment?

Sexual harassment includes, but is not limited to:

- Unwelcome physical contact or advances.
- Demand or request for sexual favors.
- Making sexually colored remarks, jokes, or gestures.
- Displaying pornography or sexually explicit content.
- Any unwelcome verbal, non-verbal, or physical conduct of a sexual nature.

## Procedure for Filing a Complaint

1. **Written Complaint:** The complainant should submit a written complaint with details of the incident(s) in the file format provided in the website.
2. **Confidentiality Assured:** All complaints are handled confidentially to protect the identity and dignity of the complainant.

3. **Preliminary Inquiry:** The IC will conduct an initial review and determine if a detailed investigation is required.
4. **Hearing & Evidence Collection:** Statements from the complainant, respondent, and witnesses will be recorded.
5. **Resolution & Recommendations:** The IC will suggest appropriate actions, which may include warnings, suspension, or other disciplinary measures.
6. **Closure & Follow-up:** The case is formally closed after action is taken, and periodic follow-ups ensure a harassment-free environment.

## Preventive Measures & Awareness Initiatives

- Conducting gender sensitization workshops and training sessions.
- Displaying anti-harassment policies in prominent locations.
- Setting up a confidential helpline for immediate support.
- Encouraging a culture of respect, inclusivity, and equality.

As per the approval of the competent authority, an internal complaints committee has been constituted with the following members:

S.No.	Name of the member	Designation
1.	Mrs. A.V.V.Anupamasridevi	Chairperson
2.	Dr. K. Pavani	Member
3.	Mr. Srinivas Gajjela	Member
4.	Mrs. Swetha	Member
5.	Ms. Nagalakshmi	Member
6.	Student members	

## Contact Information

For any complaints, queries, or assistance, reach out to:  Email: [ic@rgukt.ac.in](mailto:ic@rgukt.ac.in)  Helpline: ----  
-----Office: Room No. -----, Administrative Block, RGUKT BASAR

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**Note:** The IC follows due process as per the *Sexual Harassment of Women at Workplace Act, 2013* and ensures that justice is served in a fair and timely manner.