



AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(An ISO 9001:2015 Certified Institution) (Accredited by NAAC with A⁺)

(Approved by P.C.I, New Delhi, Recognized by the Govt. of A.P., Affiliated to JNTU-GV, Vizianagaram)
Cherukupally (Village), Chittivalasa (SO), Bhogapuram (Mandal), Vizianagaram (Dist)-531162

www.avanthipharma.ac.in, principal@avanthipharma.ac.in


Internal Complaints Committee

Academic Year – 2024-25

The following is the Internal complaint committee framed for the academic year 2024-25 and is essential for the Institution to prevent and address sexual harassment, promote a culture of respect and support of victims. The coordinators are directed to take the charge with immediate effect and act as per the standard operating procedure of respective committee, the convening order along with the members of the committee.

S. No	Position	Designation	Name of the Member
1.	Presiding Officer	Professor, Department of Pharmacy	Dr. M.Pavani
2.	Coordinator	Associate Professor, Department of Pharmacy	Mrs. B. Chaitanya
3.	Members	Assistant Professor, Department of Pharmacy Practice	Dr. N. Hema Madhuri
4.		Assistant Professor, Department of Pharmacy Practice	Dr. T.Rushi
5.		Lab Technician	Mrs. P. Mounika
6.		Lab Technician	Ms. N.Durga Bhavani
7.		Psychologist	Dr. N. Usha Priyanka
8.	Student Members	IV B.Pharm (Dept of Pharmacy)	Ayesha Parveen (21T51R0009)
9.		IV B.Pharm (Dept of Pharmacy Practice)	Pentakota Suresh (21T51R0072)
10.		V Pahrn.D (Dept of Pharmacy Practice)	Gedda Tarun (20T51T0009)
11.		V Pahrn.D Student(Dept of Pharmacy Practice)	Ch.Aruna (20T51T0005)




PRINCIPAL Principal
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



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Functions - Roles and Responsibilities

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

- To develop a policy against sexual harassment of women at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.

The mechanism for registering complaints should be safe, accessible, and sensitive.




Principal
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CIRCULAR

Date:12.06.2024

To,
The Members of Internal Complaint Committee,
Avanthi Institute of Pharmaceutical Sciences,
Cherukupally(Village),
Near Tagarapuvalasa Bridge.

Dear Committee Members,

You are hereby invited to attend the Internal Complaint Committee meeting of Avanthi Institute of Pharmaceutical Sciences on 14.06.2024 at 2.00 PM in the principal chamber of the college. All the committee members are requested to attend for the meeting without fail.

Agenda:

1. Welcome and Introductions
2. Discussion on the objectives of the Internal Complaint Committee (ICC) to Prevent Sexual Harassment of Women at the Workplace.
3. Awareness initiatives and prevention strategies.
4. Follow up on updating of information regarding ICC on the institution website

Thanking you,




Principal

Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Ma
Vizianagaram Dt., - 531162

Copy to:

1. Principal office, Avanthi Institute of Pharmaceutical Sciences
2. All Concerned members.



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INTERNAL COMPLAINT COMMITTEE

YEAR 2024-2025

MEETING NO:1

DATE OF MEETING:14-06-2024

Time:2:00 pm

MINUTES OF MEETING

The meeting of Internal Complaint Committee (ICC) was held on 14-06-2024 in Principal chamber.

S. No	Position	Designation	Name of the Member	Signature	
1.	Presiding Officer	Professor, Department of Pharmacy	Dr. M.Pavani		
2.	Coordinator	Associate Professor, Department of Pharmacy	Mrs. B. Chaitanya		
3.	Members	Assistant Professor, Department of Pharmacy Practice	Dr. N. Hema Madhuri		
4.		Assistant Professor, Department of Pharmacy Practice	Dr. T.Rushi		
5.		Lab Technician	Mrs. P. Mounika		
6.		Lab Technician	Ms. N.Durga Bhavani		
7.		Psychologist	Dr. N. Usha Priyanka		
8.		Student Members	IV B.Pharm (Dept of Pharmacy)	Ayesha Parveen (21T51R0009)	
9.			IV B.Pharm (Dept of Pharmacy Practice)	Pentakota Suresh (21T51R0072)	
10.	V Pahrn.D (Dept of Pharmacy Practice)		Gedda Tarun (20T51T0009)		
11.	V Pahrn.D Student (Dept of Pharmacy Practice)		Ch.Aruna (20T51T0005)		

AGENDA:

- Welcome and Introductions
- Discussion on the objectives of the Internal Complaint Committee (ICC) to Prevent Sexual Harassment of Women at the Workplace.
- Awareness initiatives and prevention strategies.
- Follow up on updating of information regarding ICC on the institution website



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Welcome and Introductions

- Presiding officer Dr. M. Pavani called the meeting to order at 02.00 pm.
- Members were welcomed and introduced.

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace were discussed and agreed upon as follows:

Commitment to Equality:

It was resolved to uphold the Institute's commitment to providing an environment free of gender-based discrimination.

Awareness Promotion:

It was decided to foster a social and psychological environment that raises awareness about the various forms of sexual harassment. The committee emphasized the need for regular training sessions and workshops to educate staff and students about sexual harassment laws and redressal mechanism. It was decided to organize an annual awareness campaign involving interactive sessions and expert talks.

Safe Environment:

It was resolved to create a secure physical and social setting that deters any acts of sexual harassment.

Follow up on updating of information regarding ICC on the institution website

It was resolved to update the information regarding internal complaint committee on the institutional website from time to time. It enhances the awareness of the committee and its role in implementing functions to all the stakeholders.

Any other matter with the permission of chairperson

A suggestion was made to set up confidential complaint boxes at strategic locations within the Institute.

The meeting was adjourned with Vote of Thanks

B. Chaitanya
ICC COORDINATOR



[Signature]
PRINCIPAL
PRINCIPAL
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CIRCULAR

Date:12.02.2025

To,

The Members of Internal Complaint Committee,

Avanthi Institute of Pharmaceutical Sciences,

Cherukupally(Village),

Near Tagarapuvalasa Bridge.

Dear Committee Members,

You are hereby invited to attend the Internal Complaint Committee meeting of Avanthi Institute of Pharmaceutical Sciences on 15.02.2025 at 2.00 PM in the principal chamber of the college. All the committee members are requested to attend for the meeting without fail.

Agenda:

1. Welcome and Introductions
2. Activities to be conducted for creating awareness of ICC
3. Discussion on any grievances which were submitted
4. Follow up on updating of information regarding ICC on the institution website
5. Any other matter with the permission of chairperson

Thanking you,




Principal

PRINCIPAL

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INTERNAL COMPLAINT COMMITTEE

YEAR 2024-2025

MEETING NO:2

DATE OF MEETING:15-02-2025

Time:2:00pm

MINUTES OF MEETING

The meeting of Internal Complaint Committee (ICC) was held on 15-02-2025 in Principal chamber.

S. No	Position	Designation	Name of the Member	Signature	
1.	Presiding Officer	Professor, Department of Pharmacy	Dr. M.Pavani		
2.	Coordinator	Associate Professor, Department of Pharmacy	Mrs. B. Chaitanya		
3.	Members	Assistant Professor, Department of Pharmacy Practice	Dr. N. Hema Madhuri		
4.		Assistant Professor, Department of Pharmacy Practice	Dr. T.Rushi		
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AGENDA:

1. Welcome and Introductions
2. Activities to be conducted for creating awareness of ICC
3. Discussion on any grievances which were submitted
4. Continuous monitoring and evaluation of complaints
5. Any other matter with the permission of Presiding officer



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Welcome and Introductions

- Presiding officer Dr. M. Pavani called the meeting to order at 02.00 pm.
- Members were welcomed and introduced.

Activities to be conducted for creating awareness of ICC

- It was resolved that an offline awareness program to be conducted for all the students of B. Pharm, Pharm. D and M. Pharm regarding sexual harassment awareness training as part of student orientation programs. . The class and batch representative also attend the same and carry the message to the rest of the students helping spread awareness of ICC.

Discussion on internal grievances which were submitted

Members discussed that no grievances were filed or submitted as the committees are stringent and creating awareness by conducting workshops and seminars.

Continuous monitoring and evaluation of complaints

It was resolved to update the information to presiding officer regarding the complaints received and continuously monitored to evaluate the grievances from time to time. It resembles the functioning of internal complaint committee from their activities.

Any other matter with the permission of chairperson

The meeting was adjourned with Vote of Thanks

B. Chaitanya
ICC COORDINATOR



[Signature]
PRINCIPAL
PRINCIPAL

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