

INTERNAL COMPLAINTS COMMITTEE (ICC)

(In Compliance with UGC Regulations, 2015 & The Sexual Harassment of Women at Workplace Act, 2013)

The Internal Complaints Committee (ICC) at **Sresakthimayeil Institute of Nursing and Research** is constituted in compliance with *The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013* and the *UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015*.

The ICC is responsible for ensuring a safe, inclusive, and gender-sensitive environment for women employees and female students within the institution.

KEY OBJECTIVES

- To establish a gender-sensitive and discrimination-free work and academic environment in the institution.
- To ensure equal opportunities and rights for women by effectively implementing the provisions of the Act.
- To promote awareness about sexual harassment through training, workshops, and sensitization programs for all students and employees.
- To ensure prompt redressal of sexual harassment complaints with confidentiality, fairness, and non-retaliation.
- To align with UGC guidelines in addressing gender-related concerns and fostering an inclusive campus culture.

ROLES AND RESPONSIBILITIES OF ICC

Prevention & Awareness:

- Organizing gender sensitization programs, awareness campaigns, and workshops for students, faculty, and staff.
- Displaying information on ICC regulations, complaint procedures, and legal provisions on notice boards and the college website.

Complaint Redressal & Investigation:

- Receiving and investigating complaints of sexual harassment in a confidential and unbiased manner.
- Ensuring fair hearing procedures while respecting the principles of natural justice.
- Completing the inquiry within 90 days and submitting findings to the institution's competent authority.

Support & Confidentiality:

- Ensuring that complainants and respondents are treated fairly throughout the process.
- Providing counseling and support services for victims.

- Preventing retaliation or victimization against complainants or witnesses.

Disciplinary Actions & Compliance:

- Recommending disciplinary action for offenders as per institutional policies and UGC guidelines.
- Submitting an annual compliance report to the institution regarding complaints received, actions taken, and preventive measures implemented.

ICC REDRESSAL MECHANISM

The ICC follows a structured and time-bound redressal process for handling complaints of sexual harassment:

Complaint Handling Procedure

Step 1: Complaint Submission : A written complaint or a complaint submitted via QR code scanning must be filed within three months of the incident, with an extension of up to six months under special circumstances.

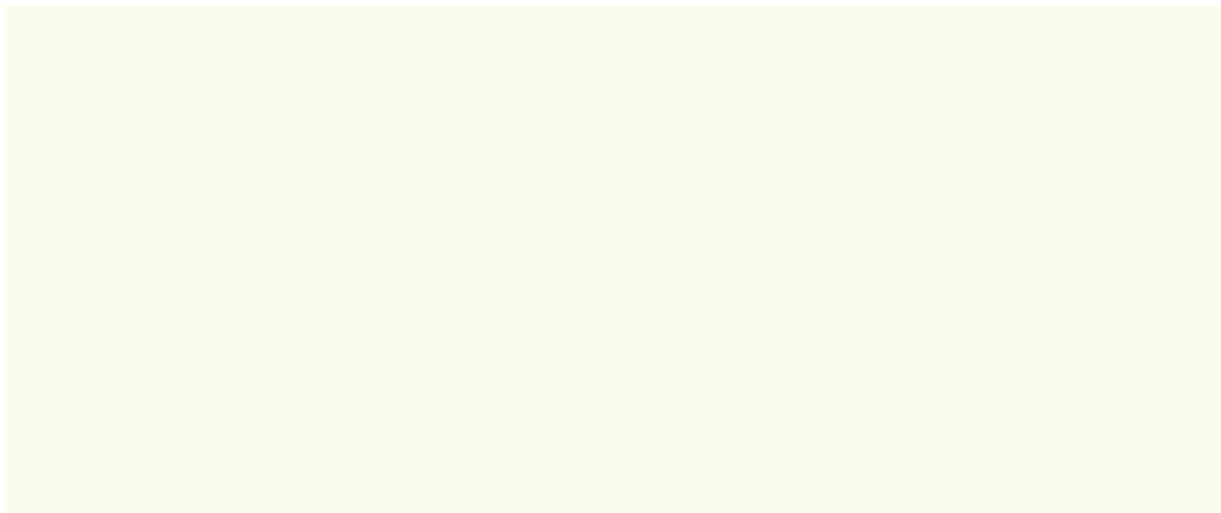
Step 2: Preliminary Assessment : The ICC assesses the complaint and initiates an impartial inquiry.

Step 3: Inquiry Process : A detailed investigation is conducted, including interviews and evidence collection.

Step 4: Resolution & Recommendations : Inquiry is completed within 90 days, and recommendations are submitted to the institution's authority.

Step 5: Action Implementation : The institution must take action within 30 days based on ICC's recommendations.

Step 6: Follow-Up & Documentation : Confidential records are maintained, and necessary support/counseling is provided.



COMPOSITION

S.NO	NAME	DESIGNATION	CONTACT&E MAIL DETAILS
1.	Mrs.Gowri.B	Presiding Officer	9894302206 hodmedicalsurgical@jkkn.ac.in
2.	Mrs.Arockiamary.M	Faculty Member	9865219184 hodcommunityhealth@jkkn.ac.in
3.	Mrs.Uma.K	Faculty Member	9943726517 hodmentalhealth@jkkn.ac.in
4.	Mr.Naveen Kumar.P	NGO Officer	9943908424 naveenkumarp@gmail.com
5.	Ms.Pooja.S	Student Member	7306276081 poojasnur@jkkn.ac.in
6.	Ms.Lakshya.S	Student Member	9345787335 lakshyas.ns@jkkn.ac.in
7.	Ms.Sathiya Dharshini.S	Student Member	7305541623 sathyadharshinis.ns@jkkn.ac.in
8.	Mr.Gowrisankar.M.N	Non Teaching Staff	9842547666 Gowrisankar.mn@jkkn.ac.in
9.	Ms.Nandhini.G	Non Teaching Staff	6374345912 Nandhini_g@jkkn.ac.in

The tenure of the ICC members shall be three years, while the student representatives shall serve for one year.

CONSEQUENCES OF NON-COMPLIANCE

Failure to comply with ICC regulations can lead to:

- Legal action as per UGC guidelines.
- Disciplinary measures against offenders.
- Institutional accountability for non-compliance with redressal norms.

The Internal Complaints Committee (ICC) at J.K.K. NATTRAJA College of Pharmacy is committed to upholding women's safety, dignity, and equality in line with UGC and national regulatory guidelines.

ICC'S REDRESSAL MECHANISM

The ICC's redressal mechanism aims to provide a fair, transparent, and supportive process for addressing complaints of sexual harassment and creating a safe environment for women and girl students.

INTERNAL COMPLAINTS COMMITTEE MECHANISM

STEP – 1

COMPLIANT RECEIVED



STEP – 2

ASSESSMENT AND VALIDATION OF COMPLIANT



STEP – 3

ENQUIRY



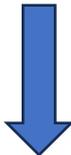
STEP – 4

TIMELY RESOLUTION



STEP – 5

DOCUMENTATION



STEP – 6

SUPPORT, COUNSELLING AND PROTECTION.