

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 -COMPLAINTS

Failure to comply with ICC regulations can lead to :

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

The internal complaints committee (ICC) at Sresakthimayeil Institute of Nursing and Research Is committed to upholding women's safety , dignity ,and equality in line with UGC & 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 & creating a safe environment for women and girls students.

INTERNAL COMPLAINTS COMMITTEE MECHANISM

STEP – 1

COMPLAINT RECEIVED



STEP – 2

ASSESSMENT AND VALIDATION OF COMPLAINT



STEP – 3

ENQUIRY



STEP – 4

TIMELY RESOLUTION



STEP – 5

DOCUMENTATION



STEP – 6

SUPPORT, COUNSELLING AND PROTECTION.