




INTERNAL COMPLAINT COMMITTEE

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Prepared by	Verified By	Approved By

PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002





Objectives of ICC:

1. To prevent incidents of sexual harassment within Narayana Pharmacy College, Nellore, by fostering a safe and respectful campus and work environment.
2. To ensure compliance with legal and regulatory frameworks concerning sexual harassment as per the guidelines of **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.
3. To conduct awareness programs and training sessions for students, faculty, and staff, educating them on what constitutes sexual harassment, how to prevent it, and the procedures for reporting incidents.
4. To provide a secure platform for students and employees to report sexual harassment without fear of retaliation. The ICC is responsible for receiving complaints, conducting impartial investigations, and taking appropriate actions to address the issue.

Responsibilities of ICC:

1. Ensure that Narayana Pharmacy College's policy on preventing sexual harassment is communicated effectively to all students, faculty, and staff.
2. Provide a confidential mechanism for reporting incidents of sexual harassment, ensuring safety and discretion for complainants.
3. Conduct impartial, comprehensive investigations respecting the principles of natural justice, while maintaining confidentiality throughout the process.
4. Maintain detailed documentation of all complaints received, investigations conducted, and actions taken, for future reference and legal compliance.
5. Offer continuous support and guidance to complainants during the grievance process, including information on resources like counseling and other support services.



6. Define the roles and responsibilities of ICC members, including receiving complaints, conducting investigations, maintaining confidentiality, and recommending appropriate actions.
7. Uphold the rights of the complainant, including confidentiality, protection from victimization, and the right to have a support person during proceedings.
8. Ensure the respondent's rights are respected, including the right to a fair and impartial investigation, and the opportunity to present their case.

Complaints Handling Procedure

1. Filing a Complaint:

- Employees and students of Narayana Pharmacy College, Nellore, can file complaints of sexual harassment either directly to any member of the **Internal Complaints Committee (ICC)** or through the HR department.
- The complaint should be submitted in writing, detailing the incident and any relevant evidence, within **three months** from the date of the incident, as stipulated by the law. The timeframe may be extended if the complainant provides valid reasons for the delay.

2. Investigation Process:

- Upon receiving a complaint, the ICC will initiate an investigation. This involves gathering relevant evidence, conducting interviews with the complainant, respondent, and witnesses (if any), and ensuring confidentiality throughout the process.
- The investigation will be completed within **90 days** of the filing of the complaint, adhering to principles of natural justice and fair inquiry.





3. Decision and Recommendations:

- Based on the findings of the investigation, the ICC will arrive at a decision. If the respondent is found guilty of sexual harassment, the committee will recommend appropriate actions. These may include disciplinary measures such as warnings, suspension, termination, or any other action deemed necessary as per the institutional guidelines and applicable laws.
- The final report will be submitted to the head of the institution within **10 days** of completing the investigation, and the recommended actions must be implemented within **60 days** of receiving the report.

This policy ensures that all members of **Narayana Pharmacy College, Nellore**, are protected from sexual harassment and have access to a secure and confidential mechanism for redressal, maintaining a culture of safety, dignity, and respect across the campus.

