

**SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA**  
(Sponsored by the Exhibition Society), Tarnaka Secunderabad)  
**NBA Accredited B Pharmacy Course**

**Internal Complaints Committee (ICC)**

An Internal Complaints Committee (ICC) is established to address grievances related to workplace harassment and discrimination.

Key aspects of an ICC:

1. Purpose: To provide a safe and Confidential Mechanism for Employees to report complaints related to sexual harassment & other forms of discrimination.
2. Composition: The committee usually includes a mix of senior faculty or staff members
3. Functions:
  - o Receive Complaints: Act as a point of contact for employees to file grievances.
  - o Conduct Investigations: Investigate complaints in a fair and impartial manner.
  - o Recommendations: Make recommendations for action to the appropriate authorities based on findings.
  - o Awareness Programs: Conduct training and workshops to raise awareness about harassment and the rights of employees.
4. Confidentiality: Ensuring confidentiality throughout the process to protect the identity of complainants and witnesses.
5. Timelines: Establish clear timelines for the resolution of complaints to ensure prompt action.
6. Follow-Up: Monitor the situation post-investigation to ensure no retaliation against complainants and to check the effectiveness of the implemented measures.

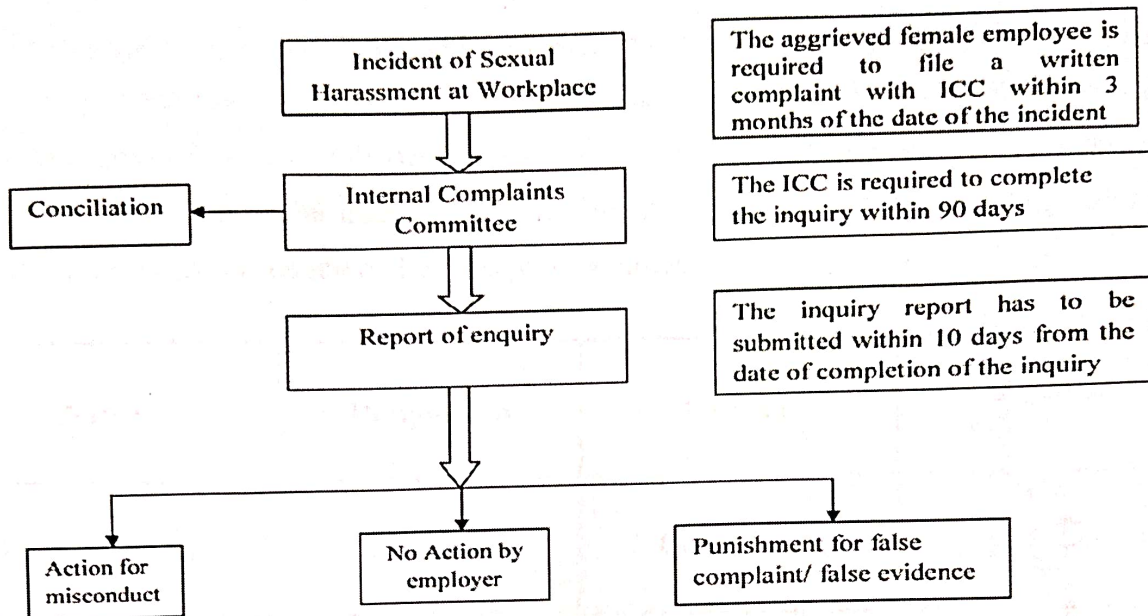


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Secunderabad-500 017.

## Procedure for filing a complaint and conducting the enquiry

### Procedure for filing complaint and conducting enquiry



### Inquiry procedure

Generally, the inquiry must be initiated by the ICC as soon as the complaint has been filed and taken into notice by the committee. The ICC is also supposed to give a chance to the complainant and respondent to represent their case regarding the matter. Below is the procedure of inquiry on the case of sexual harassment:

The ICC must, within 7 working days after receiving the complaint needs to forward one copy each to the respondent and ask for his response

The respondent would have 10 working days to submit his response to the complaint and he can also attach some relevant documents or witnesses to his reply.

The ICC shall hear both the complainant and the respondent on the stipulated date(s) and the principles of natural justice will be followed accordingly. Neither of the parties can represent themselves by a legal practitioner.

The process of inquiry shall be completed by the ICC within 90 days from the date on which the complaint was received.

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# SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

College for Women Tarnaka, Secunderabad.

(Sponsored by the Exhibition Society,

Affiliated to Osmania University, Approved by PCI

ISO : 9001:2015 Certified Institution

NBA Accredited B.Pharmacy Course

Ref.: SNVPMV/2024/265 - A

Date : 22-6-2024

## INTERNAL COMPLAINTS COMMITTEE

Internal complaint committee is reconstituted on 22<sup>nd</sup> June 2024 as per the Section-4 of Sexual Harassment of Woman at Work Place. The committee has to receive the complaints related to sexual harassment from the staff (teaching and non-teaching) and student and recommend the suitable action to resolve the issues. The following staff members are the standing committee members constituted for the internal complaint committee.

Name	Designation	Position	Signature
Dr. T. Mamatha	Principal	Chairperson	
Dr. S. Anuradha Bai	Professor & HOD	Convener	
Dr. S. Hemalatha	Professor & HOD	Member	
Mrs. P. M. Sameera	Assistant Professor	Member	
Mrs. S. Navaneetha	A.A.O.	Non-teaching faculty	
Ms. Sravyasree	Student	Student	
Ms. Rakshitha	Student	Student	

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**Circular for Internal Complaint Committee Meeting**

Date: 21<sup>st</sup> June, 2024

Venue: Faculty Meeting Hall, SNVPMV

Time: 4.00PM-5.00PM


Dear All,

This is to inform you that an Internal Complaint Committee (ICC) meeting will be conducted on 22<sup>nd</sup> June, 2024.

The agenda of the meeting will be to establish internal complaint committee and to discuss any measures that need to be implemented for a better and safer workplace environment.

Your presence and active participation are highly appreciated.

Best regards,

 21/6/2024

Dr. S. Anuradha Bai  
Professor



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# Minutes of The Internal Complaint Committee Meeting

Date: 22<sup>nd</sup> June 2024

Time: 4.00PM-5.00PM

Venue: Faculty Meeting Hall, SNVPMV

## Agenda

1. Welcome and Introduction
2. Review and Approval of Previous Meeting Minutes on 22/6/2023
3. Discussion and Action Items
  - o Review of Internal Complaint Committee Procedures
  - o Training and Awareness Programs for Staff and Management
  - o Strategies for Maintaining Confidentiality and Supportive Environment
  - o Addressing Potential Retaliation

## Minutes

The meeting of Internal Complaints Committee was held on 22<sup>nd</sup> June 2024 at 4.00 pm

The Chairperson, Dr. T. Mamatha welcomed the members

Dr. S. Anuradha Bai, Member, presented the minutes of the previous meeting held on 22/6/2023. The minutes were reviewed and approved.

The Committee members expressed that there were no cases of complaints against harassment in the college and all have a healthy and friendly relation

Members discussed about provisions in the Govt. Hand book on sexual harassment of women released in November 2015 and to conduct training sessions to teach everyone about harassment, discrimination, and safety.

It was discussed that we need to stick to the rules and act quickly if anyone breaks them. Ensure confidentiality and build a supportive environment where everyone feels safe and respected while handling sensitive issues with care



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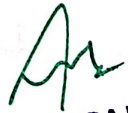









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### Discussion and Action Items

- **Review of Internal Complaint Committee Procedures:** The committee discussed the need to periodically review and update its procedures to ensure compliance with relevant regulations and best practices. A subcommittee was formed to review the existing procedures and recommend any necessary changes.
- **Training and Awareness Programs:** The committee recognized the importance of ongoing training programs for staff and management on recognizing and responding to internal complaints, as well as the committee's role and procedures. It was decided to develop a training plan and schedule for the upcoming year.
- **Strategies for Maintaining Confidentiality and Supportive Environment:** The committee discussed strategies to ensure confidentiality throughout the complaint process and to create a supportive environment for complainants and witnesses. It was agreed to establish clear guidelines and procedures for maintaining confidentiality and to provide resources and support for complainants

  
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