



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society) Tarnaka, Secunderabad.

Affiliated to Osmania University, Approved by PCI

ISO : 21001:2018 Certified Institution

(Accredited with Grade A+ by NAAC), NBA Accredited B.Pharmacy Course

Ref.: SNVPMV/

Date : 22/04/2025

Constitution of the Internal Complaints Committee (ICC) for the Academic Year

2025-26.

In strict compliance with the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2016, and to ensure a safe, secure, and harassment-free environment for all women employees and students, the Internal Complaints Committee (ICC) of Sarojini Naidu Vanita Pharmacy Maha Vidyalaya is hereby constituted with immediate effect. The institution is committed to a zero-tolerance policy towards sexual harassment.

1. Objectives of the Committee: The primary objectives of the Internal Complaints Committee are:

- To prevent sexual harassment at the workplace and campus by promoting a gender-sensitive and inclusive environment.
- To provide a fair, accessible, and confidential mechanism for the redressal of complaints related to sexual harassment.
- To ensure timely inquiry and resolution of complaints, upholding the dignity and rights of all individuals.
- To organize training programs and workshops to sensitize officers, functionaries, faculty, and students about their rights and responsibilities under the relevant regulations.
- To publicly notify the provisions against sexual harassment and ensure their wide dissemination.

2. Definition of Sexual Harassment: Sexual harassment includes any unwelcome physical, verbal, or non-verbal conduct of a sexual nature; demand or request for sexual favours; making sexually coloured remarks; physical contact and advances; or showing pornography. It also encompasses any unwanted conduct with sexual undertones that is

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persistent, demeans, humiliates, or creates a hostile and intimidating environment, or is calculated to induce submission by actual or threatened adverse consequences.

3. Composition of the Internal Complaints Committee (ICC): The committee shall comprise the following members:

Name	Designation	Position in ICC
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. Navanceetha	A.A.O.	Non-teaching faculty
Ms. Sravyasree	Student	Student
Ms. Rakshitha	Student	Student

4. Term of the Committee: The term of the Chairperson and all Members of the Committee shall be as per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2016.

5. Functions and Responsibilities: The ICC shall be responsible for:

- Receiving written complaints of sexual harassment from aggrieved persons within three months of the incident (or the last incident in a series).
- Conducting an inquiry into the complaint in a fair and impartial manner, completing the inquiry within ninety days from the date of receiving the complaint.
- Submitting recommendations to the Executive Authority of the institution within ten days of completing the inquiry.
- Ensuring confidentiality throughout the complaint and inquiry process.
- Taking proactive measures to prevent all types of harassment, including displaying anti-sexual harassment rules on the college website and posting notices on bulletin boards.


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- Recommending appropriate disciplinary actions against perpetrators, which may range from withholding privileges to rustication or expulsion for students, and disciplinary actions as per service rules for employees.
- Determining compensation for the aggrieved person based on factors such as mental trauma, career loss, and medical expenses.
- Addressing frivolous complaints with appropriate action.

6. Procedure for Filing a Complaint: An aggrieved person may submit a written complaint to the Chairperson or any member of the ICC. Assistance will be provided if the complainant is unable to write. Complaints can also be filed by friends, relatives, colleagues, co-students, psychologists, or associates if the aggrieved person is unable to do so due to physical or mental incapacity or death.

This order comes into force with immediate effect. All concerned are requested to take note and extend their full cooperation for the effective functioning of the committee in maintaining a safe and respectful campus environment.

(Dr. T. Mamatha)
Principal

Dr. T. Mamatha, Principal
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