

**ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES (SJCOPS),
CHALAKUDY, THRISSUR DISTRICT, KERALA**

INTERNAL COMPLAINTS COMMITTEE (ICC) [OR] SEXUAL HARASSMENT COMMITTEE

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

The ICC comprises of the following members:

| S.No | Name of the Faculty | Chairperson/members |
|-------------|--|--|
| 1 | Mrs. Asa Samuel | Chairperson |
| 2 | Mrs. Meena Chandran Dr. Dineshkumar B | Faculty Member Faculty Member |
| 3 | Mrs. Tesmy jaiju Mrs. Snisha Denny | Non-teaching staff Non-teaching staff |
| 4 | Ms. Veena K.S – III-Semester M.Pharm (Pharmaceutical Chemistry) Ms. Ancy K.F. – IV Pharm.D Ms. Anjitha C. J. – VII-Semester B.Pharm | Student Representatives |
| 5 | Mrs. Geetha Teacher Ward Councillor, Chalakudy | Member |

Email: sjcopsicc@gmail.com

FUNCTIONS OF ICC

- On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.
- ICC shall then submit the preliminary enquiry report to Principal along with all the original documents adduced during the preliminary enquiry proceedings.
- In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action
- ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
- ICC meeting will be conducted twice in a year

Who can approach ICC for help?: Female students of SJCOPS

Definition of Sexual Harassment: "Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal

INQUIRY PROCESS:

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- The employer shall act upon the recommendation within sixty days of receiving it.