



Date: 22-11-2021

CIRCULAR
Internal Complaint Committee/Gender
Sensitization Committee

An ICC (GSC) for the academic year 2021-2022 is being reconstituted comprising of the following faculty and students.

Sl. No.	Name	Dept. & Design.	Role	Contact Numbers
1.	Mrs.G.Harika	Assoc.Prof.	Coordinator	9030435291
2.	Dr.N.Sravya	Assoc.Prof	Member	9866289306
3.	Mrs.T.Shalini	Assoc.Prof	Member	9247500642
4.	Mrs.N.Bhagyaxmi	Assoc.Prof	Member	9701456516
5.	Mrs.CH.Swetha Bindu	Assoc.Prof	Member	9885183244
6.	Mrs.M.Swapna	Asst.professor	Member	9603211980
7.	Mrs. B.Divya	Asst.professor	Member	9573523462
8.	Dr.K.Savitha Patel	Asst.Professor	Member	8555849409

Functions and Responsibilities

1. To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013
2. To receive and record complaints of sexual harassment and to review the written complaints.
3. Coordinate preventive activities to create a safe and secure working environment free from sexual harassment in the college.
4. To prevent sexual harassment against women by promoting gender amity among students and employees.
5. To recommend the Principal for an appropriate disciplinary action to be taken against the guilty party.
6. Submit the file to the Principal for implementation of the recommendations and for safe keeping.

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. 6 copies of a written complaint should be submitted to the Committee or any of its members along with list of witnesses and supporting documents. Additional documents and list of witnesses can be submitted to ICC at a later stage during the proceeding. Provided that where such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing. Provided further that the ICC for the reasons to be recorded in writing, can extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the period.
2. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
5. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
6. The Committee may, before initiating an inquiry, at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.
7. The Committee shall provide the copies of the settlement as recorded under (7) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the GSC (ICC).
8. If conciliation is found to be not feasible, notice will be issued to both parties for hearing. The committee is authorised to give instructions for the safety and protection of the aggrieved women if and when it is required.

Copy to:

1. Chairman Garu
- 2) All the members of the committee
- 3) All the HOD's for circulation and display on the Departmental Notice boards
- 4) File


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