



NARAYANA COLLEGE OF NURSING

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INTERNAL COMPLAINT POLICY

TITLE	Internal complaint committee policy		
Policy No.	33	Issue No	04
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Constitution of the Internal Complaints Committee (ICC)

The ICC composed of:

- A senior female faculty member as the **Chairperson**.
- A minimum of two other faculty members and staff, with a balance of gender representation.
- An external member from a relevant NGO or person familiar with issues relating to sexual harassment.
- A student representative from the college, preferably a senior student.

Roles and Responsibilities of the ICC

- **Preventive Role:** Organize awareness sessions and workshops on gender sensitivity, workplace harassment, and respect within the college.
- **Advisory Role:** Guide students and staff on the process of reporting any complaints or grievances.
- **Redressal Role:** Conduct impartial investigations into complaints, maintain confidentiality, and recommend corrective action when necessary.

Complaint Filing Procedure

- The complainant must submit a written complaint to the ICC within 3 months of the incident. The ICC may extend this timeline if justified.
- Upon receipt of the complaint, the ICC will acknowledge it and initiate the preliminary investigation within 7 working days.
- The ICC will notify the respondent of the complaint and provide them an opportunity to submit a written response.
- Both parties may present their case, submit evidence, and request the presence of witnesses.

Dr. B. S. Srinivas
Principal

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- The ICC shall complete the investigation within 90 days from the date of receiving the complaints.

Redressal and Recommendations

Based on the investigation, the ICC will prepare a report with findings and submit it to the Principal within 10 days of concluding the investigation. The report may include:

- Disciplinary actions (if applicable) against the respondent.
- Supportive measures for the complainant, such as counseling or academic accommodations.
- Any necessary policy recommendations to prevent recurrence.

Confidentiality

- All proceedings, investigations, and reports will be kept confidential. Disclosure of information will only be made on a need-to-know basis.

D. B. Chetty
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INTERNAL COMPLAINT COMMITTEE POLICY

	NAME	SIGNATURE
Prepared by	Mrs. S. Suchithra, Assoc. Professor	
Verified by	Mrs. A. Latha, IQAC Coordinator	
Approved by	Dr. A. Indira, Principal	

IQAC COORDINATOR
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