



NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

e-mail: narayana_nursing@yahoo.co.in || principal.ncn@narayanannursingcollege.com

website: https://www.narayanannursingcollege.com



COMMITTEE CONSTITUTION:

The following members herewith constitute internal complaint committee. The committee shall be effective for three years from the aforementioned.

S.NO	NAME OF THE FACULTY	DESIGNATION	POSITION
1.	Dr. Vanaja Kumari	Principal	Convener
2.	Dr. Kumari	Vice Principal	Secretary
3.	Dr. Vandana	HOD	External Member
4.	Mrs. K. Jyothirmai	Advocate	Member
5.	Mrs. K. Madhavalatha	Professor	Member
6.	Mrs. N. Subhashini	Assoc. Professor	Member
7.	Mrs. RT. Girija Rani	Asst. Professor	Member
8.	Ms. Sd. Gousiya	Computer Operator	Member
9.	Ms. Sreelakshmi	Student	Member
10.	Ms. Mariya Santosh	Student	Member
11.	Ms. Jyothi	Student	Member
12.	Mrs. Rama Ranjitha	NGO	Member

Roles and Responsibilities:

a. Convener

- ✓ Lead the Internal Complaints Committee.
- ✓ Organize and chair ICC meetings.
- ✓ Ensure the effective implementation of sexual harassment prevention policies within the institution.
- ✓ Liaise with external authorities or legal bodies, if required.
- ✓ Oversee the investigation process and ensure a fair and unbiased inquiry.
- ✓ Ensure timely submission of annual reports to relevant authorities.

Dr. Babany
Principal

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Secretary

b. Responsibilities:

- ✓ Assist the convener in the day-to-day functioning of the ICC.
- ✓ Document the proceedings of ICC meetings and maintain confidential records.
- ✓ Coordinate communication between committee members and complainants/respondents.
- ✓ Ensure that the complainant and respondent are informed of their rights and the process.
- ✓ Handle correspondence related to the ICC cases and ensure timely follow-up on action plans.

c. External Member

- ✓ Serve as an impartial, external expert who provides objective input on cases.
- ✓ Offer guidance based on external experiences and ensure the integrity of the inquiry.
- ✓ Assist in ensuring that the institution follows legal guidelines in handling complaints.
- ✓ Participate in the decision-making process with a focus on fairness and justice.
- ✓ Act as an advocate for best practices in sexual harassment prevention.

d. Advocate

Responsibilities:

- ✓ Provide legal expertise to the ICC on cases of harassment and discrimination.
- ✓ Ensure the committee's proceedings comply with legal standards and institutional policies.
- ✓ Advise on legal consequences, rights of the complainant/respondent, and potential legal actions.
- ✓ Review and draft legal documents or recommendations based on inquiry findings.
- ✓ Help the committee understand the legal framework for a fair and unbiased process.

Dr. B. Babu
Principal

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