




Turkayamjal(V), Abdullapurmet(M),RRDist-.Telangana State-501510

## INTERNAL COMPLAINTS POLICY

Approved in Governing Body meeting held on 5<sup>th</sup> January 2017



  
Principal  
St. Pauls College of Pharmacy  
Turkayamjal, R.R. Dist-501 510.

## **POLICY OF INTERNAL COMPLAINTS COMMITTEE (ICC)**

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 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is reconstituted as under to deal with the complaints relating to Sexual harassment at workplace.

Upon receipt of a complaint, ICC shall conduct a preliminary inquiry 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 inquiry report to Director/Disciplinary Authority along with all the original documents adduced during the preliminary inquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to Registrar.

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.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received

Who can approach ICC for help?

Any female employee (faculty, student, or staff) of St. Pauls College of Pharmacy



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**St. Pauls College of Pharmacy**  
**Turkayamjal, R.R. Dist-501 510.**

#### 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
- Any other relevant actions

#### Inquiry process:

- The inquiry shall be completed as early as possible 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.
- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.

  
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### MINUTES OF THE GOVERNING BODY MEETING HELD ON 05/01/2017

The minutes of the meeting of the Governing body of St. Pauls College of Pharmacy, Turkayamjal held in the boardroom on 05/01/2017 at 11.00pm.

**Members present:**

1.	Prof. A. Narasing Rao, Department of Geology, UCS, OU	University nominee
2.	Mr.K.Sudhir, President St.Pauls Educational Society	Chairman Management
3.	Mr.T.Raghava Reddy, Secretary St.Pauls Educational Society	Management
4.	Mrs. K. Veda Samhitha, Member St.Pauls Educational Society	Management
5.	Dr.J.Venkateshwara Rao, Principal St.Pauls College of Pharmacy	Member- Secretary
6.	Mr. Ramalingam , HOD Department of Pharmaceutical chemistry	Faculty Member
7.	Dr.P.Sunil Kumar Chaitanya, HOD Department of Pharmaceutical Analysis	Faculty Member

The following agenda items were discussed

**1. To confirm the minutes and report the action taken on the minutes of the previous meeting held on 09/09/2016**

The governing body confirmed the following minutes of the previous meeting and approved the action taken regarding the minutes of the last meeting held on 09/09/2016


- To comply strictly on all deficiencies pointed out earlier during the PCI inspection
- Faculty to work on innovative Research.
- Upgradation of qualification of teaching faculty.

**Action taken:**

- Fulfilled the deficiencies made in compliance with previous PCI
- Inspection
- Faculty published articles.
- Conducted staff meeting to all the faculty members to discuss the importance of upgradation of qualification

**2. Conduction of National conference**

The G.B had advised to conduct a national conference on "Recent innovation in New Drug discovery and challenges in health care system" on 17<sup>th</sup> & 18<sup>th</sup> feb 2017, and the Convener of the conference- Dr. Hyma had been advised to form the required committees for conduction of the conference.

  
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### **3. Research centre:**

The Governing Body also recommended to plan and write an application to O.U for the recognition of St. Pauls College of pharmacy as a Research centre, as the college has enough senior faculty i.e. Professors, Associate professors and others qualified in the college available for conducting Various Research works.

### **4. Service Rules:**

The Governing Body has approved the proposed service rules and instructed to update the service rules whenever necessary/needed and made sure the faculty and students are aware of the updated service Rules.

### **5. Procurement of Chemicals, equipment, Books and other**

The Governing Body had also advised to procure all the requirements for the academic year 2017-2018 and approved the budget.

### **6. Approval of Policies**


The Governing body has approved the statutory committees policies and the best practice related policies required for the effective functioning of the Institution.

#### **Statutory Policies**

- 1) Grievance Policy
- 2) Anti-ragging Policy
- 3) Internal Complaints Policy
- 4) Gender Sensitization
- 5) Anti-discrimination

#### **Other Policies**

- 1) Green Policy
- 2) Disabled Policy
- 3) Strategic & Deployment plan
- 4) Code of conduct
- 5) Staff welfare policy

  
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