



NARAYANA PHARMACY COLLEGE

(Approved by PCI & AICTE, New Delhi) (Affiliated to JNTUA Ananthapuramu)

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,

ISO 9001:2015 Certified Institution

Chinthareddypalem, Nellore-524003, A.P. India.

Phone & Fax No :0861-2317966; Cell No :+91- 9392901053

Email: principal.npc@narayanagroup.com Visit us: www.narayanapharmacycollege.com

INTERNAL COMPLAINTS COMMITTEE (ICC)



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ICC-Guidelines of statutory/regulatory bodies:

Commencement:

- I. These Directions shall be called NPC Internal Complaints Committee (Prevention of Sexual Harassment) Directions, 2015.
- II. These Directions shall come into force from the date of issuance thereof.

Extent and applications of the directions:

- A. These Directions extend and apply to all the students and employees of the campus, departments and faculties of the NPC. These Directions also extend and apply to all the offices and authorities of the NPC.
- B. These Directions will apply to all cases and/or complaints or allegations of Sexual harassment:
 - a. By a student against a co-student /an employee;
 - b. By an employee against a student/ another employee;
 - c. By a member of the management against a student or an employee
- C. These Directions will also apply in respect of all cases and/or allegations of sexual harassment:
 - i. By a student, employee or member of the management against a third party or an outsider;
 - ii. By a third party or an outsider against a student / employee. In 2013, after a span of 16 years, India finally enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'Act') for prevention of sexual harassment against women at the workplaces. The Central Government vide notification SO 3606 (E) appointed 9 December 2013 as the date on which the provisions of the Act came into force and on the same day, the Central Government made the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013 ("Rules")

It is an act to provide protection against sexual harassment of women at workplace and for the prevention and Redressal of complaints/grievances of sexual harassment and for matters connected therewith or incident there to.

"Sexual Harassment" includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- (i) Physical contacts and advances;
- (ii) a demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature



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"Sexual Harassment" shall include, but will not be confined to the following:

- When submission to unwelcome sexual advances, request for sexual favours and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, as a term or condition for instruction, employment, participation or evaluation of a person's engagement in any college activity.
- When unwelcome sexual advances and verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive college environment.
- Where any form of sexual assault is committed where a person uses the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, and when any such conduct as defined in (i) and (ii) above is committed by a third party or outsider in relation to a member of the college community or vice-versa.

Objective of the Internal Complaints Committee:

- i. To prevent sexual harassment and to promote the general wellbeing of female students, teaching, and non-teaching women staff of the college.
- ii. To provide appropriate working conditions in respect of work, leisure, health, and hygiene to further ensure that there is no hostile environment towards women at workplaces and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- iii. To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching, and non-teaching women staff of the college.

Internal Complaints Procedure:

Any women employee or female student will have the right to lodge a complaint.

- Concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the principal's office.
- To complaint will be afforded full confidentiality at this stage.
- After receiving the complaint, the secretary shall convene the meeting of the cell.
- The principal will appoint investigation committee on recommendations of the secretary.
- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee
- The complainant/her representative does not able to disclose prima-facie an offence of sexual harassment by the accused.



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- In case the investigation committee decides to proceed with the complaint, the wishes of the complainant to be ascertained and if the complainant wishes that a warning will suffice then alleged offender/accused can be called to the meeting of the committee, to be heard and if satisfied that a warning is just and proper, he can be warned about his behaviour and to obtain non recurrence of such a similar acts against women. In case the complaint requests that the complaint should be proceeded further without just a warning, the same may be proceeded with in the manner prescribed hereafter.

Procedure for investigation:

If the complainant wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week in writing as to why action should not be taken against him, for good and sufficient reasons, against act of sexual harassment on his part.

If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee can decide whether the offence deserve a minor penalty/punishment or a major penalty/punishment.

In the event that the investigation committee comes to a conclusion that the guilt of the accused is prove, a major penalty/punishment can be recommended. If the accused is an employee, he may be placed under suspension under the provisions of act/rules and regulations of the institution.

If a person is charged with physical molestation or rape in the college/society's premises, he shall be immediately placed under suspension pending investigation and enquiry. Appropriate actions can be initiated for handling over to law enforcement authorities for taking suitable action as per Indian penal code. Depending upon the gravity of offence, committee can recommend action to the college authorities to initiate action as per prevalent college rules and regulations.

Punishment for sexual harassment:

Any member of the institute fraternity (student /employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government /college rule and regulations.

A student guilty of sexual harassment shall be liable for any of the following penalties:

- a) Warning or reprimand.
- b) Suspension from college for a period of one month
- c) Debarment from appearing for the examination for a period up to three years.
- d) Rustication from the college as the case may be
- e) Any other punishment as defined by the government/college rules and regulation in force.

An employee found guilty of sexual harassment shall be liable to receive the following penalties:



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Minor Penalties:

- i. Warning, Reprimand or Censure
- ii. Fine
- iii. With holding of increments or promotion
- iv. Demotion to a post in the lower pay scale or to a lower stage of increment in his own pay scale.

Major Penalties:

- v. Compulsory retirement
- vi. Termination of service
- vii. Discharge / dismissal from service.

Protection against Victimization:

The committee noted and approved the policy on Victimization of the Internal Complaints Committee and Protection against the following:

- In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and enquiry and even after such an enquiry, if the teacher is found to be guilty, the accused does not act as an examiner for any examination in which the student appears.
- In the event the complainant and the accused both being employees, during the pendency of the investigation and enquiry even after such as enquiry, if the accused is found to be guilty, the accused does not write the condition reports of the complainant, if he/she is otherwise so authorized.

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Reconstitution of Internal Complaint Committee

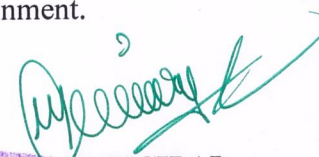
Academic Year: 2024-25

Internal Complaints Committee has been reconstituted and approved by ICC members. The following committee members have been nominated as internal complaints committee (ICC) in the college to provide for the effective enforcement of the basic human rights of gender equality, awareness about sexual harassment & abuse and to provide conducive atmosphere in the campus to all the staff members, employees, and students of Naraya Pharmacy College.

S. No	Name	Designation	Role
1	Dr.M. Suchitra	Professor	Secretary
2	Dr.CH.Lalitha	Professor	Member
3	Mrs.SK.Karimunnisa	Associate Professor	Member
4	Mrs.K.Suma	Non-teaching	Member
5	L.Jyothi	NGO	Member
6	Mrs. K.Ramadevi	Advocate	Member

Functions and responsibilities of the committee:

1. Committee will accept complaints related to sexual harassment from employees, students and ensure confidentiality and a fair hearing to the complainant. It also provide necessary support to the complainant during the inquiry process.
2. It will Investigate complaints in a time-bound manner by following principles of natural justice and submit a report with findings and recommendations to the employer.
3. Committee will suggest disciplinary actions against the accused, if found guilty. It recommends preventive measures to create a safer workplace.
4. Creating Awareness and Training by organizing workshops and sensitization programs for employees. And also Educate employees about their rights and the procedures for lodging complaints. It also Promote a gender-sensitive and respectful workplace environment.


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