



**P. K. DAS COLLEGE**  
**of NURSING**

PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522



(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government  
Affiliated to Kerala University of Health Sciences)

**(FORMERLY NEHRU COLLEGE OF NURSING)**

**INTERNAL COMPLAINT COMMITTEE**



# P. K. DAS COLLEGE of NURSING

PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522

(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government  
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## **INTERNAL COMPLAINTS COMMITTEE / COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT**

### **POLICY & ADOPTED GUIDELINES IN CONJUNCTION WITH REGULATORY BODIES**

P K Das College of nursing has constituted an internal **Complaints Committee / Committee for Prevention of Sexual Harassment** to sensitize students on gender equity and to provide the procedures for the resolutions, and settlement of sexual harassment by taking all steps required. Colleges are required to have policies in place to address and prevent sexual harassment, and students can report incidents to their institutions.

#### **Functions**


- The committee promotes a social and psychological environment that will raise awareness about gender sensitization and sexual
- Committee enquires and takes remedial actions related to sexual harassment complaints in a time-bound manner
- The committee ensures equal access to all facilities and participation in activities of the college
- Committee create a secure physical and social environment that will deter acts of sexual harassment

#### **Acts considered as sexual harassment**

Sexual harassment in colleges can encompass a wide range of behaviours. Here are some acts that are typically considered sexual harassment:

1. Unwelcome Sexual Advances: This includes any unsolicited and unwanted sexual propositions or advances.



  
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**KERALA - 679522**

2. Requests for Sexual Favours: Asking for sexual favours in exchange for grades, recommendations, or other academic benefits.
3. Verbal Conduct: This can involve making sexual comments, jokes, or remarks about someone's body or sexual activities.
4. Nonverbal Conduct: This includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures.
5. Physical Conduct: Unwanted touching, hugging, kissing, or any other physical contact of a sexual nature.
6. Sexual Violence: Acts such as sexual assault, rape, or any physical sexual acts performed against a person's will or when they are unable to consent.

#### **POWERS OF THE INTERNAL COMMITTEE**

The IC can recommend to the administration, appropriate punishment including the following:

- Transfer Of the complainant or delinquent from their present position
- Dismissal, demotion, suspension, stoppage of increment, written warning etc.
- Compensation To the affected employee either from official funds or by recovering from the salary of the delinquent employee.
- The final decision lies with the Administration of the institution

#### **PUNISHMENT FOR SEXUAL HARASSMENT**

- Any of the following punishments may be given to the delinquent in case the charges are proved, depending upon the gravity of the offence.
- reprimand or censure
- Warning
- Demotion
- Termination



*GASHA*  
**PRINCIPAL**  
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**PANAYUR (P.O), VANIYAMKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

**Composition of Internal Complaints Committee / Committee for Prevention of Sexual Harassment**

SL NO	NAME	DESIGNATION	PHONE NO
1.	Prof. Dr. Srinivasan G Principal	Chairperson	8606226777
2.	Prof. Priya Mary Stella Vice principal	Presiding officer	8089024986
3.	Mrs Rani G S Asst. Professor	Secretary	7598482117
4.	Mrs Sasilekha Warden	Member	9539227291
5.	Mrs Sindhu Office Staff	Non-teaching	9656307336
6.	Mrs Blessy Biju IV year B.SC Nursing	Student representative	8156970221
7.	Ms.Aparna G Nair Semester V B.Sc Nursing	Student representative	9778035232
8.	Ms Aleena T Semester IV B.Sc Nursing	Student representative	9778499941
9.	Ms Neha .M Semester II B.Sc Nursing	Student representative	8606197119


**Frequency:**

Meet any complaint is received/ twice in a year

**Date of Meeting:**

First Friday once in six months



  
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### ACTION TAKEN REPORT

This is for your kind information that as we didn't received any incidents of sexual harassment from both male and female students from B.Sc (N) programme till date. Hence we didn't file any anti sexual harassment activity and therefore not taken any action on the same



*G. S. M.*  
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# NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

(Approved by Indian Nursing Council, Kerala Nurses & Midwives Council & Kerala Government  
Affiliated to Kerala University of Health Sciences)

NCN/CC /ICC/ 2022-23/07

30-10-2023

## CIRCULAR


The Internal complaint committee meeting with members is scheduled on 04/11/23 at 03:30 pm in Conference Hall. All are instructed to attend the meeting without fail.

  
PRINCIPAL

### COPY TO:

All Head of the Department  
Academic Office Superintendent  
Faculty members by name



  
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P K DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

10  
Internal complaints committee meeting -  
Minutes of meeting

Date: 04/1/20

Venue: Conference Hall

Time: 2.30 - 3.30pm

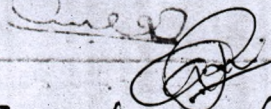
Agenda:

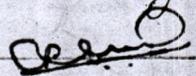
1. Silent prayer
2. Election of new committee members
3. Discussion of students grievances

The internal complaints committee meeting held at 2.30pm on 04/1/20. Programme started with a one minute silent prayer. The new elected members of the committee are:

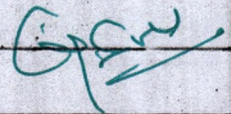
1. Dr. Prof. Kavidhramole P.T - Principal - Chairperson
2. Prof. A. Prige Mary Stella, Vice principal - Member
3. Mrs. Sasilekha, Girls Hostel Warden - Member
4. Adv. Umikrishnan - Member
5. Mrs. Rani G.S. - Member secretary
6. Ms. Anjali L (1<sup>st</sup> year) - Member
7. Ms. Archana T. P (1<sup>st</sup> year) Member
8. Ms. Aswani Aji - Member  
(1<sup>st</sup> year)
9. Ms. Anjumal M.S. (1<sup>st</sup> year) - Member

Students expressed their grievances like disturbance of stray dogs in hostel. Committee ensured redressal of grievance

  
Signature of secretary

  
Signature of principal





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PANAYUR (P.O), VANIPAMKULAM  
OTTAPALAM, PALAKKAD DISTRICT  
KERALA



# NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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NCN/CC /ICC/ 2022-23/06

19-10-2023

## CIRCULAR

The Internal complaint committee meeting with members is scheduled on 26/10/23 at 03:30 pm in Conference Hall. All are instructed to attend the meeting without fail.

  
PRINCIPAL

### COPY TO:

All Head of the Department  
Academic Office Superintendent  
Faculty members by name

  
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OTTAPALAM, PALAKKAD DT  
KERALA - 679522



## Internal Complaints Committee Meeting-

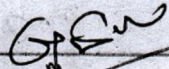
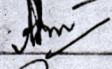

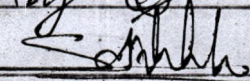
MINUTES OF MEETING

Date : 26.10.2023

Venue : Conference Hall

Time : 3.30pm - 4.30pm

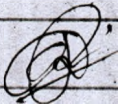
Members Present

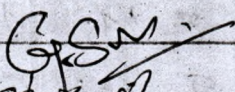
1. Prof. Dr. Srinivasan G. - Chairperson 
2. Prof. Priya Mary Stella - Presiding officer 
3. Mrs. Rani G.S. - Member Secretary 
4. Ms. Srisilekha - Member 
5. Ms. Archana T.P - Member
6. Ms. Aswari Ji - Member

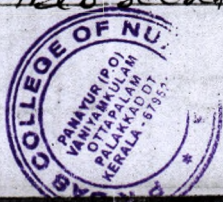
The internal complaint committee meeting held at NCM, Conference hall on 3.30pm.


Prof. Dr. Srinivasan, principal and chairperson of ICC started the meeting by explaining the KUTS guidelines of ICC and procedures of giving and redressal of complaints.

Prof. Priya Mary Stella explained the objectives of the committee. Meeting was ended with vote of thanks by Mrs. Rani G.S, Member Secretary.

  
Signature of  
Member Secretary

  
Signature of  
Principal



  
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# NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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NCN/CC /ICC/ 2022-23/05

21-06-2023

## CIRCULAR


The Internal complaint committee meeting with members is scheduled on 27/06/23 at 11am in principal office .All are instructed to attend the meeting without fail.

  
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### COPY TO:

All Head Of the Department  
Academic Office Superintendent  
Faculty members by name



  
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## Minutes of Meeting

Date : 27/06/23

Venue : Principal office

Time : 11 am - 12 pm.

### Agenda.

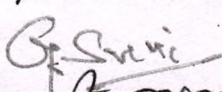
1. Silent prayer.
2. Constitution of new committee.
3. Discussion of committee objectives and action.

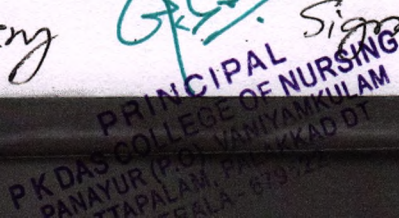
The internal complaints committee meeting of 2023 held at principal office at 11 am. Principal Dr. Prof. Srinivasan Gandhi joined the committee as chairperson. Prof. Priya Mary Stella, vice principal, elected as new presiding officer. New Committee Composition is as follows.

1. Prof. Dr. Srinivasan G, principal - Chairperson.
2. Prof. A. Priya Mary Stella, Vice principal - Presiding officer
3. Mrs. Rani G.S, Asst. Professor - Member Secretary.
4. Adv. Umikaishran, Legal Associate, NGIC - Member
5. Mrs. Sasilekha, Girls Hostel warden - Member
6. Ms. Anchara T.P, IV yr student - Member
7. Ms. Anjumol M.S, IV Sem student - Member
8. Ms. Aswani Aji, II yr student - Member.
9. Ms. Sony S. II Sem student - Member.

Committee discussed the objectives, ~~phases~~ & actions

  
Signature of Secretary

  
Signature of principal





# NEHRU COLLEGE of NURSING



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NCN/CC /ICC/ 2021-2022/03

16-04-2022

## CIRCULAR

The Internal complaint committee meeting with members is scheduled on 22/04/22 at 2.00pm in NCN Multipurpose Hall .All are instructed to attend the meeting without fail.

PRINCIPAL



### COPY TO:

All HODs

Academic Office Superintendent

Committee in-charge

Faculty members by name

  
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PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
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MINUTES OF MEETING

Date: 22.04.2022

Venue: NCN multipurpose hall.

Time: 2 pm - 3 pm

Members present

Prof. Dr. Kavithamole. P.J.

Prof. Kumari. K. K. P. O.B.

Mrs. Sesilcha S.

Adv. Suchitra.

Mrs. Anjali. K.A.

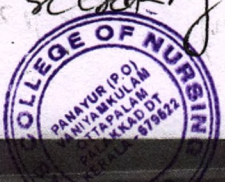
Ms. Chelsey Sajin.

Ms. Anjali. L.

The meeting of internal complaints committee of the year 2022 was met on 22/04/2022 at 2pm. An one mt silent prayer was observed before starting meeting. Mrs. Anjali. K.A read the agenda. The meeting discussed the following points.

- Separate common rooms should be used by boys and girls.
- Counselling sessions should be conducted for each classes.
- Co-ordinators should take care in ensuring grievance redressal of students.

*Anjali*  
Signature of secretary



*Green*  
Signature of Principal  
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PANAYUR (P.O), VANIAMKULAM  
TALUK, PALAKKAD DT  
22



# NEHRU COLLEGE of NURSING



PANAYUR (P O), VANIYAMKULAM, PALAKKAD - 679 522

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NCN/CC /ICC/ 2020-2021/01

12-04-2021

## CIRCULAR

The Internal complaint committee meeting with members is scheduled on 21/04/21 at 10.30am through Google meet. All are instructed to attend the meeting without fail.

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*GCW*  
PRINCIPAL  
P K DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

### COPY TO:

All Head Of The Department  
Academic Office Superintendent  
Committee in-charge  
Faculty by name

Internal Complaint  
Committee Register

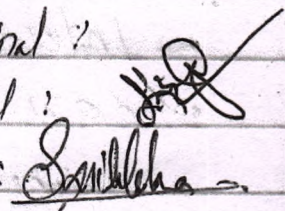
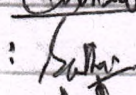
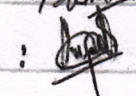
## MINUTES OF THE MEETING

Date: 21/04/21

Time: 10.30-11.30

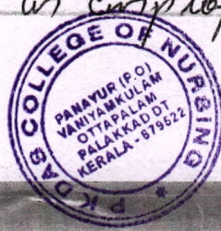
Virtual internal complaint committee meeting was held at 10.30-11.30 am on 21 April 2021 through google meet.

Members present:

- prod. Tamil Selvi - p. principal
- prod. Lavanya - vice principal
- Mrs. Sasi'sekha (warden) : 
- Mrs. Saritha K. : 
- Ms. Anjan Sadash : 
- Ms. Anjali L. :
- Ms. Archana T.p. :
- Ms. Aswari Aji :

The meeting started at 10.30 am with one min. silent prayer. vice principal madam welcomed everyone & introduced the topic: "Sexual harassment of women at work place (prevention, prohibition and redressal) Act, 2013". Member secretary explained about following points:

1. what is Sexual harassment at work place
2. objective behind the Sexual harassment of women at work place (prevention, prohibition and redressal) Act 2013.
3. prevention measures (ICC)
4. steps involved in the complaint process
5. Criminal proceedings.
6. professional consequences of violation of the policy
7. The duties of an employer.



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KERALA - 679522

Then introduced to everyone who all the members presented in the committee (icc). principal madam emphasized the major point behind the act and its importance.

Sarkar

Signature of the staff in charge

for

Signature of the principal  
29/6/2021  
haranya



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OTTAPALAM, PALAKKAD DT  
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