

SULTAN-UL-ULOOM COLLEGE OF PHARMACY

(Estd. by Sultan-ul-Uloom Education Society)

Approved by AICTE & Pharmacy Council of India

Affiliated to Jawaharlal Nehru Technological University, Hyderabad.

B. Pharm Program Accredited by NBA

Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

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INTERNAL COMPLAINTS COMMITTEE (ICC)

(POLICY DOCUMENT)

The Internal Complaints Committee (ICC) is established by Sultan-ul-Uloom College of Pharmacy to address and resolve complaints related to sexual harassment and discrimination within the institution. This policy document outlines the guidelines, procedures and responsibilities of the ICC to create a safe and inclusive environment for all members of the institute.

Objectives:

The objectives of the ICC are to:

- Provide a mechanism for the timely and impartial resolution of complaints related to sexual harassment and discrimination.
- Promote awareness and prevention of sexual harassment and discrimination.
- Ensure a safe, respectful and inclusive environment for all members of the institution.
- Uphold the principles of fairness, justice and confidentiality.

Composition of the Internal Complaints Committee

The ICC shall consist of the following members

1. Prof. Anupama Koneru, Principal
2. Prof. N. Anitha, HOD, Dept of Pharmacology
3. Dr D Saritha, HOD, Dept of Pharmaceutics
4. Mrs. K. Sreedevi, Associate Professor
5. Ms. Farsiya Fatima, Associate Professor

Responsibilities of the Internal Complaints Committee

1. Receiving and Addressing Complaints

- Receive complaints related to sexual harassment and discrimination promptly.

- Create facilities to receive complaints such as online grievance redressal software, drop boxes or directly by mentors/ class in-charges / HOD's / Principal / members of ICC committee.
- Ensure confidentiality and privacy throughout the complaint process.
- Provide necessary guidance and support to the complainant throughout the proceedings.
- Conduct a fair and unbiased investigation into the complaint, allowing both parties to present their case.
- Maintain records of all complaints, investigations and actions taken.

2. Mediation and Resolution

- Facilitate mediation between the parties involved, if appropriate and mutually agreed upon.
- Explore options for informal resolution, while ensuring the consent and well-being of the complainant.
- Take necessary measures to prevent victimization or retaliation against the complainant or witnesses.
- If mediation or informal resolution is not possible, conduct a formal investigation in accordance with the institute's policies and procedures.

3. Investigation Process

- Conduct a thorough investigation, including interviews, collection of evidence and examination of relevant documentation.
- Ensure that both the complainant and respondent are provided with an opportunity to present their case and provide evidence.
- Maintain transparency and impartiality throughout the investigation process.
- Maintain confidentiality and protect the privacy of all individuals involved.

4. Decision and Disciplinary Actions

- Based on the findings of the investigation, make recommendations for appropriate disciplinary actions or remedies.
- Present the recommendations to the appropriate authority for final decision-making and implementation.
- Monitor the implementation of disciplinary actions and ensure compliance.

5. Reporting

- Prepare an annual report on the activities and outcomes of the ICC, while maintaining confidentiality.
- Submit the report to the appropriate authority for review and necessary actions.



6. Create Awareness and Training

- Conduct regular awareness programs and training sessions on preventing and addressing sexual harassment and discrimination.
- Disseminate information about the ICC, its procedures and support services available to the institute's members.
- Foster a culture of respect, dignity and gender equality through awareness initiatives.

Confidentiality

- All information related to complaints, investigations and proceedings shall be treated with utmost confidentiality.
- Disclosure of information shall be restricted to individuals directly involved in the complaint and investigation process.
- Any breach of confidentiality by ICC members or individuals involved in the process shall be subject to disciplinary action.

Review and Amendments


- This policy document shall be periodically reviewed and updated as necessary to align with relevant laws, regulations and best practices.
- Any amendments to this policy shall be communicated to all members of the institute.

Contact Information:

1. Prof. Anupama Koneru-9866655547
2. Prof. N. Anitha-9959971590
3. Dr D Saritha-9948566726
4. Mrs. K. Sreedevi-9010072861
5. Ms. Farsiya Fatima-8801475639

By adhering to this policy document, Sultan-ul-Uloom College of Pharmacy aims to create a safe and inclusive environment for all members. The ICC will ensure that complaints related to sexual harassment and discrimination are handled promptly, fairly and with utmost confidentiality. The institute is committed to taking appropriate actions to prevent and address such incidents.




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