



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

INTERNAL COMPLAINTS COMMITTEE

PMS College of Dental Science and Research has a fully functional and active committee for monitoring and preventing any sort of sexual harassment with a well framed policy and SOP. The committee comprises of 8 members - Principal, Administrative officer, IQAC Coordinator, Student Counsellor, HOD's of 2 departments, and 2 Assistant professors meet every 6 months and consolidated report of the committee is submitted to the Head of the institution every year.-Till date complaints regarding any sort of harassment (physical/mental/sexual) was not intimated to the committee by any student or any staff.

As per the DCI circular No: DCI/ Admin/AE/Meet/SHC/223/2023-24/2023/1983 dated 03.07.2023 and KUHS Circular No: 32489/B2/DSA/KUHS2023 dated 09.10.2023 and the guidelines published by DCI/UGC we have rechristened and reconstituted our Anti-sexual harassment committee as **Internal Complaints Committee(ICC)** ON 13/10/23 in discussion with the administrative committee Comprising of Principal, Administrative officer, Dean(student affairs), IQAC Coordinator, Legal advisor and SGRC Coordinator.



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ICC COMMITTEE MEMBERS - 2024

The reconstituted Internal Complaints Committee (ICC)
comprises of the following members.

1. Presiding officer – Dr. Devi Gopakumar (Reader, Dept. of OMR)
2. Teaching Faculty-1. Dr. George Skariah
(Professor, Dept. of OMFS)
2. Dr. Aparna .M. Nair
(Reader, Dept. of Periodontics)
3. Nonteaching staff-1. Mrs. Roshni Thomas (HR Dept.)
2. Mrs. Nisha Chacko (Student Counsellor)
4. Student members – 1. Navya Edavan (UG student Representative)
2. Dhanya Kumar
(PG Representative – Oral Medicine)
3. Dr. Adarsh Jayan (Research Scholar)
5. External Member - Non-Government Organisation
Mrs. Remya.M.S



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The Objectives of Internal Complaints Committee at PMS College of Dental Science & Research are:

1. To prevent any type of harassment either mental , physical or sexual against women in the campus.
2. To ensure students, teaching and non teaching staff a harassment free campus
3. To address any complaints related to harassment of any kind
4. To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
- 5 To create an awareness amongst students about the issues related to women
6. To disseminate knowledge about rights and laws related to women.
7. To create awareness amongst students about the problems faced by women due to gender issues.
8. To enhance the self-esteem and self-confidence of girl students, women faculty of the institution.

At PMS College of Dental Science and Research, we strongly believe that both women and men have right to live as free as equal human beings and this equality should exist in all areas of life. All the activities conducted by the cell are directed towards successful execution of this goal



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Complaints can be given through:

1. Contacting any committee member via call/or meeting in-private
2. Through Online email-id (icc@pmscollege.ac.in)
3. Giving a written complaint

Functions of committee:

The office of the committee is an educational resource as well as a complaint centre for the members of the faculty, (teaching & nonteaching) and students of the institute.

Its mandate are:

1. To provide a confidential, neutral and supportive environment for members of the campus who may have been sexually harassed.
2. To advice complainants of the informal and formal means of resolution as specified by the Committee.
3. To ensure the fair and timely resolution of sexual harassment complaints.
4. To provide information regarding counselling and support services of the institution.
5. Providing educational initiatives to promote awareness about sexual harassment that encourages and fosters a respectful and safe campus environment.
6. Preparation of the Meeting minutes will be done by the co ordinator of ICC
7. Annual report preparation by ICC committee members



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List of Internal Complaint Committee members

SN	Name	Designation	Contact No.
1.	Dr.Devi Gopakumar	Presiding officer Reader, Dept: of Oral Medicine & Radiology	9249985905
2.	Dr. George Skariah	Committee Member Professor, Dept: of Oral & Maxillofacial Surgery	9847004541
3.	Dr. Aparna.M.Nair	Committee Member Reader, Dept: of Periodontics	8547743056
4.	Mrs. Roshni Thomas	Committee Member HR Dept:	9447123481
5.	Dr.Mrs. Nisha Chacko	Committee Member Student Councillor	7012978336
6.	Miss. Navya Edavan	Student member UG representative	7306304356
7.	Dr. Dhanya Kumar	Student member PG representative	8075180632
8.	Dr. Adarsh Jayan	Committee member Research Scholar	9037696129
9.	Mrs. Remya.M.S	Committee member (NGO)	9539323845



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PROCEDURE FOR REGISTERING COMPLAINTS

Complaints must be registered by the complainant in person or through message or email or letter to any member of the Internal Complaint committee. The complaint can be brought by another person on behalf of the complainant also. If the aggrieved female student or female faculty is unable to make a complaint her legal heir may make a complaint otherwise, relative/ friend/ Co-worker/ The committee on receiving the complaint, will schedule a meeting and decide whether an investigation, intervention or some other assistance is needed.

ENQUIRY PROCEDURES & CONFIDENTIALITY

1. The Complainant shall submit 6 copies of complaint to ICC with supporting documents and names and addresses of witness
2. One copy received by ICC shall be sent to respondent within 7 working days
3. Respondent shall file his reply to the complaint along with supporting documents along with names and addresses of witnesses within a period not exceeding 10 working days
4. According to Principle of Natural justice ICC shall make inquiry
5. All complaints made to any committee member of ICC must be received and recorded by the member, who shall then inform the Presiding officer of the Committee about the complaint, who in turn shall call a meeting of the committee.
6. In Conducting an inquiry a minimum of 3 members including presiding officer should be present
7. The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
8. After the report has been finalised, confidentiality should be maintained, if the



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complainant so desires, by withholding the complainant's name and other particulars that would identify her.

9. The ICC after the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy.
10. In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
11. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
12. ICC have the right to terminate the inquiry proceedings if respondent /complainant fails to present her/ himself for 3 consecutive hearings convened by the presiding officer
13. Parties shall not be allowed to bring legal practitioner
14. The ICC must submit its report to the Principal of the college not later than one month for punitive action if required.
15. If the complaint is not resolved, the complaint may be referred to the Chairperson of the College or the management or handled legally.
16. The entire process of enquiry should be completed within three months.



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STANDARD OPERATING PROCEDURE

