



SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

Recognized by National Medical Commission & Affiliated to KUHS
Accredited by NABH



SGMCRF/C1/SHW/2023

19/09/2024

PROCEEDINGS OF THE PRINCIPAL

Sub: Internal Complaints Committee – constituted – reg

The Internal Complaints Committee (Prevention of Sexual Harassment of Women at work place Committee) is constituted with the following members w.e.f 17/09/2024.

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|---|--------------------------------|
| 1) Dr. Krishna G
Professor, Dept. of Pathology | Presiding Officer &
Covener |
| 2) Dr. Geetha O
Professor & Head, Dept. of Forensic Medicine | Member |
| 3) Dr. Anil Bindhu
Professor, Dept. of Community Medicine | Member |
| 4) Ms. Sonia George
General Secretary and National
Vice President, SEWA | External Member |
| 5) Adv. Anusha T, Legal Advisor | Member |



PRINCIPAL
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Sree Gokulam Medical College &
Research Foundation, Venjaramoodu
Thiruvananthapuram-695 607

Sree Gokulam Medical College & Research Foundation

Prevention of Sexual Harassment of Women at Work Place - Internal Complaints Committee

1. Statement of Purpose

1.1 The sexual harassment of women at workplace (Prevention, Prohibition, and Redressal) Act, 2013 is the basis for formation of this committee as per UGC regulations, 2015 in the Gazette of India.

2. Composition

The committee with the following members constituted w.e.f. 05.08.2023, with the following members:

1. Presiding Officer
2. Internal Member - 1
3. Internal Member - 1
4. External Member

The same committee was reconstituted with effect on 20.01.2024 by adding the following member:

5. Legal Advisor

3. Functions of the Committee

These regulations clearly describe responsibilities of the higher educational institutions. Committee looks into:

- 3.1 Grievance redressal mechanism
- 3.2 Process for making complaint

3.3 Conducting enquiry

3.4 Interim redressal

3.5 Punishment and compensation

3.6 The committee is also addressed as the Internal Complaints Committee (ICC), a special cell under the administrative control of the institution to deal with issue of gender-based violence and to collaborate to conduct gender sensitization programmes.

3.7 The committee also has to display banners/posters at conspicuous places in the campus to create awareness among employees about what is sexual harassment and how to prevent it.

3.8 The committee also has to display the names and contact number of the ICC on the notice boards in the institution.

3.9 The committee is also bound to conduct training programmes for the employees of the institution.

4. Frequency of Meetings

4.1 The committee meets as and when the complaint comes.

5. Tenure of the Committee

5.1 Committee functions for a duration of five years from the date of constitution.

5.2 If necessary, replacements with suitable member shall be made from time to time.