



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 5

STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.5 Mechanism for Internal Complaints Committee

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



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MECHANISM OF ANTISEXUAL HARASSMENT CELL (SOP)

1. PoSHC addresses complaints of the student/employee of Amala college of nursing and the incident should happen inside the college campus
2. The Committee shall meet once in a year and when any complaint is received by it.
3. A complaint may be received by the chairperson.
4. The Committee may direct the aggrieved person to prepare and submit a detailed statement of incident, if the written complaint lacks exactness and required particulars, within a period of two days from such direction or such other time period that the Committee may decide.
5. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as an original/true copy.
6. The Committee shall direct the accused student/employee to prepare and submit a written response to the complaint/allegations within a period of four days from such direction or such other time period as the Committee may decide.
7. The complaint should be taken over by the chair person, further procedure of conciliation and enquiry should begin within a time period of 4 days.
8. Committee shall allow both parties reasonable opportunity of presenting their case.
9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
10. The Committee shall make all endeavour to complete its proceedings within a period of fifteen days from the date of receipt of the complaint.
11. If further police investigation required, the matter will be referred accordingly.
12. If in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there





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is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of

- a. Warning
- b. Written apology
- c. Bond of good behaviour
- d. Adverse remarks in the confidential report
- e. Debarring from supervisory duties
- f. Denial of membership of statutory bodies
- g. Denial of re-employment/readmission
- g. Stopping of increments/promotion/denying admission ticket
- h. Reverting, demotion.
- i. Suspension / Dismissal
- j. Any other relevant mechanism

13. The committee shall make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desires.

14. The committee shall seek medical, police and legal intervention with the consent of the complainant.




Principal

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555