



# St. Joseph's College of Pharmacy

Approved by Pharmacy Council of India and affiliated to Kerala University of Health Sciences  
Approved by Govt. of Kerala  
Dharmagiri College Campus, Naipunnya Road, Cherthala-688524, Kerala, India  
Tel : +91 478 2821546, +91 478 2821547, E-mail : principal@sjpharmacycollege.org

13/11/2023

## CIRCULAR

As per the guidelines given by Honourable Supreme Court, with reference under the provisions of section of Sexual Harassment of Women Workplace Prevention, Prohibition and Redressal Act, 2013 and UGC Regulations 2015, No. F. 91-1/2013(TFGS) dated 2<sup>nd</sup> May, 2016 initiated an Internal Complaint Committee (ICC) has been established by this College with following members.

### THE INTERNAL COMPLAINTS COMMITTEE (ICC) - MEMBERS

Sl. no	Name	Position	E-mail Id
1	Dr. Sr. Daisy P.A	Chairperson	daisyaugustin007@gmail.com
2	Prof. Dr. Bobby Johns G	Member	bobyacademics@gmail.com
3	Mr. Thahimon P A	Member	thahimon@gmail.com
4	Sr. Biji P A	Member	nisac25@gmail.com
5.	Dr. Jeny Samuel	Member	jenyacademics@gmail.com
6	Ms. Dinu Ayisha	Member	dinnusunil6@gmail.com
7	Ms. Rosliy	Member	rosliyj87@gmail.com
8	Ms.Fasna Nargees	Member	fasnanargees@gmail.com

PRINCIPAL

Dr. Sr. Daisy P. A., M.Pharm,Ph.D  
Principal  
St. Joseph's College of Pharmacy  
Dharmagiri College Campus  
Cherthala - 688 524

Copy to

1. To all department HOD's – to inform concerned staffs
2. File
3. IQAC



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Principal  
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### ROLES AND RESPONSIBILITIES OF INTERNAL COMPLAINT COMMITTEE

- Following the receipt of the complaint, the Committee must conclude the inquiry within 60 days from the complaint's reception date.
- The ICC holds the highest authority within the organization to gather evidence for timely completion of the investigation.
- Upon request from the complainant, the ICC must offer conciliation before commencing an inquiry.
- The inquiry procedure is to remain confidential, with all committee members maintaining confidentiality regarding both the process and its outcomes.
- The ICC is obligated to conduct a thorough and impartial inquiry, devoid of any bias towards or against any party.
- Ensuring confidentiality, independence, and adherence to principles of natural justice throughout the process.
- Once the inquiry concludes, the report will be forwarded to the employer, who must take action within 60 days as per mandate.



*Dr. Sr. Daisy P. A.*

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Principal  
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