

JOGINPALLY B.R. PHARMACY COLLEGE (JBRPC)

INTERNAL COMPLAINTS COMMITTEE (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2016 Internal Complaints Committee (ICC) is re-constituted on 17.01.2026 as per the guidelines from UGC letter dated : 09.1.2026. to deal with the complaints relating to Sexual harassment at work place.

Joginpally B.R. Pharmacy College (JBRPC) is committed to create congenial working environment at the Campus, in order to ensure Gender Equity and avoid any kind of sexual harassment at the workplace. The major role of the Internal Complaint Cell (ICC) is to take proactive steps and spread awareness to avoid any kind of sexual harassment in the workplace.

OBJECTIVES OF ICC

1. To establish a socially and physically safe atmosphere for women.
2. To create policies to prevent harassment of women.
3. To plan a program for gender sensitization and awareness.
4. To offer a secure environment free from sexual harassment.
5. To encourage a psychological and social climate that would increase awareness of sexual harassment.
6. Suggest suitable punitive measures for the offenders.
7. Prevention of sexual harassment and discrimination against women.

FUNCTIONS OF THE COMMITTEE:

1. To establish and maintain a secure workplace free from sexual harassment, particularly for women and girls.
2. To record reports of sexual harassment against working women, to carry out investigations, and to offer support.
3. To monitor and suggest follow-up measures to the relevant authorities.
4. To foster a culture of gender justice and equality.
5. To draft yearly reports.

ICC COMPOSITION

S.No.	Member Name	Post
1	P. Sirisha	Presiding Officer
2	Dr.G.Lakshmi Devi	Chairperson
3	V.Lalini	Member
4	AVSSS Gupta	Member
5	S.Sabitha	Member
6	Ch.Ranganadth	Member
7	P. Eswar (Journalist)	Member (external)
8	Rohini (II Pharm.D)	Student Member
9	G.Harini (I Phram.D)	Student Member
10	A.Vamshi Yadav(II B.Pharm)	Student Member

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Principal along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided

during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Chairperson, ICC JBRPC shall receive the complaints, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

WHO CAN APPROACH ICC

Any female student/employee (teaching and non-teaching faculty or staff) of Joginpally B.R. Pharmacy College (JBRPC)

DEFINITION OF SEXUAL HARASSMENT:

“Sexual harassment” includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

WHAT ARE THE POSSIBLE ACTIONS THAT CAN BE TAKEN AGAINST THE RESPONDENT?

- With hold of privileges
- Suspension or restriction for the entry to campus for a period of specific time
- Written apology
- Suspension or termination from the campus
- Counselling
- Remarks on conduct certificates
- Ineligible for promotions
- Legal Actions

HOW TO FILE A COMPLAINT?

A formal written complaint must be filed either as a hard copy or an email within 90 days of the incident about which the complaint is being filed. The process of inquiry and submission of report by ICC has to be completed within 90 days of the filing of the complaint.

The formal complaint must contain the following:

- Date and time of the incident
- The place where it occurred
- Name and contact information of the accused
- Name and contact information of witnesses
- Detailed description of the incident

If you think, you are harassed or being harassed, what should you do?

Send a written complaint to Chairperson, ICC (JBRPC) / Member ICC (JBRPC)

Helpline No	9705932565
Mail ID	icc@jbrpc.edu.in

Your complaint will be kept **CONFIDENTIAL**.

Enquiry process:

The inquiry shall be completed within a period of ninety days from the date of the complaint.

On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of fifteen days from the date of completion of the inquiry and such report be made available to the concerned parties.

If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.

The employer shall act upon the recommendation within forty-five days of receiving it.

For any issues contact us:

Dr. G Lakshmi Devi (Chair Person)

Contact number: 6305940434

Email.id: lakshmidavig@jbrpc.edu.in