



Policy No: MCPMS/F2/443/2020

Date: 06-03-2020

Internal Complaints Committee

Objectives of the Internal Complaints Committee:

- ❖ Men and women work together in a congenial atmosphere, if there are any complaints involving physical contacts or advances, demand for sexual favours; it is addressed and appropriate action is taken.
- ❖ To sensitizing the students and staff to work diligently to prevent sexual harassment in the college.
- ❖ Complaints of sexual harassment shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

Functioning of the Internal Complaints Committee:

- ❖ To accept written grievances from students and staff related to the system.
- ❖ To create and implement a mechanism to handle the reported grievances.
- ❖ To forward the findings to the management if necessary for further action.
- ❖ To convene periodical meetings to discuss whether the grievances have been settled.

Members of the Committee / Cell:

Coordinator: A senior faculty with experience in conflict resolution and man management skills to be assigned as the coordinator of the committee.

Members: 4 to 5 senior and junior faculty along with the Public Relations Officer are to be assigned as the members of committee.

Student Representative: Senior student preferably studying in second / third year courses is to be selected and assigned the role of student representative.

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