



**G. Narayanamma Institute of Technology and Science
(for Women), (Autonomous)**

Shaikpet, Hyderabad- 500 104

Internal Complaints Committee (ICC)

Mechanism For Grievance Redressal

The Internal Complaints Committee deals with sexual harassment and gender related issues, which are very sensitive and which need delicate handling. The aggrieved student / employee needs a secure environment where she can put forth her issue or complaint with courage. So it becomes the responsibility of the ICC to create an isolated environment where the complaint can freely express herself.

The aggrieved can approach ICC in following ways :

- Personally approach and give their grievances to the Coordinator or any member of the committee.
- Send a mail to gnits.icc@gmail.com / aparna.tanam@gnits.ac.in
- Approach Head of the Institution wherein they will be subsequently guided to the ICC committee
- Use Suggestion boxes installed in various places in the college.
- The details will be kept CONFIDENTIAL

The following facilities are provided for ICC :

- For this purpose, ICC is set up in a separate room, where confidentiality can be maintained fully.
- An ICC cell has been set up in 2nd Floor, F Block.
- A notice board where the information regarding activities of the ICC can be displayed.
- A page on GNITS website through which the ICC can be reached.

Redressal mechanism:


On receipt of a complaint related to sexual harassment at work place, the following procedure will be followed:

- The committee members of ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting documentary evidence as well as recording statements of any witness/es including the complainant.

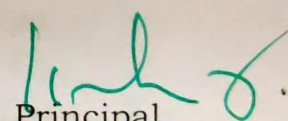
- The inquiry shall be completed within a period of Maximum 90 days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of maximum 10 days from the date of completion of inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent are proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

The possible actions that can be taken :

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/ promotion
- Suspension
- Dismissal
- Any other relevant actions


ICC Coordinator
Mrs.T.Aparna




Principal
Dr.K.Ramesh Reddy

PRINCIPAL
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