



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING

AQAR (2022-2023)



CRITERION 5 – STUDENT SUPPORT AND PROGRESSION

Key Indicator 5.1– Student Support

Metric No. 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment /prevention of ragging

SUBMITTED TO



National Assessment and Accreditation Council

**MECHANISM OF
INTERNAL COMPLAINTS
COMMITTEE(SOP)**



Amala COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680 555, Kerala

First Nursing College accredited by NAAC with A grade in the first cycle (RAF)

Affiliated to Kerala University of Health Sciences and recognized by Kerala Nurses and Midwives Council & Indian Nursing Council
(Certificate No. 18-16/2893-INC)

MECHANISM OF INTERNAL COMPLAINTS COMMITTEE

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 endeavor 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.



Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR, THRISUR



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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 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 behavior
- 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 counseling, security, and other assistance) to the victim if so desired.

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



Handwritten signature in green ink

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