

No: TCAHS/Acd/62/09/2024

20/09/2024

ORDER OF IMPLEMENTATION OF INTERNAL COMPLAINT COMMITTEE (ICC)

In compliance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013* and as per the directives received from Kerala University of Health Sciences (KUHS) and University Grants Commission (UGC), the following order is issued for the constitution and implementation of the **Internal Complaint Committee (ICC)** at Travancore College & School of Allied Health Sciences, Kollam.

Constitution of the Internal Complaint Committee (ICC)

The ICC is hereby constituted to prevent and address sexual harassment within the institution. The committee consists of the following members:

SI No:	Name	Designation	Contact Number	Address
1	Ms. Sini Raj	Presiding Officer	9995457475	Human Resource Manager, Travancore Medicity
2	Mrs. Steffy Jhonson	Faculty Member, Optometry	9198485592	Asst. professor, Travancore college of Allied Health Sciences, Kollam
3	Mrs. Anupama S	Faculty Member, MLT	9562103993	Asst. professor, Travancore college of Allied Health Sciences, Kollam
4	Mrs. Archana V S	Non-Teaching staff, Office Executive, TCAHS	9072474653	Admin Assistant, Travancore college of Allied Health Sciences, Kollam
5	Mrs. Arya S Anand	Lab Assistant, TCAHS	9539170996	Lab Technician, Travancore college of Allied Health Sciences, Kollam
6	Adv. Sudheer	External Member	9847854445	Legal Adviser, Quilon Medical Trust, Kollam
7	Ms. Alshifana S	Student representative (BPT)	7356047393	Room Number -337, Women's hostel, Block D, Travancore Nursing College, Kollam
8	Ms. N A Siyani	Student representative (BSc. Optometry)	9961971360	Room Number -323, Women's hostel, Block D, Travancore Nursing College, Kollam
9	Ms. Amitha R Prasad	Student representative (BSc. MLT)	7012370652	Room Number -338, Women's hostel, Block D, Travancore Nursing College, Kollam

Duties of the ICC

- Handling Complaints:** The ICC will receive and handle complaints related to sexual harassment in a confidential and impartial manner.
- Training and Sensitization:** Gender sensitization programs will be organized for all staff and students periodically.
- Awareness Campaigns:** Posters and banners to raise awareness on preventing sexual harassment will be displayed at strategic points across the campus.
- Confidentiality:** The ICC will ensure the confidentiality of complaints and protect the complainant's rights during the process.

Instructions for Compliance

- The names and contact details of the ICC members will be displayed on the institution's notice boards and website.
- All relevant information, including the constitution of the committee and the procedure for lodging complaints, will be updated on the college website.
- Posters regarding the prevention of sexual harassment will be placed in visible areas.
- A compliance report must be submitted to KUHS via email at grcs@kuhs.ac.in within 14 days from the date of KUHS order (No : 32489/B2/DSA/KUHS/2024 Date : 12-09-2024).

Copy to,

- Medical Director, Medicity
- Legal Office, Medicity
- Copy to all members of ICC
- Faculty & Student Notice Board, College Website

