



AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)
RUN BY NOORUL ISLAM TRUST
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605
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Date

Date: 24-05-2018

Internal Complaints Committee - Guidelines

In compliance with the POSH Act, Section 4 of 2013, Al Azhar Dental College established an internal complaints body in accordance with the Supreme Court of India's instructions. This committee's duties include responding to allegations of sexual harassment and helping the victims maintain their dignity at work. Sexual harassment must be outlawed, prevented, and addressed, and women must be able to work in a welcoming setting while preserving the spirit of the Constitution.

Committee members

Presiding Officer

Dr Shiny Joseph

Members

Dr Lakshmi Priya

Dr Renu Am Mathew

Dr Anjana Mohan Kumar

Naseera M H

Adv Saneer PM

Objective

- The exclusion, mitigation, and prevention of sexual harassment of women at work.
- Take note of any allegations of sexual harassment.
- Start an investigation into the complaint of sexual harassment.
- Gather the proof and contact the witnesses
- Submit the investigation's findings.
- Make recommendations for the steps that should be taken to try a similar case again in the future.
- Submit an annual report using the format required.

Complaint Procedure

1. The complainant must present the written complaint to the ICC within three months of the date of the incident, or the series of episodes in which the last incident occurred. By offering the complainant all support, the Chairperson is authorised to obtain the complaint in writing.



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Principal
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2. The committee may also extend the three-month deadline for submitting a written complaint, but only if it is convinced that the complainant won't be able to do so within that time due to certain circumstances.

3. The complainant may also email any committee member with their grievance.

4. A formal complaint must be filed, and it must contain all relevant information about the incident(s) of sexual harassment, including the complainant's complete identity.

5. If the complainant is unable to register a complaint on her own, her spouse, parents, or legal heirs may do so.

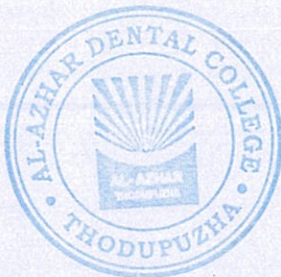
6. A third party may also register a complaint, but only if they are the victim of sexual harassment and do so in writing.

Inquiry process

The ICC is required to forward each copy of the complaint to the respondent and request a response within seven working days of receiving the complaint. The respondent would have 10 business days to respond to the allegation, and he could include any pertinent paperwork or witnesses in that response. On the designated date(s), the ICC will hold hearings for both the complainant and the respondent, adhering to the natural justice principles throughout. Both parties must have the assistance of an attorney to represent them. The ICC must finish the investigation process within 90 days of when the complaint was received. The ICC may advise the employer to grant the victim temporary relief during the investigation at her request only. The committee may request that the complainant be transferred to another location, be given a leave of absence for no longer than three months, or have the respondent refrain from reporting on the complainant's performance.

Submission of an annual report

It must include the total number of sexual harassment claims made throughout the year, how many complaints were resolved overall in that year, how many cases have been open for longer than 90 days and the quantity of actions the authority took.



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