



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

Ref. No.: - SCPMC/Oct./2026/1420

Date: - 13/10/2026

INTERNAL COMPLAINTS COMMITTEE (ICC) - POLICY & PROCEDURE — 2026

The PoSH Act, 2013 and the University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and Students in Higher Educational Institutions) regulations, 2015 mandate the formation of an Internal Complaints Committee (ICC) by an order. The main objective behind the formation of the Committee is to address the discriminatory behavior and sexual harassment lodged by any member of the college (teaching, non-teaching and students) of which he or she observes or becomes aware. The committee, after inquiring, also advises the authority to take necessary remedial actions, including punishment against the offender.

1. PURPOSE: To provide a safe, respectful, gender-sensitive learning and working environment and a fair mechanism for prevention and redressal of sexual-harassment complaints.

2. POLICY STATEMENT: SCPM College of Nursing and Paramedical Sciences follows a zero-tolerance approach towards sexual harassment and is committed to a safe environment free from sexual harassment, intimidation, retaliation and victimization.

3. OBJECTIVES OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

- 1) Prevent and prohibit sexual harassment of women employees and students through awareness programmes, gender sensitization, and dissemination of relevant legal provisions.
- 2) Provide an accessible, impartial, and confidential complaint-redressal mechanism for complaints of sexual harassment in accordance with the POSH Act, 2013, and applicable UGC regulations.
- 3) Promote a safe, dignified, and gender-sensitive educational and working environment for students, faculty members, non-teaching staff, and other members of the institutional community.
- 4) Ensure fair, impartial, and time-bound inquiry proceedings in accordance with the applicable statutory provisions and principles of natural justice.
- 5) Protect complainants, witnesses, and other persons involved in the proceedings from intimidation, victimization, or retaliation, in accordance with applicable law.
- 6) Maintain confidentiality of complaints, identities of the parties, inquiry proceedings, recommendations, and action taken, as required by law.
- 7) Recommend appropriate corrective or disciplinary action to the competent authority in accordance with



① Lucknow Road, Haripur, Gonda, U.P.-271003
② Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003
③ 09839673554, 09532745186, 09565535482, 05262-223190
④ www.scpmgroup.com scpcollege@gmail.com, info@scpmgroup.org

Divya
13/10/2026
Administrator
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
स्वच्छ भारत



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

the findings of the inquiry and applicable legal provisions.

- 8) Ensure compliance with applicable statutory and regulatory requirements concerning the prevention, prohibition, and redressal of sexual harassment in the educational institution.
- 9) Promote awareness of child protection and safeguarding responsibilities and ensure that any suspected sexual offence against a person below 18 years of age is reported to the appropriate authorities in accordance with the POCSO Act, 2012.

4. ICC COMPOSITION — 2026

Sl. No.	Name	Position	Mobile Number & Email ID
1.	Prof. Vijayalakshmi J. Principal	Presiding officer	9965643397 principalscpmnursing@gmail.com
2.	Prof. Sudha A. Vice-Principal	Internal Member	9944681686 sudhanegin@gmail.com
3.	Mrs. Shashiwala Yadav Associate Professor Child Health Nursing Department	Internal Member	8787081144 yadavneha7793@gmail.com
4.	Mrs. Kanchan Devi Associate Profesedsor Adult Health Nursing Department	Internal Member	9780850480 mkanchan20892@gmail.com
5.	Prof. Dr. Sunu Philip Professor Child Health Nursing Department	Internal Member	9826458489 sunueapenscolers75@gmail.com
6.	Mrs. Menka Dwivedi Assistant Professor Community Health Nursing Department	Internal Member	9450119883 menkamishradubey6@gmail.com
7.	Mr. Shivanand Chaturvedi Advocate	External Member	7393941249 advsnchaturvedi@gmail.com

The final committee must satisfy the composition requirements applicable to the institution under the POSH Act/Rules and UGC regulations.



① Lucknow Road, Haripur, Gonda, U.P.-271003

② Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

③ 09839673554, 09532745186, 09565535482, 05262-223190

④ www.scpmgroup.com ⑤ scpmcollege@gmail.com, info@scpmgroup.org

Signature
13/10/2026
Administrator
SCPM College of Nursing &
Paramedical Sciences Gonda (U.P.)
भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

5. WHAT MAY CONSTITUTE SEXUAL HARASSMENT

Sexual harassment shall be understood in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), the applicable University Grants Commission (UGC) Regulations, 2015 and other relevant laws.

Sexual harassment may include, but is not limited to:

- Unwelcome physical contact and advances of a sexual nature.
- A demand or request for sexual favours.
- Making sexually coloured remarks.
- Showing pornography or other sexually explicit material.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
- Promising preferential treatment or threatening adverse treatment in connection with sexual demands.
- Creating or contributing to an intimidating, offensive, humiliating, or hostile educational or working environment through conduct covered by the applicable legal framework.
- Sexual harassment occurring on campus, in classrooms, laboratories, libraries, hostels, clinical training areas, hospitals used for clinical postings, institutional transport, educational tours, internships, field visits, or other activities connected with the institution.

Sexual offences against children below 18 years of age shall be dealt with under the Protection of Children from Sexual Offences (POCSO) Act, 2012, wherever applicable.

6. COVERAGE AND SCOPE

This policy applies to complaints falling within the jurisdiction of the institution's Internal Complaints Committee (ICC/IC) under the POSH Act, 2013, and the applicable UGC Regulations, 2015.

The institutional framework shall address matters involving students, teaching and non-teaching employees, trainees, interns, research personnel, and other covered persons, as provided under the applicable law and regulations.

The scope includes relevant conduct occurring on campus or in connection with institutional activities, including clinical placements, hospital postings, internships, educational visits, institutional transport, and other locations covered by the applicable legal framework.



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.com

Signature
13/10/2024
Administrator
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

Complaints involving third parties, visitors, patients, accompanying persons, or persons associated with external clinical-placement facilities shall be handled through the appropriate statutory and institutional mechanisms, depending on the circumstances and jurisdiction.

Child protection: Where a person below 18 years of age may have been subjected to a sexual offence, the institution shall comply with the POCSO Act, 2012, including mandatory reporting requirements. The ICC shall not substitute for the statutory reporting and child-protection procedures prescribed by law.

7. COMPLAINT PROCEDURE

1. **Submission of complaint:** A complaint falling within the ICC's jurisdiction may be submitted in writing to the ICC through the designated institutional channel, in accordance with the POSH Act, 2013, and applicable regulations. Assistance shall be provided to a person who requires help in preparing a written complaint.
2. **Details of the incident:** The complaint should, as far as possible, include the date, time, place, description of the alleged incident, persons involved, names of witnesses, and any available supporting documents or electronic material.
3. **Time limit:** A complaint under the POSH Act should ordinarily be made within three months of the incident or, in the case of a series of incidents, within three months of the last incident. The ICC may extend this period by a further period not exceeding three months, for reasons recorded in writing, where permitted by law.
4. **Acknowledgement and preliminary processing:** The ICC shall receive and process the complaint in accordance with the applicable statutory procedure, verify its jurisdiction, and inform the parties of the next steps as required by law.
5. **Notice and opportunity to respond:** The respondent shall be informed of the allegations and provided an opportunity to submit a response in accordance with the prescribed procedure.
6. **Inquiry:** The ICC shall conduct a fair, impartial, and time-bound inquiry in accordance with the POSH Act, the applicable UGC Regulations, relevant rules, and the principles of natural justice.
7. **Report and recommendations:** The ICC shall submit its findings and recommendations to the employer or competent institutional authority within the applicable statutory time limit. The competent authority shall take action in accordance with the law.
8. **Child sexual offences:** Where information gives rise to a reasonable apprehension that a POCSO



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.org

Signature
13/10/2024
Administrator
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

offence has occurred or is likely to occur, the matter must be reported to the Special Juvenile Police Unit or local police in accordance with Section 19 of the POCSO Act. Internal processing shall not delay or replace mandatory reporting. The child shall be treated with dignity, sensitivity, and in accordance with applicable child-friendly procedures.

9. INTERIM PROTECTION AND NON-RETALIATION

- During the pendency of an inquiry, the ICC may recommend appropriate interim relief or protective measures in accordance with Section 12 of the POSH Act and the applicable UGC Regulations.
- Depending on the circumstances and statutory authority, such measures may include transfer of the aggrieved woman or respondent, leave for the aggrieved woman as permitted by law, or other appropriate protective arrangements.
- The institution shall take appropriate steps to prevent intimidation, victimisation, coercion, or retaliation against complainants, witnesses, and other persons participating in proceedings in good faith.
- Interim measures shall be proportionate, consistent with the applicable law, and implemented by the competent authority.
- Where a child may be at risk, the institution shall take appropriate immediate safeguarding measures and comply with POCSO reporting and child-protection requirements.
- Interim protective measures shall not be treated as a finding of guilt.

10. CONFIDENTIALITY AND PROTECTION OF IDENTITY

- The institution and the ICC shall maintain confidentiality concerning complaints, the identities and addresses of the aggrieved person, respondent and witnesses, conciliation and inquiry proceedings, recommendations, and action taken, in accordance with Section 16 of the POSH Act and other applicable legal provisions.
- Information shall be disclosed only to persons authorised or legally required to receive it, and only to the extent permitted by law.
- Records shall be stored securely, with access restricted to authorised persons.
- No person shall publish, communicate, or otherwise disclose protected information relating to POSH proceedings in a manner prohibited by law.
- In matters involving children, the institution shall strictly protect the child's identity and privacy in



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.org

Signature
12/10/2024
Administrator
SCPM College of Nursing
Paramedical Sciences, Gonda (U.P.)
भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

accordance with the POCSO Act and other applicable child-protection laws.

- Confidentiality shall not be used to prevent mandatory reporting to the police or other competent statutory authorities, or to obstruct lawful proceedings.

11. SEXUAL HARASSMENT COMPLAINT FORM

Confidential — for submission to the Internal Complaints Committee (ICC)

This form is intended for complaints falling within the jurisdiction of the ICC. Assistance shall be provided to a complainant who requires help in submitting a written complaint.

A. DETAILS OF THE COMPLAINANT

- Name of the complainant: _____
- Status: Student / Teaching Staff / Non-Teaching Staff / Trainee / Other: _____
- Student/Employee ID (if applicable): _____
- Programme/Department: _____
- Contact details (phone/email): _____
- Preferred method of communication: _____
- Assistance or support required, if any: _____

B. DETAILS OF THE RESPONDENT

- Name of the respondent, if known: _____
- Designation/Programme/Department, if known: _____
- Relationship with the institution: _____

C. DETAILS OF THE INCIDENT

- Date(s) and approximate time(s) of the incident: _____
- Place/location of the incident: _____
- Detailed description of the incident, including the nature of the alleged conduct: _____

- Names of witnesses, if any: _____

- Supporting documents or evidence available, if any:

- ☐ Emails or messages
- ☐ Photographs or other relevant documents
- ☐ Other supporting material: _____
- ☐ No supporting material currently available



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.org

Administrators
73/10/12/24
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
भारत
स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

16. Previous complaint or reporting, if any (with date and details):

D. RELIEF OR SUPPORT REQUESTED

17. Relief, support, or protective measures requested, if any:

E. DECLARATION

I confirm that the information provided in this complaint is true to the best of my knowledge and belief. I request the Internal Complaints Committee to consider the complaint and take appropriate action in accordance with the applicable law and institutional procedures.

I understand that the complaint and related information will be handled in accordance with applicable confidentiality requirements.

Date: _____

Place: _____

Signature/Thumb Impression of the Complainant: _____

For office use only

- Date of receipt: _____
- Case/Diary reference number: _____
- Received by: _____
- Action taken for processing: _____

Note: The office-use section must be maintained securely. The complainant should be provided with an acknowledgement of receipt where appropriate.



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.org

Signature
13/10/2024
Administrator
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

12. ICC MEETING / CASE RECORD REGISTER

Institution: SCPM College of Nursing

Academic Year: _____

S. No.	Meeting/Case Reference No.	Date of Meeting	Members Present	Agenda / Matter Discussed	Action Taken / Decision	Follow-up Required
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Recorded by: _____

Signature of Presiding Officer: _____

Date: _____

Confidentiality Note: Detailed complaint particulars, statements, evidence, individual identities, and inquiry findings shall be maintained in a separate, securely stored confidential case file. Access shall be restricted to authorised persons in accordance with applicable law. The general meeting register should contain only the information necessary for administrative tracking and should not disclose sensitive case details.

13. ANNUAL REPORT OF THE INTERNAL COMPLAINTS COMMITTEE (ICC) — 2026

Name of Institution: SCPM College of Nursing

Reporting Period: 1 January 2026 to 31 December 2026

Reporting Framework: POSH Act, 2013 and applicable UGC Regulations, 2015

S. No.	Particulars	Number / Details
1	Total number of complaints of sexual harassment received during the reporting period	
2	Number of complaints disposed of during the reporting period	
3	Number of complaints pending at the end of the reporting period	
4	Number of complaints pending for more than 90 days, if any	
5	Number of awareness, orientation, and gender-sensitisation programmes conducted	
6	Number of students and employees covered by awareness programmes	
7	Number of inquiries completed and reports submitted	
8	Number of recommendations made by the ICC	
9	Number of recommendations implemented by the employer/competent authority	



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.org

Handwritten signature and date: 13/10/2024
Administrator
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
स्वच्छ भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

10	Number of recommendations awaiting implementation	
11	Details of other preventive measures undertaken	
12	Details of any other information required by the competent authority or applicable regulations	

Certification

We certify that the above information has been compiled from the records maintained by the Internal Complaints Committee for the reporting period indicated.

Presiding Officer: _____

Signature: _____

Date: _____

Institutional Head / Authority: _____

Signature and Seal: _____

14. ICC CONTACT / DISPLAY INFORMATION

Presiding Officer: Prof. Vijayalakshmi J, Principal

ICC Contact Number: 9965643397

ICC Email: jvijayalakshmivijaya@gmail

Complaint Submission Location: Principal Office, SCPM College of Nursing & Paramedical Sciences.

External Member Contact: Mr. Shivanand Chaturvedi, Advocate, Mobile No.: 7393941249

15. IMPORTANT IMPLEMENTATION AND COMPLIANCE NOTE

Before the adoption and implementation of this policy, the authority of SCPM College of Nursing & Paramedical Sciences shall ensure that:

1. The constitution, composition, tenure, and functioning of the Internal Complaints Committee (ICC/IC) comply with the POSH Act, 2013, the applicable Rules, and relevant UGC regulations, wherever applicable.
2. The complaint submission process, statutory timelines, inquiry procedure, interim relief, confidentiality requirements, and disciplinary action are consistent with the applicable legal framework.



📍 Lucknow Road, Haripur, Gonda, U.P.-271003

📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003

☎ 09839673554, 09532745186, 09565535482, 05262-223190

🌐 www.scpmgroup.com 📧 scpmcollege@gmail.com, info@scpmgroup.org

Handwritten signature and date 13/11/2024
Administrator
SCPM College of Nursing & Paramedical Sciences Gonda (U.P.)
भारत
एक कदम स्वच्छता की ओर



SCPM College of Nursing & Paramedical Sciences

(A Unit of Satish Chandra Pandey Memorial Sewa Sansthan)

Recognized By:- U.P. State Government-Lucknow

Approved By:- U.P. State Medical Faculty, Lucknow and Indian Nursing Council-New Delhi

Affiliated To:- Atal Bihari Vajpayee Medical University (U.P.)

3. The institution fulfils its statutory obligations regarding the prevention and redressal of sexual harassment, including awareness programmes, display of relevant information, maintenance of records, and submission of prescribed annual reports.
4. All suspected sexual offences against children below 18 years of age are handled in accordance with the Protection of Children from Sexual Offences (POCSO) Act, 2012, including mandatory reporting to the appropriate authorities and protection of the child's identity and privacy.
5. The policy is reviewed periodically and updated to reflect applicable amendments, government directions, and requirements issued by the affiliating university, relevant statutory councils, and other competent authorities.
6. The policy is approved by the competent institutional authority, communicated to students and employees, and made accessible through appropriate institutional channels.

Note: This policy shall be implemented subject to the applicable laws and regulations in force. In the event of any inconsistency, the relevant statutory provisions and binding regulatory requirements shall prevail.


Principal
Principal

SCPM College of Nursing &
Paramedical Sciences, Gonda-(U.P.)


Senior Central Administrator

13/10/2026
SCPM Group of Hospital & Education
Administrator
SCPM College of Nursing &
Paramedical Sciences Gonda (U.P.)



📍 Lucknow Road, Haripur, Gonda, U.P.-271003
📍 Near Dukh Haran Mandir, Station Road, Gonda, U.P.-271003
☎ 09839673554, 09532745186, 09565535482, 05262-223190
🌐 www.scpmgroup.com ✉ scpmcollege@gmail.com, info@scpmgroup.org



एक कदम स्वच्छता की ओर