



# **SHADAN INSTITUTE OF MANAGEMENT STUDIES**

Established by Shadan Educational Society, A Minority Institution, Approved by AICTE

Permitted by the Government of T.S., Affiliated to Osmania University

# 6-2-978, Shadan Educational Complex, Khairatabad, Hyderabad - 500 004

Ref : SIMS / SES / MBA

## **INTERNAL COMPLAINTS COMMITTEE**

Shadan Institute of Management Studies abides by its motto “the truth will set you free”. We at Shadan Institute of Management Studies believe that the principles of justice, humanity and dignity should be dispensed irrespective of caste, creed, social status and gender of a person. Therefore in keeping with the ethos of this institution and in acquiescence with the instructions of National Commission for Women and the directives of Hon’ble Supreme Court Judgment on the subject of sexual harassment of women in the workplace, an Internal Complaints Committee for taking into account the complaints of sexual harassment of women staff and students of Shadan Institute of Management Studies. Information regarding the Act; Rules and functions of ICC are as available at the website.

### **Procedure for filing a Complaint with ICC**

- Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.
- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of The Act the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must be in no case anonymous and the aggrieved person’s name and address should be legible.
- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women’s Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any internal member of the ICC- STC.

### **ICC Members are**

- 1) Prof Ilyas Ur Rahman, Chairperson
- 2) Dr. Salma Jahan, Member
- 3) Ms. Faiza Fathima, Member
- 4) Ms. Adeeba Mehjabeen, Student Representative
- 5) Mr. V Chaitanya Kumar Reddy, Student Representative

**ANNUAL-REPORT (JANUARY-2023 - DECEMBER-2023)**

**DATE: 30-01-2024**

**THE INTERNAL COMPLAINTS COMMITTEE OF SHADAN INSTITUTE OF MANAGEMENT STUDIES, FUNCTIONS AS PER THE PROVISIONS OF THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE ( PREVENTION PROHIBITION AND REDRESSAL) ACT.2013**

- 1) Prof Ilyas Ur Rahman, Chairperson
- 2) Dr. Salma Jahan, Member
- 3) Ms. Faiza Fathima, Member
- 4) Ms. Adeeba Mehjabeen, Student Representative
- 5) Mr. V Chaitanya Kumar Reddy, Student Representative

Number of complaints received	Number of case adjusted			Nature of the action taken by the employer	No of complaints pending for more than ninety days
	Through counseling	Otherwise			
		Guilty	Not-Guilty		
NIL	NIL	NIL	NIL	NIL	NIL

**2. Provision of counseling and support services.**

- Counseling's and support services are available for the students, staff and others in need on the campus
- No of persons given counseling based on the complaints : nil

**3. Awareness raising programmes**

- No. of awareness raising workshops conducted :1
- No. of consultation/orientation program organized for capacity building :1

**4. Board plan for 2024.**

- Conducting more awareness programmers.
- Strengthening the activities of ICC

  
**PRINCIPAL**  
**Shadan Institute of**  
**Management Studies**  
**Khairatabad, Hyderabad-04.**