



B.L.D.E. Association's

## COLLEGE OF PHARMACY

JAMKHANDI -587301 Dist: Bagalkot-Karnataka

(Approved by Government of Karnataka, Pharmacy Council of India, New Delhi & Affiliated to Rajiv Gandhi University of Health Sciences Karnataka, Bangalore)



Email: [principal.copjkd@bldea.org](mailto:principal.copjkd@bldea.org), Phone: 08353-200012 Mob: 9513397410

Ref. No: BLDEA/COP/JKD/20

Date: 24/11/2025

### OFFICE ORDER

#### **Sub: Constitution of Internal Complaint cell**

(Ref: NAAC Guidelines for Internal Complaint cell)

In accordance with the guidelines of the National Assessment and Accreditation Council (NAAC) and BLDE SOP, the Internal Complaint cell is hereby constituted in BLDEA's College of Pharmacy, Jamkhandi with immediate effect, to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.

#### **Composition of Internal Complaint cell**

Sl. No.	Name	Designation	Role
1	Dr. B Shivakumar	Principal	Chairperson
2	Mr. Somanath janawad	Assistant Professor	Co-Ordinator
3	Dr. Chetankumar M	Associate Professor	Member
4	Mr. Ganesh Shiralashetti	Assistant Professor	Member
5	Ms.Madhupati Hiremath	Assistant Professor	Member
6	Ms. Sakkubayi Kumbar	Assistant Professor	Member

#### **Functions of Internal Complaint Cell (ICC):**

- To provide a safe and confidential platform for registering complaints
- To receive, examine, and redress grievances in a fair and time-bound manner
- To ensure adherence to institutional policies and statutory guidelines
- To create awareness about grievance redressal mechanisms and procedures
- To ensure protection against victimization of complainants and witnesses
- To promote a respectful, inclusive, and discrimination-free environment
- To maintain proper documentation of complaints and actions taken
- To recommend corrective and preventive measures to the management
- To organize awareness programmes, workshops, and sensitization sessions
- To act as a nodal body for handling internal complaints and related matters

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## Objectives:

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE to organize workshops affecting women in general and especially in the following areas:
  - Sensitization and gender equality on campuses.
  - Issues of women arising from societal concerns.

## Roles and Responsibilities

- The committee will arrange programs on Women's Day and at other times, as is deemed necessary.
- The committee will admit complaints from:
  - Female employees on harassment and discrimination in the workplace by other employees.
  - Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff and Student to student cases.
  - Female residents on harassment, assault and other forms of misbehavior by employees.
- The committee will follow relevant Acts, Rules of Government of India and Court Orders etc., as applicable from time to time.
- The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.
- The Committee will make recommendations on actions to be taken on specific complaints.
- The committee will organize awareness programs on sexual harassment.
- To inform about the Suggestion Box that is placed in the college which helps the students to feel free to lodge any complaints or problems.
- suggestions are collected and inspected Every quarterly and resolved.



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Date:

## MINUTES OF THE FIRST MEETING OF INTERNAL COMPLAINT CELL

Date: 25/11/2025

Time: 11:00 am

Venue: Seminar Hall

### Members Present

Sl. No.	Name	Designation	Role	Signature
1	Dr.B Shivakumar	Principal	Chairperson	
2	Mr. Somanath janawad	Assistant Professor	Co-Ordinator	
3	Dr. Chetankumar M	Associate Professor	Member	
4	Mr. Ganesh Shiralashetti	Assistant Professor	Member	
5	Ms.Madhumati Hiremath	Assistant Professor	Member	
6	Ms. Sakkubayi Kumbar	Assistant Professor	Member	

### Agenda of the Meeting

1. Formation and objectives of the Internal Complaint Cell
2. Roles and responsibilities of Internal Complaint Cell
3. Any other matter with the permission of the Chair

### Agenda 1: Formation and objectives of the Internal Complaint Cell

The Chairperson welcomed the members and explained the purpose of constituting the Internal Complaint Cell as per NAAC guidelines

### Resolution:

The formation and objectives of the Internal Complaint Cell were unanimously approved.

### Agenda 2: Roles and responsibilities of Internal Complaint Cell



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The Coordinator explained the duties of the members, emphasizing leadership, discipline, and teamwork.

### Resolution:

It was resolved that all members shall perform their duties and responsibilities.

**Agenda 3:** Any Other Matter

No other matter was discussed.

### Conclusion

The meeting concluded with a vote of thanks to the Chair. The Chairperson encouraged the students, members to actively participate in institutional development and maintain discipline and integrity.

### Signatures

Chairperson

Internal Complaint Cell

Name: Dr. D. Shivakumar

Signature: B. Narasimha

Coordinator

Internal Complaint Cell

Name: Mr. Ramanath. Satyappa. Janawad

Signature: S. Janawad