



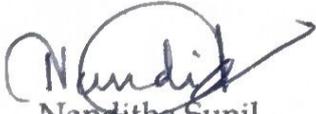
MSNIM
MANEL SRINIVAS NAYAK
INSTITUTE of MANAGEMENT

MSNIM Besant Campus, Bondel, Mangaluru – 575 008, D.K. District, Karnataka State, India
(Affiliated to Mangalore University, Approved by AICTE & Accredited by NAAC with 'A Grade')
(Sponsored by: Women's National Education Society)

INTERNAL COMMITTEE

Member List

SN	NAME	DESIGNATION	PHONE NUMBER	EMAIL ID
1.	Mrs. Nanditha Sunil	Chair person	9686046386	nandithasunil@msnim.edu.in
2.	Mrs. Yogitha Shetty	Secretary	9900232561	yogitha.alva@gmail.com
3.	Mrs. Merlyn Martis, Director & Chief Functionary, DEEDS	External Member of the Committee	9448119827	merlmartis@gmail.com
4.	Dr. Laksmeesh Rai	External Member of the Committee Member	9379919435	rai.laxmish15@gmail.com
5.	Mr. Sanath Bhandarkar	Member	9964022697	sanath.bhandarkar@msnim.edu.in
6.	Mrs. Sathvika Shetty	Member	9740540679	sathvika.shetty@msnim.edu.in
7.				
8.	Mrs. Jyothi Shetty	Member	9980310792	jyothiramshetty@gmail.com
9.	Ms. Alisha Reema Pinto	Member	7022516854	alishapinto17@gmail.com
10.	Mr. Amogh S. Prabhu	Member	9110627739	samoghorabhu@gmail.com
11.	Ms. Gayathri	Member	7022982990	bhandarkargayatri20@gmail.com
12.	Mr. Johnson Sharon Karkada	Member	9980569793	johnsonsharonkarkada@gmail.com


Nanditha Sunil
Chair Person



MSNIM

MANEL SRINIVAS NAYAK INSTITUTE of MANAGEMENT

MSNIM Besant Campus, Bondel, Mangalore – 575 008, D.K. District, Karnataka State, India
(Recognized by AICTE and Affiliated to Mangalore University)

Duties and Responsibilities of the POSH Committee Chairperson

1. Leadership and Oversight

- Lead the Internal Committee (IC) in implementing and monitoring the organization's POSH policy.
- Ensure that the workplace remains safe, inclusive, and free from sexual harassment.

2. Receiving Complaints

- Oversee the process of receiving written complaints related to sexual harassment from aggrieved persons.
- Ensure that the complainant is treated with dignity and confidentiality is strictly maintained.

3. Conducting Inquiries

- Preside over all IC meetings and inquiries into complaints in a fair and impartial manner.
- Ensure adherence to the prescribed procedures and timelines under the POSH Act, 2013.
- Coordinate with other IC members to examine evidence, hear witnesses, and record findings objectively.

4. Documentation and Reporting

- Ensure that proper documentation of all proceedings, findings, and recommendations is maintained.
- Submit the annual report of the IC to the employer or district officer, including the number of cases filed, disposed of, and pending.

5. Confidentiality and Sensitivity

- Safeguard the identity and privacy of all parties involved in the complaint process.
- Promote a culture of trust and non-retaliation for those who come forward.

6. Training and Awareness

- Initiate and oversee regular awareness and sensitization programs for employees, students, and other stakeholders.
- Ensure that new members are oriented to the POSH Act and internal procedures.

7. Policy Implementation and Review

- Review and recommend improvements to the organization's POSH policy and procedures periodically.
- Ensure compliance with statutory requirements and promote gender sensitivity across the institution.

8. Decision and Recommendation

- Facilitate consensus-based decision-making within the IC.
- Prepare and submit recommendations to the management/employer regarding disciplinary action, if required, based on inquiry outcomes.

9. Support and Guidance

- Provide guidance and emotional support to complainants and ensure that no victimization occurs.
- Liaise with management to ensure prompt implementation of the IC's recommendations.

Nandi



MANEL SRINIVAS NAYAK INSTITUTE of MANAGEMENT

MSNIM Besant Campus, Bondel, Mangalore ~ 575 008, D.K. District, Karnataka State, India
(Recognized by AICTE and Affiliated to Mangalore University)

Responsibilities of the Internal Committee Secretary

The **Secretary of the Internal Committee (IC)** plays a crucial administrative and procedural role in ensuring smooth, confidential, and efficient functioning of the committee. The Secretary acts as the **backbone of the IC's operations**, supporting the Chairperson and members in documentation, communication, and compliance with the POSH Act.

1. Administrative and Coordination Support

- Coordinate and schedule **IC meetings, hearings, and awareness programs** as directed by the Chairperson.
- Prepare and circulate **meeting agendas, notices, and minutes** in advance to all IC members.
- Maintain proper communication between the IC, complainant, respondent, and management.
- Ensure the presence of quorum during meetings and inquiries.

2. Documentation and Record Keeping

- Maintain **accurate and confidential records** of all complaints, statements, evidence, and inquiry proceedings.
- Keep track of timelines and ensure that all stages of the complaint process are completed within statutory limits (e.g., inquiry completion within 90 days).
- Prepare and securely store minutes of meetings, inquiry reports, and recommendations.
- Maintain a **confidential register** of cases and ensure documents are not disclosed to unauthorized persons.

3. Complaint Management

- Receive written complaints of sexual harassment and **acknowledge receipt** formally.
- Record and register each complaint with a unique case number for tracking.
- Forward complaints promptly to the Chairperson for further action.
- Ensure that the complainant and respondent receive all relevant communications and notices on time.

4. Inquiry Process Assistance

- Assist the Chairperson and members in organizing and conducting inquiry proceedings.
- Arrange logistics for hearings — venue, witness scheduling, document collection, etc.
- Prepare draft inquiry notes, summaries, and help in **compiling the final inquiry report**.
- Ensure compliance with procedural norms and confidentiality throughout the process.

5. Reporting and Compliance

- Help in preparing and submitting the **IC's Annual Report** to the employer and the District Officer, detailing:
 - Number of complaints received,
 - Number of cases disposed of,
 - Pending cases, and
 - Workshops or training sessions conducted.
 - Maintain updated records for audit or compliance review by authorities.
 - Track implementation of IC recommendations by the employer.
-

6. Awareness and Sensitization Support

- Assist in organizing **POSH awareness programs, workshops, and training sessions** for employees.
 - Keep a record of attendance and materials used in training sessions.
 - Support the dissemination of information about the POSH policy and IC procedures.
-

7. Confidentiality and Ethics

- Uphold **strict confidentiality** regarding all matters handled by the IC.
 - Ensure that sensitive information is not shared outside the committee.
 - Maintain neutrality and integrity in all administrative dealings.
-

8. Liaison and Follow-up

- Act as the **point of contact** for employees seeking information about complaint procedures.
- Follow up on the **implementation of IC recommendations** and inform the committee of the status.
- Liaise with HR and management to ensure compliance with the POSH Act and organizational policy.



Nandini