

Sl.No.	Name	Designation in the Committee	Contact Details
1	Prof. Dr. Sheela Shenai N.A., Principal College of Nursing	Committee Chairman	0484-2885661 conmosckol@moscmm.org
2	Adv. George Kuruvilla	Third party representative	georgekuruvilla@gmail.com
3	Mrs. Sunitha Kochumon, Office staff	Member	0484-2885411 mmmhn@moscmm.org
4	Mrs. Deepa Karunakaran, Tutor Technician	Member	0484-2885678 coordinator@moscmm.org
5	Dr. Annie Soman (Professor Emeritus ,Obst. & Gynae)	Member	0484-2885340 anniesoman@gmail.com
6	Lt. Col. (Retd.) Mrs. Gracy Joseph, Nursing Superintendent	Member	0484-2885224 nsgadmin@moscmm.org
7	Mr. Bejoy K. Thomas, Human Resources Manager	Member	0484-2885423 bejoy@moscmm.org
8	Mrs. Nisha Laugh, Manager (PR)	Member	0484-2885317 cco@moscmm.org
9	Mr. Francis M.R, Sr. Counsellor	Member	0484-2885042 dacmosc@moscmm.org

Procedure for handling complaints

1. The aggrieved employee can file a complaint in writing to any of the members, or to the Management of the Institution, within three months of the last alleged incident to the internal complaints committee.
2. The written complaint should contain a description of each incident(s) and must include relevant date(s), timing(s), Location(s), Name of Respondent(s) and the working relationship between the parties. Internal Complaints Committee shall provide assistance in writing the complaint, if the complainant seeks it for any reason.
3. The Committee will investigate all complaints brought to their notice, and take appropriate actions. A report on the findings and decision shall be informed to head of the Institution, and an annual report of all proceedings shall be forwarded to Assistant labor Officer- Perumbavoor.
4. In case the complainant is not satisfied with the recommendations or non-implementation of the recommendations, the complainant and respondent can appeal to a tribunal or court within 90 days.