

INTERNAL COMPLAINTS COMMITTEE (ICC)

POLICIES & PROCEDURES

The Internal Compliance Committee was established in accordance with the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) regulations. Collaborating with the NSS unit and the Women's Cell, the ICC conducts awareness sessions on sexual harassment, abuse, and legal recourse. Both staff and students are encouraged to promptly report any instances of such misconduct, ensuring a safe and supportive environment. Upon receiving reports, the relevant authorities are promptly informed.

In the unfortunate event of sexual harassment incidents occurring despite preventive measures, the following procedures govern the registration of complaints:

Complaint Procedure:

- Any member of the committee can receive complaints directly. The recipient must inform the committee within two working days.
- Complaints may be oral or written. If oral, they must be documented in writing by the committee or the receiving member, with the complainant's signature.
- Complaints should be lodged within six weeks of the incident, extendable to six months under exceptional circumstances.
- The committee will assess the complaint, hearing from the complainant, accused, and other involved parties. If necessary, an enquiry committee, comprising not less than five or more than seven members, with at least 70% representation of women, will be formed.
- The process prioritizes the complainant's comfort and aims for swift decisions on whether to proceed with an inquiry or to resolve the matter through counseling or mediation.

- The complainant can withdraw their complaint in writing at any stage. If withdrawal appears coerced by the accused or their representatives, the inquiry proceeds.
- The enquiry committee aims to conclude investigations within one month from receiving the complaint, granting both parties a fair chance to present their case.
- A detailed report, including findings, is submitted to the main committee.
- The main committee, in conjunction with the enquiry committee, forwards findings and recommendations to management for further action.

ICC members:

1. Presiding Officer
2. Teaching faculty
3. Ministerial staff
4. Clinical psychologist
5. Advocate, Bar Association
6. Student representative