

## **Internal Complaint Committee (ICC)**

The Internal Complaints Committee (ICC) in degree colleges serves as a crucial mechanism for addressing issues related to sexual harassment and ensuring a safe and supportive environment for all students and staff. Established under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the ICC aims to create awareness, provide a platform for complaints, and facilitate a fair inquiry process. By fostering a culture of respect and safety, the ICC plays an essential role in promoting gender sensitivity and upholding the rights of individuals within the educational institution.

Despite the preventive efforts made by the committee, if any incidents of sexual harassment take place, the registration of complaints shall follow the following procedures.

- Complaints can be lodged directly with any member of the committee. The person to whom the complaint is made should bring it to the notice of the committee within 2 working days of receiving it.
- The complaint may be oral or in writing. If the complaint is oral, it shall be made in writing by the committee or the member who has received the complaint with the signature of the complainant.
- A complaint should be lodged within six weeks of the incident. In extraordinary circumstances this could be extended to six months.
- The committee shall study the complaint and may hear both the complainant and the accused and other involved parties to determine if an enquiry should

be instituted. If so then an enquiry committee will be formed from the committee consisting of not less than 5 persons or not more than 7 persons. 70% of this committee will be women.

- The process shall be complainant friendly and quick in its decision regarding whether the matter needs to be enquired into or can be taken care of by counseling or mediation.
- The complainant may withdraw his/her complaint in writing at any time during the enquiry procedure. In such cases the procedure shall be terminated. If the committee feels or has enough reason to believe that the withdrawal is the consequence or effect of cohesion/ intimidation/ threat exerted by the accused or any person on his/her behalf the enquiry proceedings shall continue.
- The enquiry committee shall complete the enquiry in the shortest possible time not exceeding 1 month from the date of complaint.
- The enquiry committee shall provide a reasonable opportunity to the complainant and the accused for presenting/ defending their case.
- The enquiry committee shall then submit a detailed report to the main committee in which it shall communicate its findings based on its investigation.
- The main committee along with the enquiry committee will then forward its findings and recommendations to the management for further action.

Why ICC?

- It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9 th December 2013. (Prevention, Prohibition and Redressal).
- It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and

students in higher educational institutions) Regulations, 2015- 2 nd May 2016.

What is ICC?

The POSH Act demanded an ICC be made at all workplaces for the redressal of sexual harassment cases.

Functions of ICC :

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide a conducive environment and congenial atmosphere for women.

Who can approach ICC?

Any *aggrieved woman* who has suffered harassment at workplace can approach ICC.

Aggrieved woman includes :

- a. Woman who is an employee, or
- b. Someone visiting workplace, or
- c. Student

Any student / teaching staff / non-teaching staff who wishes to file a sexual harassment complaint can contact any member of the ICC committee in college.

OR

Email us at [shreesanatan@gmail.com](mailto:shreesanatan@gmail.com)

OR

Students can fill online form <https://forms.gle/78cv6yzxxv94mGkb7>

Helpline Numbers

Women Helpline Number: 181

Emergency Response Support Number: 112

### **ICC Members 2024-25**

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|-----------------------------------|-------------------------------|
| <b>1. Mr. Updesh Kumar Sharma</b> | <b>Hon. General Secretary</b> |
| <b>2. Dr. Prerna Sharma</b>       | <b>Principal</b>              |
| <b>3. Ms. Jyoti Pota</b>          | <b>Institution Secretary</b>  |
| <b>4. Mr. Indresh Parmar</b>      | <b>Faculty Member</b>         |
| <b>5. Mr. Sushil Kumar</b>        | <b>Student Member</b>         |