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Policy Document

The Internal Complaint Committee (ICC) in a higher education institute is a body established to address any issues other than anti ragging and sexual harassment. The objective of this committee is to resolve any problem arising in the campus related to admission hostel, mess, any smoking or liquor consumption related problems etc. This committee takes care of all their needs and problems faced in the institution. Ensure a safe and secure environment for students, faculty and staff. The ICC's purpose and policy procedures are guided by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, commonly known as the POSH Act, and related guidelines from the University Grants Commission (UGC) in India.

Purpose of the ICC

- Prevention of grievances:** The ICC is responsible for creating a safe educational environment by preventing any form of **grievances**. This includes raising awareness about what constitutes sexual harassment and the consequences of such behaviour.
- Redressal Mechanism:** The ICC provides a formal mechanism for individuals to report incidents. The committee is responsible for investigating complaints, conducting inquiries, and recommending actions based on the findings.
- Policy Development and Implementation:** The ICC helps develop and implement policies related to the prevention and redressal of grievance in the institution. This includes drafting guidelines, procedures, and awareness programs.
- Training and Awareness:** The ICC conducts training sessions and workshops for students, faculty, and staff to educate them about their rights and the process of reporting and addressing complaints.

Policy and Procedure

- Constitution of the ICC:**
 - The ICC is usually composed of a Presiding Officer (who is a woman faculty member), a few faculty members, a non-teaching staff member, and an external member who is familiar with issues relating to sexual harassment.
- Filing a Complaint:**

can file a written complaint with the ICC or may drop their complaint in suggestion box.

3. Inquiry Process:

- Upon receiving a complaint, the ICC conducts a preliminary assessment and then initiates a formal inquiry if the complaint is found to be within the scope of the ICC.
- The inquiry involves hearing both the complainant and the respondent (the person against whom the complaint is made), as well as any witnesses.

4. Recommendations and Actions:

- Based on the inquiry findings, the ICC can recommend disciplinary action against the respondent, which could range from a warning to dismissal, depending on the severity of the offense.
- The ICC may also suggest counselling for the complainant and other remedial measures to ensure their well-being.

5. Confidentiality and Protection:

- The ICC ensures that the identity of the complainant, respondent, and witnesses is kept confidential throughout the process.
- The committee also ensures that there is no retaliation against the complainant or any witnesses for participating in the inquiry.


6. Reporting and Accountability:

- The ICC is required to submit an annual report to the higher education institute's administration, detailing the number of cases handled, the nature of the complaints, and the outcomes.
- The report should also include recommendations for improving the prevention of sexual harassment in the institution.

Conclusion

The ICC plays a critical role in fostering a safe and inclusive environment in higher education institutes by addressing issues other than sexual harassment and other effectively and fairly. Its functioning is crucial in upholding the dignity and rights of all members of the educational community.




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