

**Internal Complaint Committee (ICC) Policy****Policy Name****Internal Complaint Committee
(ICC) Policy****Drafted By**

Internal quality assurance cell

(IQAC) in consultation with

Internal Complaint Committee

Adopted In

2022

Approved By

Governing council

**Principal**
Ismail National Mahila (P.G.) College
Meerut



INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

In accordance with the directives of the Supreme Court of India, it is imperative to uphold the safety and well-being of women in the workplace. The Parliament of India enacted the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act" in 2013, aiming to safeguard women against sexual harassment at work and to establish mechanisms for the prevention and resolution of such complaints. In compliance with this Act, University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 was passed which directs all the higher education institutes to constitute an Internal Complaints Committee to deal with matters of sexual harassment in their campus.

Ismail National Mahila P.G. College, Meerut has established an Internal Complaints Committee in 2021, with the aim to provide an environment free of any harassment, exploitation, and discrimination. The committee deals with all types of unwanted conducts or actions which may be included in and as sexual harassment and abuse, such as-

- Making sexist remarks, comments or gender-based insults.
- Embarrassing jokes.
- Physical contact and advances.
- Demands or requests for sexual favours.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Objectives of Internal Complaints Committee (ICC)

- To develop guidelines and norms for an anti-harassment policy.
- To establish principles and procedures for addressing harassment.
- To implement the policy against discrimination and sexual harassment by fostering gender equality and sensitization among students and employees.
- To address reports of discrimination and sexual harassment against women promptly, ensuring timely support services for victims and the cessation of harassment.



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- To propose appropriate punitive measures against the responsible party.
- To recommend changes or additions to student rules and regulations to ensure gender justice and establish procedures for the prevention, resolution, and adjudication of acts of discrimination and sexual harassment against women by students and staff members.

Role of the Internal Complaints Committee (ICC)

- To establish and uphold a safe social and physical environment free from sexual harassment, particularly for women employees and students, fostering an atmosphere of equality and gender justice.
- To acknowledge complaints of sexual harassment of female employees and students, conduct investigations, and offer assistance.
- To resolve complaints of sexual harassment concerning women employees, suggesting penalties and taking action against the accused when necessary.
- To advise relevant authorities on follow-up actions and oversee their implementation.

Investigation procedures:

All complaints related to sexual harassment are required to be submitted in written form to the relevant authority within 3 months from the date of the incident. The authority shall forward the complaint to the ICC or Anti-sexual harassment committee for investigation. The ICC shall send one copy of the complaint to the respondent/accused within a period of 7 days after receipt of the complaint. Upon receipt of the copy of the complaint, the respondent would be required to file his or her reply to the committee, along with the required proofs and names of the witnesses within a period of 10 days. All interviews for the investigation shall be conducted in a confidential manner and discreetly. Individuals with pertinent information can also be interviewed. The enquiry has to be completed within the period of 90 days from the receipt of the complaint. The executive authority of the institute shall act on the recommendations of the ICC within a period of 30 days from the receipt of the enquiry report unless and appeal against the finding is filed within that time by either party.

Disciplinary measures:

This policy affirms the college's dedication to provide a harassment-free environment in the



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institution and any employee or student violating this policy will face severe disciplinary consequences, which may include:

- Termination of employment.
- Suspension or expulsion from the college for students.
- Restriction of access to college premises.
- Conciliation

The aggrieved party may seek conciliation in order to settle the matter, however no monetary settlement shall be made as a basis of conciliation. The institution shall facilitate a conciliation process through the committee once it is sought.

The college also acknowledges the possibility of false reports and therefore prohibits such actions. Individuals found making false allegations will face strict disciplinary measures.

Reporting Procedures:

Individual experiencing sexual harassment have two avenues to address his or her concerns. The victim needs to initiate a formal written complaint process to address instances of sexual harassment. It can either be online or through an offline Through online process, the college facilitates the individual to register her complaint on the assigned email of the college inpgcollegemeerut@yahoo.com. This involves filing a report with designated authorities or following established procedures outlined by the institution.



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