



**K.L. MEHTA DAYANAND COLLEGE
FOR WOMEN, FARIDABAD**

**POLICY OF INTERNAL COMPLAINT
COMMITTEE (ICC)**

Internal Complaints Committee (ICC)

Internal Complaints Committee (ICC) deals with the complaints related to Sexual harassment at work place in pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016.

Definition of Sexual Harassment:

Sexual harassment is defined as unwelcome behavior of an individual towards other individual which may humiliate or belittle other person through verbal/written, physical and visual forms.

Composition of ICC:

The ICC comprises of the following:

- i. Chairperson who is the Principal
- ii. Two faculty members
- iii. Two non- teaching employees
- iv. A person familiar with sexual harassment issues
- v. Three student nominees.

Mode of ICC:

ICC shall conduct preliminary enquiry on receiving complaint to find out the truth of the allegations by gathering the documentary evidence as well as recording statements of any possible witnesses including the accuser. ICC committee shall then submit the preliminary enquiry report to Principal along with all the original documents mentioned during the preliminary enquiry proceedings. ICC will consider only cases related to sexual harassment, other grievances are resolved by the grievance committee. In case of sexual harassment, ICC shall take all necessary and reasonable steps.

ICC shall observe the procedure specified in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in the given time frame.

The complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015, If ICC finds that the allegations made were false, or forged or misleading information has been provided during the inquiry.

Who can be complainant?

- ❖ Any teaching faculty
- ❖ Non-teaching faculty
- ❖ Support Staff
- ❖ Students

Possible actions by the committee:

- ❖ Warning for inappropriate behavior
- ❖ Apology in writing
- ❖ Bond of decent behavior
- ❖ Negative remark in the Confidential Report
- ❖ Put an end to increments/promotion
- ❖ Suspension
- ❖ Termination
- ❖ Any other relevant actions.

Mechanism for lodging a complaint/resolution:

- Any student can put her written complaint in the grievance boxes which are placed at different places in the college. These boxes are opened every fortnight.
- In case of urgency, send an email to klmgrievance05@gmail.com
- Your complaint will be kept secret.

Resolution of the complaint:

- On receipt of complaint, the inquiry shall be finished within a period of ninety days.
- The ICC shall submit a report of its recommendations to the Governing Body within a period of ten days from the date of completion of the inquiry and that report is made available to the concerned parties.
- If the charges have been proved, ICC shall recommend disciplinary action against the offender.

Useful Documents/Notice

- UGC / MHRD Notifications - https://www.ugc.ac.in/pdfnews/9606743_ICC-GSP.pdf
- Grievance boxes