

SOP of Internal Complaints Committee

Objectives

The Internal Complaints Committee is a statutory body instituted with the key objective of prevention, prohibition and redressal of sexual harassment of women employees and students within the college.

Functions

The main functions of the committee are as follows:

1. Grievance redressal of sexual harassment
2. Counselling services for complainants
3. Consultation/ Support services for college
4. Sensitization/ Awareness programmes for prevention of sexual harassment at the workplace

Constitution of the Committee

It is constituted by 9 members:

- Presiding Officer (Woman faculty member)
- NGO representative (Committed to cause of women)
- 2 faculty members (nominated by College Staff Council)
- 2 non-teaching staff (Nominated by Director/ Chairperson Governing Body)
- 3 student representatives (Elected members)
 - UG
 - PG
 - Ph. D. scholar

Working of the committee

- The committee works towards providing grievance redressal of sexual harassment case filed by any employee/ student of the college against a male colleague/ teacher/ student.
- It organizes training programmes/ workshops for college staff and students to sensitize them and ensure knowledge and awareness of rights, entitlements and responsibilities enshrined in the act.
- It creates awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment

- The ICC of the college is prominently displayed on the website of the college with its annual reports uploaded on the same as well as names of the committee members with their contact details.
- Working of the committee is also included in the college prospectus.
- It is active on the social media for a wider reach among the students and staff with its purpose and functions prominently displayed.
- Elections are held every year to appoint student representatives from among the undergraduate, post graduate and research scholars.

*{*Reference: The Gazette of India, MHRD (UGC Notification) Notification, 2nd May, 2016}*

Documents maintained by the committee

- SOP
- Annual report of the committee
- ICC student representative election results
- Activity banners/ posters
- Files of ICC cases
- Copy of The Gazette of India, MHRD (UGC Notification) Notification, 2nd May, 2016