INTERNAL COMPLAINTS COMMITTEE

AIM, OBJECTIVES & OPERATIONAL FRAMEWORK

A. Aim of the Committee:-

" To create and maintain a safe, secure, and gender-sensitive environment for all students, staff, and faculty by preventing and addressing incidents of sexual harassment at the institution in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013."

B. Objectives of the Committee:-

1. Prevention: To foster a campus environment that is free from gender discrimination and sexual harassment.
2. Awareness: To organize workshops, seminars, and training sessions to educate students and staff on gender sensitization and legal rights.
3. Redressal: To address complaints of sexual harassment in a time-bound, confidential, and impartial manner.
4. Support: To provide appropriate support services to victims, including counseling, legal advice, and grievance redressal.
5. Policy Implementation: To monitor and ensure the effective implementation of institutional policies related to workplace safety and dignity.

C. Operational Framework of the Committee:-

*1. **Composition:***

- **Chairperson:** A senior female faculty member (Associate Professor or above).
- **Faculty Members (2 or more):** With background in social work/legal knowledge/gender studies.
- **External Member:** From an NGO or association committed to women's issues or with legal experience.
- **Student Members:** preferably one undergraduate and one postgraduate representative.

The committee should have **at least 50% women** members.

*2. **Meetings:***

- Conducted **at least twice a year**, or **as needed** when complaints arise.
- Emergency meetings may be convened upon receiving a formal complaint.

3. Complaint Process:

- **Written complaint** to be submitted within **3 months** of the incident.
- The ICC will conduct a **preliminary inquiry** within 7 days of receipt.
- **Investigation to be completed within 90 days**, followed by a recommendation report.
- **Confidentiality** and **fairness** to be ensured throughout.

4. Reporting:

- Maintain proper documentation of complaints and actions taken.
- Submit **annual report** to the institution head and concerned regulatory bodies (AICTE, University, etc.).

5. Awareness Initiatives:

- Conduct **orientation sessions** for students and employees.
- Display **ICC constitution and contact details** on the website and notice boards.
- Encourage **gender sensitization workshops** and legal awareness campaigns.

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