

## **INTERNAL COMPLAINTS COMMITTEE**

### **POLICY**

As per the guidelines of UGC, NAAC and the Supreme Court, the college has established the Internal Complaints Committee for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The Objective of the ICC is to develop healthy and safe atmosphere for the faculty and students of the College and to prevent sexual harassment or exploitation of any kind. Policy measures and procedures are laid down to combat sexual harassment, if any arises, and the students are made aware of these proactive measures through seminars and outreach programmes. The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

#### **Members of the Internal Complaints Committee are as follows:**

- 1. Principal**
- 2. Vice Principal**
- 3. ICC Co-ordinator**
- 4. 3 Senior Faculty**
- 5. Student Chairperson**
- 6. Student Vice Chairperson**
- 7. Student Co-ordinator**

#### **Roles and Responsibilities**

If any student approaches a committee member either through the complaint box placed in front of the college office or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires an inquiry, it will be conducted, and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus.

**Procedure upon filing of complaint.**

1. Meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal complaints Committee
4. The issue will be discussed and finalized within seven days
5. File the minutes of the inquiry.

**Action Plan:**

- ❖ Counsel the affected students to overcome the trauma
- ❖ Display current laws and affairs about sexual harassment and gender discrimination in key places in the campus
- ❖ Conduct awareness programs and campaigns for the benefit of the students and staff community.