

## Internal Complaints Committee (ICC) 2020-2021

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

The ICC of the College comprises of the following members:

1.	Presiding Officer	Dr. B Sindhu Assistant Professor, Dept of Commerce	Chairperson
2.	Two faculty members	Dr. Sonia Jose, Assistant Professor, Department of Malayalam Ms. Anju Augustine, Assistant Professor, Department of Chemistry	Members
3.	Two non-teaching employee	Ms. Jolly Mr. Binoy	Member Secretary
4.	A member from NGO or a person familiar with sexual harassment issues	Mrs. Rosakutty Abraham, Secretary Women's Council, Idukki district	Member
5.	Three Student nominees (if the matter involves students)	Vice Chairperson Students Union Lady Representative Students Union Lady Representative Students Union	Members

Procedure to be followed by the Committee:

- i) The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- ii) The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period

of five (5) days from such direction, the Committee members shall assist in writing the complaint.

- iii) The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- iv) Each party shall be provided with a copy of the written statement(s) submitted by the other.
- v) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- vi) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- vii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer within ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- viii) Where the Internal Committee concludes that the allegation against the respondent has been proved, it shall recommend to the Employer to act for sexual harassment as misconduct under the provisions of the Service Rules applicable to the respondent.