

Procedure and Guidelines for Internal Complaints Committee (ICC)

The ICC addresses complaints of sexual harassment in the college, ensuring a fair, timely, and confidential inquiry process as per UGC and legal requirements.

- Complaints should be made within 3 months from the incident, or from the last in a series of incidents. The timeline can be extended by up to 3 months if justified.
- If the complainant is unable to file a written complaint, oral complaints can be documented by the ICC.
- Complaints can be made by students, staff, service providers, or any affected person.
- Complaints can be filed with any ICC member or existing grievance mechanism.
- The ICC must send the complaint to the respondent within 7 days. The respondent must reply within 10 days.
- Inquiry should be concluded within 90 days. If further time is required, reasons must be recorded.
- All proceedings must remain confidential to protect all parties involved.
- The ICC submits its findings and recommendations to the Executive Authority within 10 days.
- Disciplinary Actions for the respondent may include warning, suspension, or termination based on the gravity of the case.
- Any retaliation or victimization against the complainant or witnesses is subject to disciplinary action.
- Either party can appeal to the Executive Authority within 30 days of receiving the ICC's recommendations. The Executive Authority must act on the appeal within 30 days.
- Filing a complaint should not adversely affect the complainant's academic or employment status.



As per the guidelines of the UGC and the Supreme Court, Internal Complaint Committee (ICC), has been established to provide a healthy and favourable atmosphere to the staff and students of the college. The cell has a guidelines and norms to advocate zero tolerance towards sexual harassment. The College has entrusted the task of developing principles and procedures to prevent sexual harassment to this cell. The Cell develops measures for achieving gender equality, removal of gender discrimination, sexual harassment and other acts of gender-based violence in the college by organizing different awareness programmes and campaigns etc. The detailed guideline of the Cell has been given below:

GUIDELINE:

The ICC shall have the following composition:-

- A Presiding Officer who shall be a woman faculty member employed at a senior level
- Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge
- Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's,
- One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
- At least one-half of the total members of the ICC shall be women

PROCEDURE;

Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to



another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;

- Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

The process for making complaint and conducting Inquiry

The ICC shall comply with the procedure prescribed in UGC for making a complaint and inquiring into the complaint in a time bound manner. The authority shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

Process of making complaint of sexual harassment

- An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;
- Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”
- Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

Process of conducting Inquiry

- The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- The inquiry has to be completed within a period of ninety days from the receipt of the complaint.



- The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the college. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- The Executive Authority of the college shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the college within a period of thirty days from the date of the recommendations.
- If the Executive Authority of the college decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The
- Executive Authority of the college shall proceed only after considering the reply or hearing the aggrieved person.
- The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The college shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Interim redressal

- The college may, transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- Grant leave to the aggrieved with full protection of status and benefits for a period up to three months;



- Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

Punishment and compensation

- Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the college, if the offender is an employee.
- Where the respondent is a student, depending upon the severity of the offence, the college may, withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card
- Suspend or restrict entry into the campus for a specific period
- Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants
- Award reformatory punishments like mandatory counselling and, or, performance of community services.
- The aggrieved person is entitled to the payment of compensation. The college shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender.
- The compensation payable shall be determined on the basis of-
 - (a) Mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) The loss of career opportunity due to the incident of sexual harassment;
 - (c) The medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) The income and status of the alleged perpetrator and victim; and
 - (e) The feasibility of such payment in lump sum or in instalments.


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