



## **Constitution of the Internal Complaints Committee (ICC) Oriental College (Autonomous), Imphal**

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereafter referred to as the POSH Act), and the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 (hereafter referred to as the UGC Regulations), Oriental College (Autonomous), Imphal, constitutes the Internal Complaints Committee (ICC) as follows:

### **Objectives of the ICC**

1. **Ensure a Safe Environment:** To create a gender-sensitive and harassment-free environment for all students, employees, and stakeholders of the college.
2. **Compliance:** To ensure compliance with the POSH Act, 2013 and UGC Regulations, 2015.
3. **Redressal Mechanism:** To provide an effective redressal mechanism for complaints of sexual harassment.
4. **Awareness and Training:** To spread awareness and conduct capacity-building programs for the prevention of sexual harassment.
5. **Transparency and Accountability:** To ensure that the complaints are handled in a fair, transparent, and timely manner.

### **Composition of the ICC**

The ICC shall be constituted as per the provisions of the POSH Act and UGC Regulations and shall include the following members:

1. **Presiding Officer:**
  - A senior woman faculty member from the institution who is well-versed in gender issues and related policies.
2. **Faculty Members:**
  - Three faculty members who are committed to gender equality or have knowledge of social work, legal literacy, or related expertise.

3. **Non-Teaching Staff Representative:**
  - One member from the administrative or non-teaching staff who has demonstrated commitment to the cause of women's rights.
4. **Student Representatives:**
  - Two student representatives (one each from Arts and Science undergraduate programs).
5. **External Member:**
  - A representative from an NGO, legal expert, or an individual with expertise in women's issues or gender studies.

## **Responsibilities and Powers of the ICC**

Responsibilities of Internal Complaints Committee (ICC) as mandated by *University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015*

The internal complaints Committee shall:

- a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- b) 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;
- c) 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;
- d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the students is engaged in protected activity.

Further, the ICC shall be vested with the following responsibilities

1. **Preventive measures against Sexual Harassment:**
  - Organize workshops, seminars, and awareness campaigns on gender sensitization and the prevention of sexual harassment.
  - Display information about the ICC and grievance redressal mechanisms at prominent places on campus.
  - To display the names and contact details of the members of the ICC on Notice Boards and prominent places within the Campus, and also in the institutional website and college prospectus.
  - To prominently display the penal consequences of sexual harassment,

- To make widespread display within the campus of Toll-free number and Emergency Response Support Number for instant reporting of any act of sexual harassment.
- 2. **Receiving Complaints:**
  - Receive complaints of sexual harassment from students, faculty, and staff.
  - Ensure the confidentiality of all complaints.
- 3. **Investigation:**
  - Conduct a fair and unbiased inquiry into complaints, following principles of natural justice.
  - Maintain records of all complaints, investigations, and outcomes.
- 4. **Recommendations:**
  - Recommend appropriate disciplinary actions against perpetrators in accordance with college policies and applicable laws.
  - Suggest remedial measures to prevent harassment and foster a safe environment.
- 5. **Annual Reports:**
  - Submit an annual report to the Governing Body of the college, the affiliating university, and other relevant authorities as per the UGC Regulations. The report should include the number of complaints received, resolved, and pending during the year.

## **Procedure for Filing and Resolving Complaints**

1. **Filing Complaints:**
  - Complaints can be submitted in writing to the Presiding Officer or any ICC member.
  - Complainants can also utilize designated email IDs or drop boxes for filing grievances.
2. **Timeline for Complaints:**
  - Complaints must be filed within three months from the date of the incident. This timeline may be extended by the ICC for justifiable reasons.
3. **Inquiry Process:**
  - The ICC shall complete the inquiry within 90 days of receiving a complaint.
  - Both parties shall be given an opportunity to present evidence and witnesses.
4. **Resolution and Recommendations:**
  - The ICC shall submit its report with findings and recommendations to the Principal within 10 days of completing the inquiry.
  - Appropriate action shall be taken by the disciplinary authority within 30 days.
5. **Appeal:**
  - Aggrieved parties can appeal the ICC's recommendations to the Governing Body or as per the rules of the institution.

## Tenure of the ICC

1. Members of the ICC, except student representatives, shall serve a term of three years from the date of appointment.
2. Student representatives shall serve a term of one year, ensuring continuity and representation from the student body.

## Accountability and Review

1. **Periodic Review:** The ICC shall periodically review its procedures and policies to ensure compliance with the latest legal and regulatory frameworks.
2. **Training:** All ICC members shall undergo periodic training on handling complaints of sexual harassment effectively.

This constitution of the ICC is approved by the competent authority and shall remain in force until further notification.

Imphal, the 20<sup>th</sup> Dec., 2023



**Dr. S. Ranjit Singh**  
Principal

Oriental College (Autonomous), Imphal