



নগাঁও গোপীনাথ দেবগোস্বামী বাণিজ্য মহাবিদ্যালয় NAGAON G.N.D.G. COMMERCE COLLEGE

SOP - Internal Complaint Committee (ICC)

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997.

In Higher Education Institutions (HEIs), ICC is a mandatory body to be established to address complaints of sexual harassment against women employees and students. As per the guidelines of the Supreme Court, UGC and NAAC an Internal Complaint Committee (ICC) has been established by Nagaon G.N.D.G Commerce College. Its primary goal is to prevent, prohibit, and redress complaints of sexual harassment.

- **Mandatory Body:**

The ICC is mandated by the UGC Regulations, 2015 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).

- **Objective:**

The main objective is to ensure a safe and respectful environment for all members including teaching, non-teaching, and students of the HEI.

- **Addressing Complaints:**

The committee investigates complaints of sexual harassment lodged by any member of the college (teaching, non-teaching, and students).

- **“sexual harassment” means-**

- i. “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;
 - a. any unwelcome physical, verbal or non-verbal conduct of sexual nature,
 - b. demand or request for sexual favours,
 - c. making sexually coloured remarks,
 - d. physical contact and advances or
 - e. showing pornography
- ii. Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones;
 - a. implied or explicit promise of preferential treatment as quid pro quo for sexual favours,
 - b. implied or explicit threat of detrimental treatment in the conduct of work,
 - c. implied or explicit threat about the present or future status of the person concerned,
 - d. creating an intimidating offensive or hostile learning environment,
 - e. humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.

- **Responsibilities of the ICC:**

- a. **Investigating Complaints:**

The committee conducts inquiries to determine the validity of complaints and take necessary action.

- b. **Providing Support:**

The ICC provides assistance to the complainant and ensures their safety by not revealing their identity.

c. **Facilitating Resolution:**

The ICC may facilitate conciliation and seek to resolve the issue without resorting to punitive measures.

d. **Taking Action:**

The committee may recommend disciplinary action against the offender.

e. **Preventing Retaliation:**

The ICC ensures that victims or witnesses are not retaliated against or discriminated against.

• **Composition of the ICC:**

“Executive Authority” means the chief executive authority of the HEI, in which the general administration of the HEI is vested.

The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC.

ICC must be composed of minimum of nine members as;

- i. Presiding / Chairperson Officer (Woman faculty member), one number
- ii. NGO representative (Committed to cause of women), one number
- iii. Teaching staff members, two numbers
- iv. Non-teaching staff, two numbers
- v. Student representatives, three numbers

• **Working of the committee:**

- a. The committee works towards providing grievance redressal of sexual harassment case filed by any employee/ student of the college against a colleague/ teacher/ student.
- b. It organizes training programmes/ workshops for college staff and students to sensitize them and ensure knowledge and awareness of rights, entitlements and responsibilities enshrined in the act.
- c. It creates awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment.
- d. The ICC of the college is prominently displayed on the website of the college with its annual reports uploaded on the same as well as names of the committee members with their contact details.
- e. Working of the committee is also included in the college prospectus.
- f. It is active on the all possible platform for a wider reach among the students and staff with its purpose and functions prominently displayed.
- g. The student representatives will be incurred automatically as per the results of General Elections of the Students Union held every year.

{*Reference: The Gazette of India, MHRD (UGC Notification) Notification, 2nd May, 2016}

• **Documents to be maintained by the committee ;**

- a. Minutes of meetings conducted
- b. Annual report of the committee
- c. ICC student representative year wise
- d. Activity banners, posters, workshop, etc.
- e. Files of ICC cases
- f. Copy of The Gazette of India, MHRD (UGC Notification) Notification, 2nd May, 2016
- g. Conduct Annual Gender Audit

- **Key Points:**

- a. The ICC is not a moral police, and it does not intrude on privacy.
- b. The committee focuses on non-consensual acts of sexual harassment and aims to create a safe environment.
- c. The HEI can take interim measures, such as transferring the complainant or respondent, granting leave, or restricting the offender's access to the campus.



Principal
Nagaon G.N.D.G Commerce College
Nagaon, Assam

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