



## **VILLA MARIE DEGREE COLLEGE FOR WOMEN**

**Somajiguda, Hyderabad – 500082**

**Affiliated to Osmania University, Management Programs Approved by AICTE**

**An ISO 9001:2015 Certified Institution**

**Accredited by NAAC with B<sup>++</sup> Grade**

### **INTERNAL COMPLAINTS COMMITTEE (ICC)**

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

#### **VISION:**

The Internal Complaints Committee is constituted to prevent the harassment at the College premises ensuring the policy's implementations through proper reporting and follow up procedures, upholding the commitment of the college to providing a congenial environment.

#### **OBJECTIVES**

- To adhere to the procedures outlined in UGC-Regulations 2015 and the Prevention of Sexual Harassment (POSH) Act for conducting timely investigations into complaints.
- To instil awareness among students and staff about their legal rights under POSH Act 2013.
- To encourage the early reporting of any complaints of sexual harassment of women and to ensure that complaints are dealt with in a sensitive, equitable, fair, timely and confidential manner, as per the principles of natural justice.
- To ensure that all Stakeholders are acquainted with this Committee and are provided the necessary information and training where ever applicable to prevent and to handle complaints of sexual harassment of women.
- To uphold the commitment of the Institution to provide an environment free of gender based discrimination.
- To conduct periodical programmes on Women Empowerment.
- To provide conducive environment and congenial atmosphere for Women.

## COMPOSITION OF THE COMMITTEE

The ICC of the College comprises of the following members:

S. No.	Name	Designation	Position
1	Mrs. Revati Devi Mathur	Principal	Chairperson
2	Dr. Naveen Kumar	IQAC Coordinator	Convener
3	Ms. Sapna Mathur	HOD, Asst. Professor, Department of Business Management	Member
4	Mr. N. Jaya Kumar	HOD, Asst. Professor, Department of Commerce	Member
5	Mrs. Ankhee Ghosh	HOD, Asst. Professor, Department of Arts	Member
6	Dr. Durdana Shaheen	HOD, Asst. Professor, Department of Second Languages	Member
7	Mrs. S. Gayathri	HOD, Asst. Professor, Department of Mathematics, Statistics and Computer Science	Member
8	Mrs. Saritha Tagore	HOD, Asst. Professor, Department of English	Member

## PROCEDURE ON RECEIPT OF COMPLAINT

On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Committee or to the Principal.

Where sexual harassment occurs, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The ICC shall comply with the procedure prescribed in the UGC Regulations 2015 and the Prevention of Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false, or the complaint was made knowing it to be untrue, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the UGC Regulations 2015.