

GOGAMUKH COLLEGE

DHEMAJI, ASSAM-787034



Policy Document of the Internal Complaints Committee

Internal Complaint Committee (ICC) of Gogamukh College is a body to receive complaints on sexual harassment and provide a healthy and congenial workplace environment for the staff and students of the College. It functions in accordance with the stipulation of the (Prevention, Prohibition and Redressal) Act, 2013 or the PoSH Act.

Vision and Mission of the ICC:

1. To receive any grievance/complaint from students/staff regarding harassment.
2. To investigate the case based on the complaints relating to sexual harassment.
3. To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.
4. To ensure confidentiality in the proceedings as well as in keeping records.

Policy of the ICC:

There should be a safe and harassment free workplace. In case of a complaint, the ICC shall be responsible to handle the matter in an impartial manner. The ICC is required to be vigilant for the redress of the complaint as soon as possible.

Under the Act, the ICC of the College is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts. Both physical as well as verbal harassments amount to punishable offences under this Act. It is the duty of the committee to see whether the complaint is justified or not. The aggrieved victim can make written complaint of harassment at workplace to the ICC within a period of three months from the date of incident.

As per the ICC Policy, during the period of pendency of the inquiry, if a written request is made by the complainant, the ICC may recommend to the employer: To transfer either the aggrieved or the respondent to some other workplace.

Complaints may be oral or in writing. If the complaint is oral, it shall be made in writing by the committee or the member who has received the verbal complaint with the signature of the complainant.

The Committee shall study the complaint and may hear both the complainant and the respondent to determine if an enquiry needs to be instituted. If so, then a quorum of the ICC members shall be formed (from the committee consisting not less than 5 persons or not more than 7 persons of whom 70% will be women) for communicating with the parties, studying the evidence, documenting the investigation and inquiry, analyzing and making the decision and preparing the final report for future reference and transparency. The final report shall be submitted to the authority for taking necessary steps to address the issue and prevent future occurrences of sexual harassment in the workplace.

Throughout the entire investigation process, utmost importance shall be placed on maintaining confidentiality and secure handling of sensitive information.

Procedure for filing a complaint with the ICC:

1. Sexual Harassment complaints must be hand-written or typed on paper.
2. The nature of the complaint, as well as dates and locations, should be fully specified.
3. As per stipulation of the (Prevention, Prohibition and Redressal) Act no. 14 Of 2013, the aggrieved person can make the written/typed complaint to HOI within a period of three months

from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

4. The complaint must not be anonymous.

MEMBERS:

1. **Presiding Officer: Principal**

2. **Convenor : Dr. Jhuma Das, Asst. Prof. Deptt. Of Political Science.**

3. **Members : Ms. Kanchan K. Sharma, Coordinator, IQAC**
: Mrs. Anima Saikia, Associate Prof. Deptt. Of Education
: Mrs. Dipali Chutia, Asst. Prof. Deptt. Of History
: Mrs. Mamoni Hazarika, Associate Prof. Deptt. Of Education

4. **External Members: Mr. Babul Gogoi**

: One Female Guardian Member from the Governing Body