

INTERNAL COMPLAINT COMMITTEE

The Internal Complaints Committee shall be the primary authority responsible for dealing with and adjudicating any complaint/grievance in the nature of sexual harassment and shall function with full autonomy with power to make recommendations and/or to pass disciplinary orders in accordance with this Regulation.

- All the members of the ICC shall be nominated by or with the approval of the Head of Institution
- At least one-half of the total members of the ICC shall be women.
- The ICC may meet as many times as the need arises for the purpose of the Enquiry stated under Clause 4(2) herein but shall be obliged to meet once in a year to review its performance and compliance under this Regulation. At least 2/3 of its members shall be the required quorum.
- The Head of Institution may also invite any faculty member, staff member, student, or other covered individuals to appear as witnesses or provide substantial evidence in connection with the investigation or complaint.
- The Head of Institution may also appoint a Secretary to record and document all of the proceedings of the ICC.
- The term of office of members of the ICC shall be two years. However, they may be eligible for re-election at the discretion of the Head of Institution
- The Head of Institution or any other member of the ICC who is nominated to serve shall resign from office if and when they are disqualified from being a member due to misconduct or incompetence.
- Designated members of the Committee who have been removed from office due to misconduct or incompetence shall be replaced by fresh nominations

As per the recommendations of the 20th Governing Council Meeting held on 5th February 2024, the following Faculty Members have been appointed as the Internal Compliant Committee for a tenure of two years.

1. Dr. Naveen Kumar C.M - Chairperson, IQAC
2. Dr. Saravanan M.P - Coordinator, IQAC
3. Dr. Archana Ambekar, HoD, Department of Commerce (PG)
4. Prof. Pushpa N, HoD, Department of Commerce (UG)
5. Prof. Paramesha C, HoD, Department of Management
6. Prof. Prathima S, Faculty, Department of Computer Science

Complaint Procedure:

- An aggrieved individual is required to submit a written complaint to the ICC Council within three months after the date of the incident.
- Where no written complaint can be made, the person should contact the presiding officer or any other member of the ICC for assistance.
- If the person has not been able to file a complaint within the stipulated time limit, the deadline may be extended. The delay in reporting the incident may be regarded as a failure on the part of the individual.
- Sometimes, the victim's relatives, friends, or co-workers can also file a complaint on the basis of the victim's mental or physical condition.
- In cases where the victim is not able to contact the members of the ICC immediately, the complaint can be forwarded to the appropriate authorities.

ICC Enquiry Procedure:

- Upon receipt of the Complaint, the ICC shall immediately contact a Select Committee which shall be headed by a Member of the Commission to look into the said complaint and make a report on its authenticity.
- The Committee's report will clearly state the reason why it has to look into the Complaint and its decision on its authenticity. It will also include the opinion of experts about the accused's behavior.
- The following steps shall be taken if the complaint is to be further investigated: The Officer shall, in the event that the inquiry is to be expanded, send a Notice to the Respondent and provide him or her with a copy of the Complaint along with a response in writing.
- If the Select Committee is not satisfied with the correctness of the complaint, the investigating officer shall send a Notice to the accused and furnish a copy of the report of the Committee along with a response to the same. A shorter Notice period may be sought if the case requires urgent attention.

- The enquiry or hearing conducted by the ICC shall be conducted in a manner that is consistent with the normal judicial procedures. Neither the parties nor any third party shall be allowed to represent them.
- The ICC may, in its own or joint presence, hear and/or cross-examine the parties. If the respondents fail to appear on the specified date, the hearing may be cancelled and the case may be decided on an Ex-Parte basis.
- Either the parties or the defendant may request to extend the time limit to defend their case to not more than 7 days.
- If the parties fail to appear on the specified date, the ICC may proceed with its inquiry and decide the case on an Ex-Parte basis.
- The Head of the institution may, at any time, act on the recommendation of the Commission and extend the time limit for the inquiry by 15 days unless an appeal is made against the same.
- In certain circumstances, the ICC may allow the parties to resolve the matter by conciliation or by signing a reconciliation agreement.
- If the parties fail to reach a conciliation agreement, the ICC may recommend appropriate punitive action under the code of conduct and ethics of the College. Any such action shall be independent of this regulation and there shall be no appeal allowed.

Confidentiality Responsibility of ICC:

- Any complaint that is made to the ICC shall be treated as confidential and shall not be made public. The details of the complaint shall be kept strictly confidential.
- The information collected by the ICC regarding a complaint shall not be shared or forwarded to third parties.

Supportive Responsibilities of ICC:

With reference to any complaint enquired in to by the ICC under this Regulation and to the extent, it is warranted, it shall be the responsibility of the ICC to:

- If a student or an employee file a complaint with the police, the appropriate assistance will be provided to the employee or the student. There should also be a mechanism for dispute redressal and dialogue to address the issues.
- The police should not reveal the identity of the person who filed the complaint. They should also provide the required relief for the victim, such as leave or transfer to another department.

- Adhere to this policy to ensure that victims of sexual harassment are not subjected to discrimination or harassment while they are dealing with the complaints.
- Adhere to this policy to ensure that all individuals who commit sexual harassment are identified and warned to stay away from the victims.