

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P. O. - BALAGARH • DIST. - HOOGHLY • WEST BENGAL - 712 501

NAAC ACCREDITED

Ref. No.

Date

From,

President / Principal / Teacher-in-charge

Balagarh Bijoy Krishna Mahavidyalaya

Internal Complaints Committee (ICC)

Policy Document

Introduction:

Internal Complaints Committee (ICC) functions include handling Sexual Harassment cases also. In compliance with the instructions of National Commission for women the College has established Internal Complaints Committee (ICC) to prevent sexual harassment of girl students and women, and to create harmonious environment for the benefit of women The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, commonly known as the PoSH Act,

Objectives:

The primary objective of the Internal Complaints Committee of Balagarh Bijoy Krishna Mahavidyalaya is to prevent Sexual Harassment of Women and girl students at the workplace. The detailed objectives are given below:

- To develop a policy against sexual harassment of women and girl students at the College.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the College.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the College to provide an environment free of gender based discrimination
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Functions:

The ICC's twin functions are:

- To hear and address complaints regarding sexual harassment within the campus.
- To spread awareness about gender-related issues and functioning of the ICC.



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Committee Composition:

The following is the composition of Internal Complaints Committee (ICC).

- A senior female Professor as the Chairperson.
- 3 faculty members as members.
- A Non-Teaching female staff as member.

Roles & Responsibilities of ICC members:

- ICC members should create confidence among women employees and girl students, and be accessible to them.
- ICC should not consider the socio-economic profile as well as position of individuals in the organization, while dealing the complaints.
- All ICC members should be objective in dealing and investigating the complaints.

Procedure for Filing Complaints and Initiating Inquiry:

- An aggrieved woman or female student may complain against a male student /employee /faculty /administrative staff / research staff / to any of the members of the ICC.
- All complaints must be in writing.
- After receiving the complaint, Chairperson convenes the meeting of ICC and constitutes the enquiry committee if prima facie case exists.
- The Committee is required to complete the inquiry within a time period of 90 days from the date of receiving the complaint.
- On completion of the inquiry, the report will be submitted to the Vice-Chancellor with recommendations.

The Governing Body of the College constitutes, empowers and support the work of the committee in all respects.



Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.