

## **Constitution of Internal Complaints Committee (ICC) at Tetso College**

### **1. Preamble**

Tetso College is committed to creating and maintaining a healthy working and learning environment free of sexual harassment and discrimination for all its students, faculty, and staff. This document constitutes the formation, composition, functions, and procedures of the Internal Complaints Committee (ICC) as mandated by AICTE (All India Council for Technical Education) Regulations and in compliance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **2. Objective**

The objective of the ICC is:

- To prevent, prohibit, and redress sexual harassment of women at the workplace.
- To develop a secure environment at Tetso College where students and employees can work and study with dignity, free from gender-based harassment or discrimination.

### **3. Scope**

This constitution applies to:

- All students, teaching, non-teaching, and administrative staff of Tetso College.

- Visitors, contractual workers and service providers within the premises of the college.
- Off-campus events organized by the institution.

#### **4. Definition of Sexual Harassment**

Sexual harassment includes any unwelcome sexually determined behavior (whether directly or by implication), such as:

- Physical contact and advances,
- Demand or request for sexual favors,
- Sexually colored remarks,
- Showing pornography,
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

#### **6. Powers and Functions of ICC**

##### **6.1 Preventive Functions**

- Sensitize the college community regarding gender-based issues.
- Conduct awareness and training programs on gender equality and sexual harassment.

##### **6.2 Redressal Functions**

- Receive complaints of sexual harassment (written or email).
- Conduct inquiries as per prescribed procedures.
- Recommend appropriate action to the Disciplinary Authority/Management.

- Submit an annual report to the competent authority and AICTE.

## **7. Complaint Procedure**

### **1. Filing a Complaint:**

- Complaint must be submitted within 3 months of the incident (extendable by another 3 months with valid reasons).
- Complaints to be submitted in writing to the Presiding Officer/ICC or emailed to the official ICC email address.

### **2. Inquiry Process:**

- Initial hearing within 7 working days of receiving the complaint.
- Both complainant and respondent will be given a chance to be heard.
- Inquiry to be completed within 90 days.
- Final report to be submitted to the employer/appropriate authority within 10 days of completion.
- Implementation of recommendations within 60 days.

### **3. Confidentiality:**

ICC shall maintain strict confidentiality during and after inquiry proceedings.

## **8. Punitive Actions**

Based on the findings, the following actions may be recommended:

- Warning, written apology, reprimand or censure.
- Suspension, termination, or withholding of promotion/increment.
- Counseling or community service.
- For students: suspension, rustication, withdrawal of scholarship/facilities.

## **9. False Complaints**

If the ICC concludes that the allegation was malicious or knowingly false, it may recommend appropriate action against the complainant as per college disciplinary rules. However, inability to substantiate a complaint does not attract penalty unless proven malicious.

## **10. Reporting**

ICC shall submit Annual Reports to the management and AICTE containing:

- Number of complaints received.
- Number of complaints disposed.
- Nature of action taken.
- Awareness programs conducted.

## **11. Amendments**

Any amendments to this constitution shall be made by the college authority in line with updates in relevant Acts, UGC/AICTE guidelines, and after consultation with ICC members.

## **12. Display of Information**

As per statutory requirement, the composition of the ICC and relevant provisions regarding sexual harassment must be prominently displayed on:

- College notice boards.
- Official college website.

Sd/-

Dr Hewasa L Khing

Principal

Sd/-

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Dean & IQAC Coordinator