

IITM/SP/ICCP/06

INTERNAL COMPLAINT COMMITTEE- POLICY

Sexual Harassment of Women at work place (Prevention, Prohibition & Redressa) act, 2013 (14 of 2013 and University Grants Commission (Prevention, Prohibition& Redressal of sexual harassment of Women Employee & Student in Higher Educational Institution (HE) Regulation 2015.

1. In connection with the subject and reference cited above, it is brought to the kind notice of all the concerned that the IITM, Janakpuri, New Delhi in compliance of the University Grants Commission (prevention, Prohibition & Redressal of sexual harassment of Women Employee & Student in Higher Educational Institution (HEI) Regulation, 2015 has constituted an Internal Complaint Committee (ICC) under sub Regulation (1) of Regulation-4 of these Regulations to deals with the matters as per said regulations. The ICC is responsible for addressing complaints related to sexual harassment and ensuring a conducive working and academic environment for all.

2. Objectives of the ICC are as follows:

- i To prevent and address incidents of sexual harassment on the campus.
- ii To create awareness about the rights and responsibilities of individuals.
- iii To provide a fair and confidential platform for the resolution of complaints.
- iv To foster a culture of zero tolerance towards sexual harassment.

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3. Composition of ICC

Sr. No.	Designation	Representative from
1	Chairperson	Institute
2	Convener	Institute
3	Member	Institute
4	Member	Institute
5	Member	Institute
6	Member	Institute
7	Students Representative (Girls)	Institute
8	Students Representative (Girls)	Institute
9	Students Representative (Boys)	Institute
10	Member	NGO
11	Member (Clinical Psychologist)	-
12	Member (Advocate)	Person familiar with the issues related to sexual harassment

4. As per clause "K" of para-2 of University Grants Commission Prevention, Prohibition & Redressal of sexual harassment of Women Employee & Student in Higher Educational Institution (HEI) Regulation 2015.

The sexual harassment means/ constitutes the following:

An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

- a. Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
- b. Demand or request for sexual favors;
- c. Making sexually colored remarks;
- d. Physical contact and advances; or
- e. Showing pornography"
- f. Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- h. Implied or explicit threat of detrimental treatment in the conduct of work;
- i. Implied or explicit threat about the present or future status of the person concerned; creating an intimidating offensive or hostile learning environment;
- k. Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;



5. As per the referred Regulation, 2015 there is recourse available for the employees or students, in case, they are victim of sexual harassment. As per para-4 of the said Regulation 2015, an Internal Complaint Committee (ICC).
6. **Complaint Procedure:** As per para-7 of the said Regulation 2015, the process of making complaint of sexual harassment by an aggrieved person is given as under-
- An aggrieved person is required to submit a written complaint to ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
 - Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:
 - Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstance were such which prevented the person from filing a complaint within the said period.
 - Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death. 7. Where / to whom to make complaint- An aggrieved person can submit a written complaint address to the Chairperson, **Internal Complaint Committee (ICC), IITM, Janakpuri.**

7. Zero Tolerance:

The college maintains a zero-tolerance policy towards any form of sexual harassment. Strict disciplinary actions will be taken against individuals found guilty of violating this policy.

8. Review and Updates:

The ICC policy will be reviewed periodically to ensure its effectiveness and relevance. Updates will be made as necessary to align with changes in legislation or institutional requirements.

This policy is a living document and may be subject to revisions as deemed necessary by the college authorities.

