



## Internal Complaints Committee Policy

### Introduction

The UGC has issued several guidelines and regulations for the prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions. As per these regulations, Mary Matha Arts and Science College, Mananthavady has constituted an Internal Complaints Committee (ICC).

### Objectives

1. To create a mechanism for the prevention and redressal of sexual harassment of women employees and students in the institution.
2. To prevent any acts of gender-based violence in the institution.
3. To inculcate a culture of gender equality.
4. To promote an atmosphere where women can get educated without fear, coercion and undue influence.

### Procedure to be followed by ICC:

1. The committee shall meet annually to review the policies.
2. The committee shall meet as and when any complaint is received.
3. Written (including electronic media, social media) or oral complaints shall be received by the Principal and shall be forwarded to the ICC. The ICC shall also receive complaints directly.
4. Complaints can be taken suo motto by the ICC.
5. Anonymous complaints shall be considered if prima facie found to be genuine.
6. The identity of the complainant shall not be revealed without his/ her prior permission.
7. The committee shall direct the complainant to submit a detailed statement of the incidents, if required, within a stipulated time period as per the UGC regulations.
8. The statement of the complainant shall be recorded and duly signed by her and the authority recording the statement.
9. The committee shall direct the accused to submit a written response to the complaint within a stipulated time period as per the UGC regulations.
10. The statement of the accused shall be recorded. The statement shall be signed by the accused and the authority recording the statement.



11. Both parties shall be given opportunities to present their case, produce written and oral evidence, witnesses and record statements and evidences.
12. The committee shall submit a report of the findings in writing and shall forward the same with recommendations to the Principal.
13. Minutes of the proceedings shall be prepared and duly signed by all the members of the Committee.
14. All complaints shall be written in a register with serially numbered pages.
15. The principle of natural justice shall be followed.

*These policies shall be reviewed regularly to ensure its relevance and effectiveness. Any proposed changes to the policies will be subject to approval from the relevant authorities.*