

Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaint Committee of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

Office Order

The ICC of the College comprises of the following members:

1	Presiding Officer	Ms. Nisha Kumari Assistant Professor , Dept. of Commerce	Chairperson	9816537015
2	Three faculty members	Mr. Parveen Kumar Assistant Professor Dept. of Political Science Dr. Manjoo Kumari Assistant Professor Dept. of Hindi Ms. Shivani Gupta Assistant Professor,Dept.of Commerce	Member Member Member	9816243313 9871593794 807671 7279
3	One non-teaching employee	Ms. Savitri Devi	Member Secretary	
4	Three Student nominees	Ms. Rupali (Cultural Council) Ms. Poonam(CSCA President) Mr. Priyanshu General Secretary Student council	Member Member Member	

5.	One Legal Advisor	Mr. Ajay Thakur(Advocate)	Member(Legal Advisor)	9816162726
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1. On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

2. ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Principal.

3. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

4. The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

5. If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowingly it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the mentioned UGC Regulations 2015 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.

Who can approach ICC for help?

Any female employee (faculty member, student or non-teaching staff member) of the Govt. College Dehra Kangra H.P

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly

or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually colored remarks(including jokes)
- d) Showing pornography(books,photographs,paintings,films,pamphlets,packages,etc. of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual

nature. Under the Act, the following also count as sexual harassment:

- a) Implied or explicit promise of preferential treatment in her employment.
- b) Implied or explicit threat of detrimental treatment in her employment
- c) Implied or explicit threat about her present or future employment status
- d) Interference with her work or creating offensive work environment for her
- e) Humiliating treatment likely to affect the health or safety.

What are the possible actions that can be taken against the accused if found guilty?

Depending upon the verity of the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are being harassed, what should you do?

- Send an email to gdcdehra@gmail.com
- To know more about ICC procedures [click here](#).
- You may also refer to

<http://www.shebox.nic.in/>Your complaint will

be kept CONFIDENTIAL

Inquiry process:

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act up on the recommendation within 60 days of receiving it.

Caveat

All female faculty members, non-teaching staff and students' must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non-genuine reason.

Useful Documents/Notices:

- [UGC/MHRDNotifications](#)
- [Sexual Harassment Complaint Box](#)