

Internal Complaint Committee (ICC)

The Internal Complaint Committee (ICC) at ITM Gwalior is a statutory body established in accordance with the guidelines provided by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The ICC is responsible for addressing complaints related to sexual harassment and ensuring a safe and secure environment for all members of the college community, particularly women.

Key Responsibilities of the ICC:

1. Complaint Redressal:

- o **Receiving Complaints:** The ICC is responsible for receiving complaints of sexual harassment from employees and students.
- o **Investigation:** Upon receiving a complaint, the ICC conducts a thorough investigation, which may involve interviewing the complainant, the accused, and any witnesses.
- o **Confidentiality:** The ICC ensures that the identity of the complainant and the accused, as well as the details of the complaint, are kept confidential throughout the investigation process.

2. Awareness Programs:

- o **Workshops and Seminars:** The ICC organizes workshops, seminars, and awareness programs to educate students and staff about sexual harassment, the importance of gender equality, and the procedures for filing complaints.
- o **Training Sessions:** Periodic training sessions are conducted for faculty, staff, and students to make them aware of their rights and responsibilities.

3. Advisory Role:

- o **Policy Formulation:** The ICC advises the Institute on creating and implementing policies to prevent sexual harassment on campus.
- o **Guidance and Support:** The ICC provides guidance and support to complainants, ensuring they understand the process and their rights.

4. Disciplinary Actions:

- o **Recommendations:** Based on the findings of the investigation, the ICC can recommend disciplinary actions against the accused, which may include warnings, suspension, termination, or other appropriate measures as per the Institute's policies and legal guidelines.

5. Counselling and Support:

- o **Counselling Services:** The ICC may offer or recommend counseling services to the complainant to support their emotional and psychological well-being.
- o **Follow-up:** The ICC ensures follow-up with the complainant to ensure that there is no recurrence of harassment and that the complainant feels safe and secure.

Composition of the ICC:

The ICC typically includes:

- Chairperson: Institute Director
- Coordinator: A senior female faculty member.
- Faculty Members: Faculty members from different departments.

The ICC plays a vital role in promoting a respectful and dignified environment within ITM by ensuring that any form of sexual harassment is addressed promptly and effectively.

