

Date : 15-06-2022

INTERNAL COMPLAINTS COMMITTEE

An **Internal Complaints Committee (ICC)** is a key body established within organizations and educational institutions to address and resolve complaints of sexual harassment in the workplace or learning environment. The formation of the ICC is mandated by the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** in India. This committee ensures a safe, secure, and respectful workplace or academic atmosphere, particularly for women, by preventing and addressing instances of sexual harassment.

Key Components of the ICC

1. Composition of the ICC

- **Presiding Officer:** The committee must be headed by a woman employed at a senior level in the organization or institution.
- **Members:**
 - At least two members from among employees, preferably committed to the cause of women or having experience in social work or legal knowledge.
 - One member from an external organization or NGO committed to the cause of women or someone familiar with issues related to sexual harassment.
- **Representation:** At least half of the ICC members should be women to ensure fair representation and sensitivity to issues related to sexual harassment.

2. Objectives of the ICC

- **Prevention:** The ICC plays a proactive role in educating employees and students about sexual harassment and creating awareness through workshops, training, and seminars.
- **Prohibition:** Establishing a clear and strict policy against sexual harassment in line with legal requirements, ensuring that the environment is conducive to safety and respect.
- **Redressal:** Investigating complaints of sexual harassment and taking appropriate actions to resolve the issues while maintaining confidentiality and fairness.

3. Functions of the ICC

- **Receive Complaints:** The ICC is responsible for receiving complaints of sexual harassment. Complaints can be lodged by any aggrieved woman employee or student.
- **Inquiry and Investigation:** Upon receiving a complaint, the committee conducts an investigation through inquiry proceedings. It hears the parties involved, gathers evidence, and assesses the situation.
- **Report Submission:** After the inquiry, the ICC submits its findings and recommendations to the



employer or head of the institution. It may recommend actions such as disciplinary measures, fines, or legal action.

- **Redressal Mechanism:** The ICC ensures that the complainant receives justice in terms of protection, confidentiality, and an appropriate response to the complaint.
- **Confidentiality:** The identity of the complainant, respondent, and witnesses must be kept confidential to protect the dignity of all parties involved.

4. Timeline for Complaint Resolution

- The ICC must complete its inquiry within **90 days** of receiving a complaint.
- After the inquiry, the report should be submitted within **10 days**.
- The employer or institution should take action within **60 days** of receiving the report.

5. Legal Framework

- The ICC is governed by the **POSH Act, 2013**, which defines sexual harassment and lays down the responsibilities of the employer and ICC to prevent and address such behavior.
- The law applies to all workplaces, including educational institutions, and ensures that women can work or study in an environment free from harassment.

Steps Involved in Filing and Addressing a Complaint

1. **Filing a Complaint:** Any woman employee or student who feels harassed can approach the ICC by submitting a written complaint within three months of the incident. In some cases, this time limit may be extended by the ICC for valid reasons.
2. **Preliminary Investigation:** The ICC reviews the complaint and may attempt to resolve the matter through conciliation if both parties agree. However, conciliation cannot involve any monetary settlement.
3. **Formal Inquiry:** If the complaint is not resolved through conciliation, the ICC initiates a formal inquiry. Both the complainant and the respondent are given an opportunity to present their cases and evidence.
4. **Protection Measures:** During the inquiry, the ICC can recommend interim measures such as transferring either party, granting leave to the complainant, or providing any other form of protection to ensure a safe working environment.
5. **Decision and Recommendation:** Based on the inquiry findings, the ICC makes recommendations. These may include disciplinary actions against the harasser, compensation to the victim, or legal measures depending on the severity of the case.
6. **Implementation of Actions:** The employer or institution must act on the ICC's recommendations and take appropriate measures to resolve the matter.



S.NO	NAME OF THE COMMITTEE MEMBER	DESIGNATION	POSITION
1	Dr. M. JAGADISH	Associate Professor	Presiding Officer
2	Mr. G. SUDHAKAR	Assistant Professor	Member
3	Dr. KONA YASODA	Assistant Professor	Member
4	Mrs. S.P.DIVYA DAS	Assistant Professor	Member
5	Mrs. G. VIJAYA	Assistant Professor	Member
6	Mr. P P S PRAVEEN	Assistant Professor	Member
7	Mr. K RATNA REDDY	Assistant Professor	Member
8	Mrs. V SRUJANA	Assistant Professor	Member

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