

# STANDARD OPERATING PROCEDURE (SOP) OF INTERNAL COMPLAINT COMMITTEE (ICC)



**MORIDHAL COLLEGE  
P.O. MORIDHAL, DHEMAJI**



**MORIDHAL COLLEGE  
P.O. MORIDHAL, DHEMAJI**

**STANDARD OPERATING PROCEDURE (SOP)  
OF  
INTERNAL COMPLAINT COMMITTEE (ICC)**

The Standard Operating Procedure (SOP) of Internal Complaint Committee (ICC) will be in force with due approval of the Governing Body of Moridhal College w.e.f. 15<sup>th</sup> February, 2022 with a view to maintain and create an academic and work environment free from sexual harassment for students as well as teaching and non-teaching staff of the college.

**Motto: *Break silence, stop violence***

**FORMATION:**

Moridhal College decided to constitute Internal Complaint Committee as per the requirements of the Act of 2013 (Sexual Harassment of Women at Workplace; Prevention, Prohibition and Redressal) to ensure stress free, anxiety free and zero gender biasness and discrimination free work environment in the college. The Committee is constituted with the following members:

**COMPOSITION:**

- |                        |  |
|------------------------|--|
| a) Presiding Officer   | : A senior woman faculty of the college amongst the other employees. |
| b) Member Cum Convener | : A woman faculty of the college amongst the other employees.        |
| c) Member (Internal)   | : At least two Male and two female employees from the college        |
| d) Member (Outsider)   | : A lawyer   |
| e) Member (Student)    | : Secretary, Girls' Common room                                      |

**OBJECTIVES:**

- To prevent gender based discrimination and harassment by promoting gender amity among students and employees.
- To take step for appropriate punitive action against the guilty party for unwelcome behaviour/comment.
- To create awareness against gender biasness to make a secure and healthy work environment for all in the institution

### **FUNCTIONS OF ICC:**

- The Internal Complaint Committee will meet at least twice in every academic session. However, if necessary, it may meet more frequently as per the direction of the presiding officer or at the request of the other members to discuss the various issues received.
- At least three members of the Committee shall be present in a meeting.
- If a member of the Committee is connected with the grievance of the aggrieved individual, the concerned member of the Committee shall not participate in the deliberations regarding that individual's case to take democratic decision.
- If the aggrieved person happens to be a member of the Internal Complaint Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered for free and fare decision taking.
- A complaint received in ICC is processed if it is a matter of sexual harassment of women at work place and comes under the preview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- The Committee shall study the petition/ application and after looking into the relevant documents resolved the matter as soon as possible with due consultation with concerned individual/ procedure, but in any case within three months of the date of petition/application.
- In case of any difficulties, the Committee will informed and discuss with the college authority before a decision is taken.
- The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month).
- Organised gender sensitization programme and awareness programme against sexual harassment and its follow up legal actions.

### **PROCEDURE OF SUBMITTING COMPLAINT:**

- The aggrieved member shall submit his/her petition to the Presiding Officer, Internal Complaint Committee directly and/or in the Complain Box of Internal Complaint Committee clammed in the college campus in a sealed envelope marked "confidential".
- The complainant must enclose his/her as well the victimizer's name, address and contact details clearly.
- In case of false and frivolous complaint (if proved), the Committee will send it to the college authority to take appropriate action against the complainant. .

\*\*\*\*\*