Internal Complaint Committee

Minutes of Meeting

A meeting of ICC is held today on 17/08/2026 in office. Brief discussion is held on the mechanism of Internal Complaint Committee and which is finalised.

Sr. No.	Name	Signature	
1.	Sunita Duggal		
2.	Nidhi Gupta		
3.	Rahul Hooda		
4.	Kehav		
5.	Anita		
6.	Yogita Bhardwaj, Member, NGO from		
Sr. No.	**Student Name**	**Roll No.**	**Signature**
1.	Tamanna (BA 3rd)	1240047077	Tamanna
2.	Vandana (B. Com 3rd)	1240062003	Vandana
3.	Niharika (B. Sc 3rd)	1240076001	Niharika

Principal

Principal
Govt. College Alewa

Minutes :- Attached

GOVT. COLLEGE ALEWA

(Affiliated to CRSU Jind)

Mechanism of Internal Complaint Committee

Govt. College Alewa

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Mechanism of Internal Complaint Committee of GC Alewa

The College has Zero tolerance Policy towards Sexual Harassment, To reinforce its commitment, GC Alewa has an Internal Complaint committee , comprising a Senior Level Woman employee along with 9 members constituted as per the UGC norms of Prevention, Prohibition & Redressal of Sexual Harassment of women employees & students in higher Educational institutions Regulations,2015 (POSH ACT 2013).

The committee totally complies with the procedures prescribed in these Regulations and the Act. The committee is institutionalized to hear complaints and grievances in relation to incidents of sexual harassment of employees and students in a time bound manner.

Following is the mechanism of ICC:

The Process of making complaint of sexual harassment: An aggrieved person is required to submit a written complaint to the ICC within 3 months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee renders all reasonable assistance to the person for making the complaint in writing.

The ICC may, for the reasons to be accorded in the writing extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

Friends, relatives Colleagues Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

Tamanna

Vandana

Niharika

Process of conducting Inquiry-

(1) The ICC upon receipt of the complaint sends one copy of the complaint to the respondent within a period of 7days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent is asked to file his or her reply to the complaint along with the list of documents and names and Addresses of witnesses within a period of 10 days

3) The inquiry is completed within a period of 90 days from the receipt of the complaint The inquiry report, with recommendations, if any, is submitted with in 10 days from the completion of the inquiry to the Executive Authority of the HEI.

4) The Executive Authority of the HEI acts accordingly on the recommendations of the committee within a period of 30 days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period 30 days from the date of the recommendations.

(6)If the Executive Authority of the HEI decides not to act as per there commendations of the ICC then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings If on the other hand it is decided to act as per the recommendations of the ICC then a show cause notice answerable within 10 days, is served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the mater. No monetary settlement is made as a basis of conciliation. The HEI facilitates conciliation process though ICC as the case may be, once it is sought. There solution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender is not made public especially during the process of the inquiry.

Interim redressal-The HEI may

(a) Transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC.

Nihaarika Vandana Tamanna

(b) Grant leave to the aggrieved with full protection of status and benefits for a period up to 3 months.

(c)Restrain the respondent from reporting o on or evaluating the work or performance of tests on examinations of the complainant.

(d)Ensure that offenders are warned to keep a distance from the aggrieved and wherever necessary, If there is a definite threat, restrain their entry into the campus.

(e)Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

Punishment and compensation-

(1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence the HEI may :

(a)With hold privileges of the student such as access to the library, auditoria, halls of residence, Transportation, scholarships, allowances, and identity card:

b) Suspend or restrict entry into the campus for a specific period,

(c) Expel and strike off name from the rolls of the institution, including denial of re-admission, if the offence so warrants.

(d) Award reformative punishments like mandatory counseling and, or performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender.

The compensation payable shall be determined on the basis of:

(a) Mental trauma, pain, suffering and distress caused to the aggrieved person,

(b) The loss of career opportunity due to the incident of sexual harassment.

(c) The medical expenses incurred by the victim for physical, psychiatric treatment.

(d) The income and status of the alleged perpetrator and victim, and

(e) The feasibility of such payment in lump sum or in installments.

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Action against frivolous complaint: To ensure that the provisions for the protection of employees and students from misused, provisions and students from sexual harassment do not get against false or malicious complaints are made and publicised by the HEI. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing 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 provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

Niharika

Vandana

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Principal
Govt. College Alewa