

Establishment of Internal Complaint Committee (ICC)

1. About

Objectives/functions of Internal Complaint committee:-

- To provide safe working conditions for the staff and to provide safe academic environment for students
- To provide equal justice to both the genders.
- To achieve gender equity and empower the women students and staff.
- To conduct awareness programs for students and staff on gender equity, woman health, safety & security and sexual harassment.
- To publicize the rules and regulations about the constitution of the committee
- To Display the names & phone numbers of the committee members who can be contacted to lodge a complaint
- To look into various complaints lodged by the staff and the students
- To address the complaints and find the solutions to them.
- To Recommend follow-up action & monitor the concerned authorities
- To Provide appropriate emotional & psychological support to the victims in the form of counseling to ensure security to the victims.

NAME OF THE STAFF	COMMITTEE DESIGNATION
Miss.P.Saileela	Co- Ordinator
Mr.K.Hari Babu	Member
Mr.Venkata Visweswara Rao	Member
Miss.K.Yogitha	Student
Miss.B.Ramya	Student
Miss.M.Ragha Deepika	Student

2. Roles and Responsibilities

The aim of the committee is to allow every woman employee to pursue her work in a safe and dignified environment and to protect women against any form of harassment or gender discrimination and to provide a means of redress should such cases arise

- To enquire the complaints received from female students or staff of the college
- To conduct various gender sensitization programmes.
- To organize the health awareness program, solves women related issues and complains
- To organize the self-defense courses for the women/girls of the college community
- To conduct Women's Day Program, create social awareness about the problems of women and in particular regarding gender discrimination
- To deal with issues of Gender Based Violence
- To impose penalty or punishment

- To deal appropriately with reported cases of sexual harassment, abuse or discrimination, and initiate action against particular grievances in respect of unfair treatment due to gender bias

3. Complaints Committee:

Formation of Internal Complaints Committee (WPC)

As per the provision of the Section 4 (20) of the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2013, Aditya Degree College, Kakinada has formed the Internal Complaint Committee (WPC) in the College to look into the matters pertaining to the Gender sensitive issues and curb atrocities against women.

Organizational Structure

The organizational structure of Internal Complaint Committee (WPC) in the College is as follows: The Chair Person is at the helm of affairs organizing the entire individual Sub-Committees. The members of the ICC are allotted specific duties for organizational ease.

Legal Aspects

There are several stringent rules, regulations and guidelines prescribed for mandatory implementation in the educational institutions against sexual harassment of women at work place under (Prevention, Prohibition and Redressal Act, 2013). The following is the prescribed code of conduct as per the ACT in order to curb the serious criminal offence of sexual harassment: Sexual harassment can be broadly defined as incidents of direct physical contact, demand for sexual favors, or implied

- Eve-teasing,
- unsavory remark,
- jokes causing or likely to cause awkwardness or embarrassment,
- innuendos and taunts,
- gender based insults or sexist remark,
- unwelcome sexual overtone in any manner such as over telephone,
- touching or brushing against any part of the body and the like,
- displaying filthy pornographic or other offensive or derogatory pictures or gestures,
- forcible physical touch or molestation,
- Physical confinement against one's will and any other act likely to violate one's privacy or any hostile or intimidating act.

Constitution: (WPC)

The Committee shall consist of following members:

- The Principal as the Chairman
- Convener of the Committee nominated by the Principal as the Member Secretary - Ex-officio
- One senior female faculty from each Department to be nominated by HODs
- One external member from the society
- Two girl students from each Department to be nominated by HODs
- The number of members can be increased equally by adding nominees of the Principal.
- The total number of members of the Women Protection Cell however shall not exceed 16.

The purpose of this Committee is to provide protection to the women in professional environment and prevention, redressed of complaints of sexual harassment.

Working Rules for Internal Complaints Committee (WPC):

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, Aditya Degree College, Kakinada adopts the procedures detailed hereunder for processing the complaints filed to the Internal Complaints Committee (ICC) and adequately address the issues so that natural justice and fair play prevail in disposing off all the complaints. The ICC reserves the right to modify the procedures under exceptional cases and conditions:

- An aggrieved woman needs to lodge a formal written complaint within a period of fifteen days in instances of sexual harassment.
- The received complaint shall be forwarded to the Presiding Officer immediately, who will notify the Committee members within three days.
- The Committee shall decide the jurisdiction and issue notices within 7 working days to get written explanations within 10 days.
- Before initiation of any action, the Committee may work out reconciliation between the offender and the aggrieved and record the same extending copies to both the parties.
- If conciliation is found to be not feasible, notice will be issued to both parties for hearing.
- The Committee shall conduct an enquiry into the complaint in accordance with the provisions of the rules covering sexual harassment as misconduct.
- The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
- After examining all the available evidences and accusations and defenses, the Committee shall arrive at the intensity of the crime and makes recommendations to the Principal regarding the scale of punishment.

Constitution of the Enquiry Committee:

The Enquiry Committee is a part of the Internal Committee with the specific function of conducting the enquiries and making recommendations. The following parameters could be followed in the constitution of

the Enquiry Committee. The chair person, three members from the faculty, two women and a man shall be the regular members.

The Process of Inquiry:

- In general the following is the procedure of inquiry.
- A notice shall be issued to both parties asking them to make written explanations within 48 hours.
- The process of oral hearing starts after receiving the written explanations, including witnesses.
- The enquiry commission is entitled to ask probing questions to arrive at the facts.
- Additional witnesses may also be summoned.
- No outsider will be allowed during the process unless warranted.
- The decision of the committee will be final and binding.

4. Disciplinary Actions

The disciplinary actions to be implemented depend on the gravity of the offence and may include the following:

- A strict Warning.
- Written explanation.
- Written apology.
- Declaration of good behavior.
- Suspension for a specific period of time.
- Penalties.
- Issuing TC.
- Any other appropriate measure as may deem fit.