



JSS MAHAVIDYAPEETHA
JSS COLLEGE OF ARTS, COMMERCE & SCIENCE

Autonomous, 'A' Grade and 'College with Potential for Excellence'

OOTY ROAD, MYSURU-570 025, KARNATAKA

Ph: 0821-2548236 & 2548380. FAX: 0821-2548238

E-mail: jssautonomous@gmail.com; Website: jsscacs.edu.in

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Internal Complaints Committee (ICC) Policy

1. Preamble

JSS College of Arts, Commerce, and Science is committed to ensuring a safe and secure environment for all students, faculty, and staff members. In accordance with the UGC Regulations, 2015, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, this policy establishes the Internal Complaints Committee (ICC) to address issues of sexual harassment at the workplace.

2. Objectives

- To create a zero-tolerance environment for sexual harassment.
- To promote gender equality and dignity among all stakeholders.
- To ensure prompt redressal of complaints of sexual harassment and to implement measures to prevent its occurrence.

3. Applicability This policy applies to all students, faculty members, administrative and non-teaching staff, and any other individual associated with the college.

4. Definitions

- **Aggrieved Woman:** Any woman, irrespective of age and employment status, who alleges to have been subjected to any act of sexual harassment.
- **Sexual Harassment:** As defined under the UGC Regulations, 2015, includes unwelcome acts such as physical, verbal, or non-verbal conduct of a sexual nature, demands or requests for sexual favors, and any other unwelcome sexual conduct.
- **Campus:** Includes the physical premises of the college and any location associated with college-related activities such as field trips, study tours, internships, etc.

5. Constitution of the Internal Complaints Committee (ICC) The ICC shall comprise the following members, as given in the UGC Regulations, 2015:

- **Presiding Officer:** A senior woman faculty member at the level of Associate Professor or above, nominated by the Principal.
- **Faculty Members:** Two faculty members with experience in social work or legal knowledge.
- **Non-Teaching Staff:** Two non-teaching staff members committed to the cause of women's welfare.
- **Student Representatives:** Three students representing undergraduate, postgraduate, and research levels.

- **External Member:** One member from an NGO or an individual familiar with issues related to sexual harassment.

At least 50% of the members shall be women. Members shall serve a term of three years.

6. Responsibilities of the ICC

- To receive and address complaints of sexual harassment in a confidential and sensitive manner.
- To conduct inquiries following the guidelines laid out in the UGC Regulations, 2015.
- To recommend measures to the college for redressal and prevention of sexual harassment.
- To organize workshops and awareness programs to sensitize the college community about gender equality and the prevention of sexual harassment.

7. Complaint Mechanism

- Any aggrieved person may submit a written complaint to the ICC within three months of the incident.
- Assistance will be provided to individuals unable to write their complaints.
- The ICC may extend the complaint submission deadline by three months if justified.

8. Inquiry Process

- Upon receiving a complaint, the ICC will notify the respondent within seven days.
- The respondent must submit a reply within 10 days.
- The inquiry shall be completed within 90 days, and the ICC will submit its report to the Principal within 10 days of completion.

9. Interim Relief and Redressal Measures

The ICC may recommend interim measures such as:

- Transfer of the aggrieved person or the respondent.
- Granting leave to the aggrieved person.
- Restricting the respondent from accessing specific areas of the campus.

10. Prohibition of Retaliation

The college shall ensure that complainants, witnesses, and ICC members are not subjected to retaliation.

11. Confidentiality

All proceedings, including the identity of the complainant, respondent, and witnesses, shall remain confidential.

12. Penalties and Actions

- Employees found guilty of sexual harassment shall face disciplinary actions as per service rules.
- Students found guilty may face actions ranging from suspension to expulsion, depending on the severity of the offense.
- Frivolous or malicious complaints may result in disciplinary action against the complainant.

13. Monitoring and Reporting

The ICC shall:

- Submit an annual report on cases handled and preventive actions taken to the Principal and UGC.
- Review the efficacy of the anti-sexual harassment measures annually.

14. Contact Details

Details of ICC members and the procedure to file complaints will be prominently displayed on the college website and notice boards.

This policy is approved by IQAC and made it effective on 16-12-2024.



Principal
PRINCIPAL

JSS College of Arts, Commerce & Science
(Autonomous)
Ooty Road, MYSURU-25