

BISHOP CHULAPARAMBIL MEMORIAL COLLEGE,
KOTTAYAM
INTERNAL COMPLAINTS COMMITTEE (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (SHWW Act 2013), and as per the UGC Regulations, Internal Complaints Committee (ICC) is constituted to deal with the complaints relating to Sexual Harassment at workplace.

Objectives of ICC

1. To develop healthy and safe atmosphere for the students and faculty of the college
2. To prevent sexual harassment or exploitation of any kind
- 3 To provide an environment free of gender based discrimination

‘Sexual Harassment’ includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as: physical contact and advances, demand or request for sexual favours, sexually coloured remarks showing any pornography, or any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

On receipt of a complaint, ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence and the recording statements of possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to the Principal along with all the original documents collected during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell or the other sections concerned.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If 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 relevant provision of the UGC Regulations 2015

Actions that can be taken against the respondent

Warning, written apology, bond of good behaviour, adverse remark in the confidential report, stopping of increments/ promotion, suspension, dismissal, any other relevant actions

If you think you are harassed sexually or being harassed, inform the committee directly or by e-mail icc@bcmcollege.ac.in.

The complaint will be kept CONFIDENTIAL.

Inquiry process:

The inquiry shall be completed within a period of two weeks from the date of the complaint. On completion of the inquiry, the ICC shall provide a report of its findings to the Principal within a

period of 10 days from the date of completion of the inquiry and such report be made available to the parties concerned.

ICC of the College comprises of the following Members.

Any female (faculty, student or non- teaching staff) can bring the complaint before the committee.

Sl#	Position	Name	Phone Number
1	Chairperson -Senior Faculty	Dr. Riya Susan Scacriah	9446146989
2	.Vice Principal	Dr Annu Thomas	9496833830
3	.Faculty Member	Dr Reeja PS	9496774639
4	.NGO Representative	Sr Sheena MU	9961006532
5	Legal advisor	Adv. Sindhu Mathew	9895018620
6	Student representative	Ms Anaina Tigi	9150840582