

INTERNAL COMPLAINT COMMITTEE



S.B.M.S. COLLEGE, SUALKUCHI

Website: <https://sbmscollege.org/>

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



SBMS College, Sualkuchi

KAMRUP(ASSAM)

PIN: 781103



SOP For Internal Complaint Committee

SBMS College, Sualkuchi

As per the guideline of Supreme Court regarding Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances, Internal Complaint Committee is reconstituted on April 18, 2018. The Act is an extension of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. This policy is meant to sensitize the employees as well as student community by creating a healthy environment of safety and dignity in the institution. The duties and responsibilities of the Internal Complaints Committee are as follows:

1. The committee is dedicated to prioritizing the well-being of female teaching and non-teaching staff members of the college.
2. The committee will assess and enhance recreational amenities specifically for female staff members.
3. The committee will establish healthcare services tailored to meet the needs of female staff members and girl students.
4. In case of complaints from female staff members or students, the committee will conduct thorough reviews and proceed with appropriate remedial actions

Objectives:

- to develop guidelines and norms for a policy against sexual harassment.
- to develop principles and procedures for combating sexual harassment.
- to work out details for the implementation of the policy.
- to prepare a detailed plan of actions, both short and long term.
- to collaborate with the Women Cell, SBMS College.
- to organize gender sensitization awareness program.

Tenure of the office bearer of the Committee::

The tenure of the office bearers of the Committee of the SBMS College will be 5 (Five) years from the date of their taking over charge of the office. Before the end of the tenure, new members will be selected and they will take over charge from the old office bearers in the afternoon of the last day of the tenure of previous committee.

Dealing with case of Sexual harassment:

- Organize awareness workshops on different aspects of sexual harassment
- Take proactive steps towards health management particularly of women
- Provide information/consultation on gender amity to any student or employees when
- Organize seminar/workshop on legal rights of women



- Bring out publications on sexual harassment and its preventions.
- Deal with complaints of sexual harassment and make an enquiry into the case
- Provide support services to the victim(s)
- Consult a doctor, lawyer and a counselor as the need may be
- To take appropriate action against the accused if found guilty
- Provide information to anyone who wants to discuss about a complaint has been lodge or not

Procedure of the Complaint:

- A complain of sexual harassment may be lodged with any member of the committee in writing by the complainant
- Under special circumstances an individual who may be friend/ colleagues/ teacher/parent of the complainant, may make a written complaint on behalf of the complainant
- A written complaint may be addressed to the President/Chairperson of the Internal Complaint Committee

Immediate Action:

- The members of the Committee should immediately provide initial support and consultation to the victim
- Initially the Committee tries to resolve the dispute through an informal discussion. However, if the dispute cannot be resolved through such means, an Enquiry Committee shall be set up where 50% are from women. This is headed by a Woman and will have one outside member preferably from an NGO.

Procedure for the Enquiry:

- The Enquiry Committee shall investigate into the issue, by laying down its own procedures. It may consult a lawyer, doctor and a counselor as the need may be
- The Committee shall submit its report within four week according to its need
- The complainant shall have the right to appeal to the President of Governing Body of the College if, she/he is not satisfied by the action taken by the Internal Complaint Committee.

Punitive Action:

An employee of the SBMS College drawing salary/remuneration from the College found guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive action may be taken:

- Suitable Censure warning;
- Dismissal from service.



For Student:

- Suitable censure warning;
- Expulsion from the institution;
- Rustication from the College;

Duties of the Employer:

- Provide a safe working environment at the work place which shall include safety from the persons coming in to the contact at the workplace;
- Display at any conspicuous place in the workplace ;
- Organize workshops and awareness programmes at regular intervals for sensitizing the employees;
- Provide necessary facilities to the Internal Complaint Committee for dealing with the complaint and conducting an enquiry;
- Assist in securing the attendance of respondent and witnesses before the committee as the case may be;
- Treat sexual harassment as a misconduct ;
- Monitor the timely submission of reports by the Internal Complaint Committee.

COMPOSITION OF ICC, SBMS COLLEGE, SUALKUCHI:

| Sl. No | Name | ICC Designation |
|--------|------------------------------|-----------------------------|
| 1 | Principal | Presiding Officer/ Chairman |
| 1 | Senior Female Faculty Member | Convenor |
| 2 | Teacher Member | Member |
| 3 | Do | Member |
| 4 | Do | Member |
| 5 | Do | Member |
| 6 | Do | Member |
| 7 | External Member from NGO | Member |