



MARIANI COLLEGE

(Affiliated to Dibrugarh University)

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“INTERNAL COMPLAINTS COMMITTEE” (ICC) MARIANI COLLEGE POLICY GUIDELINES

Mariani College is dedicated to giving its staff and students a secure and friendly environment. Mariani College has established a "Internal Complaints Committee" (ICC) to handle any unwelcome-conduct, in accordance with the guidelines outlined in the University Grants Commission (Prevention, prohibition and redress of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and Gazette (Extraordinary, Part III, Section 4) published by the Ministry of Human Resource Development on May 2, 2016. The ICC has well-developed guidelines and norms for a policy to uphold zero tolerance towards sexual harassment. The college has entrusted the task of developing principles and procedures for combating sexual harassment to the committee. The ICC will promote measures aimed at achieving gender equality, removal of gender biasness or discrimination, sexual harassment and other acts of gender- based violence by organizing awareness programmes and campaigns for the benefits of all the members of the college.

GUIDELINES:

Composition of Internal Complaints Committee:

1. The committee shall be headed by Presiding officer (Female faculty member) not below Associate Professor nominated by the Executive Authority.
2. The committee shall have two faculty members and two non-teaching employees committed to the cause of women nominated by the Executive Authority.
3. Three students, if the matter involves students, who shall be enrolled at the undergraduate level, elected through transparent democratic procedure.
4. One member from amongst non-government organizations or associations committed to the cause of women nominated by the Executive Authority.
5. At least one-half of the total members of the ICC shall be women.

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6. Persons in senior administrative positions such as principal/ Governing Body member shall not be members of ICCs in order to ensure autonomy of their functioning.
7. The term of office of the members of the ICC shall be for a period of three years. There is a provision that one third of the members of ICC may change every year if needed.

THE OBJECTIVES OF THE COMMITTEE:

1. Prevent discrimination and sexual harassment against women by promoting gender equity among students and employees.
2. To ensure a harassment free environment for all those who are studying or working in the institution.
3. To address any harassment complaint.
4. To ensure overall well-being of students and staff of the college.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To organize gender sensitization awareness programmes.
7. To organize gender related legal awareness programmes.

RESPONSIBILITIES:

The Internal Complaints Committee shall:

1. Receive and redress complaints from any member of the college (including students, staff, hostel residents and outsiders on college premises) alleging sexual harassment by another member(s) of the college.
2. Conduct formal inquiry and investigate and take decision upon each complaint and recommend appropriate punishment or action to be taken by the appropriate in each instance.
3. Provide assistance if an employee or a student chooses to file a complaint with the police.
4. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights.
5. Protect the safety of the complainant by not divulging the person's identity.
6. Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.

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7. Organize awareness programmes and campaigns for the benefits of all members of the sexual harassment and gender- based discrimination.
8. Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and /or investigations are kept strictly confidential.

Process of making complaint of sexual harassment - An aggrieved person is required to submit written complaint to the ICC within three 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.

Process of conducting Inquiry- as stated in the Gazette (Extraordinary, Part III, Section 4) published by Ministry Of Human Resource Development (University Grants Commission) dated: 2nd May, 2016.

Punishment and compensation- as stated in the Gazette (Extraordinary, Part III, Section 4) published by Ministry Of Human Resource Development (University Grants Commission) dated: 2nd May, 2016.

Action against frivolous complaint.-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 punishment and compensation.

POWER OF THE COMMITTEE:

1. The committee shall have the power to summon witness and the call for documents or any information from any employee/students.
2. The committee shall have the power to recommend the action to be taken against any person found guilty of
 - a) Sexual harassing of the complaint.
 - b) Retaliating against/victimizing the complaint or any other person before it.
 - c) Making false charges of sexual harassment against the accused person.
3. The committee shall keep the link with the "District Women Forum", Jorhat. It will

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- take help in case of any requirement.
4. The committee shall have the power to issue interim directions to/ with regards to any person participating in the proceeding before it.

FUNCTIONS OF THE COMMITTEE:

PREVENTIVE STEPS:

It will be the endeavor of the committee:

1. To facilitate a safe environment that is free of sexual harassment.
2. To promote behavior that creates an atmosphere of gender equality and equal opportunities.

REMEDIAL STEPS:

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquires, provide assistance and redressal to the victims, recommend penalties and take action against the harasser.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangement for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

CONCLUSION

Women are now studying at higher rates than ever before. Sexual harassment is one of the obstacles that women who work in the education sector as administrators, teachers, or students frequently confront, which is not surprising. It is believed that sexual harassment violates women's rights to equality and dignity. It is also known that ensuring safety of girl students tends to have positive impact on their educational attainment. On the other hand, when women faculties and staff in educational institutions are safe and secure, it can enhance their productivity. Mariani College, through its Internal Complaints Committee,

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ensures the prevention of sexual harassment as well as creates awareness on this matter among the students and other staff, in order to provide a safe and protective educational and working environment.

MEMBERS OF INTERNAL COMPLAINTS COMMITTEE (MARIANI COLLEGE): 2022

1. Presiding officer : Dr. Bani Borah (+918638153331)
2. Faculty Members : Dr. Surojit Sen (+919435094183)
: Dr. Munmi Pathak (+919707689055)
3. Non-Teaching staff : Ms. Jyotiskhia Das (+918133062338)
: Mr. Ratan Koiri (+919435611732)
4. Student Members : General secretary – MCSU Bibhuty Beria(+916001526941)
: Cultural Sec. – MCSU Nabanita Bora(+918453417686)
: Girl's common room sec. – MCSU Punam Nayak(+917636013896)
5. One member from NGO : Ms. Boby Chaudhury (+919678280975)

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