

Ref. No. ....

Date 23/12/2024

**Internal Complaints Committee**

Name	Position
Dr. Anuj Agarwal	Chairperson
Dr. Deepak Tyagi	Member Secretary
Ms. Malika	Member
Dr. Sureshwar Tiwari (Legal)	Member
Ms. Rimpi Chaudhary	Member
Mr. Rajeshwar Sharma	Member
Mr. Sujoy Biswas	Member

**Internal Complaints Committee**  
**Composition of the Internal Complaints Committee**  
**(ICC)**

The composition of the Internal Complaints Committee (ICC), also known as the Internal Complaints Cell (ICC), may vary depending on the organization or institution. However, the following are some of the members that are typically included:

1. Chairperson (should be a woman and an employee of the organization)
2. Two members who are committed to the cause of women, preferably from an NGO or association.



3. Two employees (one male and one female) who are familiar with issues related to sexual harassment and are committed to the cause of women
4. One member from the administration department or human resources department
5. One member from a legal background
6. One member from the faculty

Please note that the composition may also include a few additional members or exclude some of the above members depending on the organization's policies.

It's important to note that the ICC's composition should be displayed publicly on the organization's website, and a notice about its composition should be circulated to all employees and students.

ICC stands for **Internal Complaints Committee**. It is a committee responsible for addressing and resolving issues related to sexual harassment or discrimination against women in an educational institution. Here are the roles, responsibilities, and activities of an Internal Complaints Committee (ICC):

#### **Roles and Responsibilities:**

1. Receiving and addressing complaints related to sexual harassment or discrimination against women in an educational institution
2. Ensuring the confidentiality and privacy of the complainants and accused individuals
3. Conducting an investigation into the complaints and gathering relevant evidence
4. Providing support and counselling to complainants and accused individuals
5. Implementing measures to prevent sexual harassment and discrimination against women in the institution
6. Conducting awareness campaigns and training sessions on issues related to sexual harassment and discrimination against women
7. Maintaining records and submitting reports to the concerned authorities.

#### **Activities:**

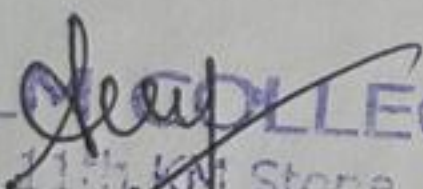
1. **Orientation sessions:** ICC conducts orientation sessions for newly admitted students and newly joined staff members to educate them about sexual harassment and discrimination against women, and the role of ICC in addressing such issues.
2. **Awareness campaigns:** ICC conducts various awareness campaigns throughout the year to sensitize the members of the institution about sexual harassment and discrimination

  
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against women. These campaigns may include rallies, posters, leaflets, videos, and social media posts.

3. **Workshops and training sessions:** ICC conducts workshops and training sessions for students and staff members to help them identify sexual harassment and discrimination, to encourage them to report such incidents, and to educate them about the legal and institutional provisions for addressing such issues.
4. **Guest lectures:** ICC invites experts, activists, and lawyers to deliver guest lectures on issues related to sexual harassment and discrimination against women. These lectures help to enhance the knowledge and understanding of the members of the institution on these issues.
5. **Case studies and discussions:** ICC conducts case studies and discussions to create awareness among the members of the institution about the types of sexual harassment and discrimination that women may face, and to sensitize them about the need to prevent and address such incidents.
6. **Publication of guidelines:** ICC publishes guidelines on how to prevent and address sexual harassment and discrimination against women in the institution. These guidelines are circulated among the members of the institution to educate them about the policies and procedures to be followed in case of such incidents.
7. **Mock ICC sessions:** The committee can organize mock Internal Complaints Committee sessions to demonstrate the process of filing a complaint and how the committee handles it.
8. **Workshops on gender sensitivity:** The committee can organize workshops to raise awareness among students and faculty about gender sensitivity and promote respect for all individuals irrespective of their gender.
9. **Sensitization programs:** The committee can organize sensitization programs for students and faculty members to sensitize them about the impact of sexual harassment on the victims.

  
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