

**Policy document  
&  
Mechanism and Guidelines**

**Internal Complaint Committee  
(Anti-Sexual Harassment Cell)**

**Deomornoi Degree College**



**Prepared by IQAC, Deomornoi Degree College,**



# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date .....

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Mechanism and Guidelines  
Internal Complaint Committee (Anti-Sexual Harassment Cell)  
Deomornoi Degree College**

### 1. Preamble

Sexual harassment in educational institutions is a serious concern and must be addressed promptly and effectively. In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and guidelines issued by the University Grants Commission (UGC), Deomornoi Degree College is committed to ensuring a safe, respectful, and inclusive environment for all students, faculty, and staff.

All matters and complaints related to sexual harassment of women at Deomornoi Degree College will be handled by the Internal Complaints Committee (ICC) / Anti-Sexual Harassment Cell, as per the provisions detailed in this policy.

### 2. Objectives

The objectives of the ICC/Anti-Sexual Harassment Cell are:

- To provide safe working conditions for staff and a safe academic environment for students.
- To promote gender equality and provide justice to all genders.
- To empower female students and staff by ensuring their safety and dignity.
- To conduct regular awareness and sensitization programs on gender equity, health, safety, and sexual harassment.
- To publicize rules, procedures, and contact details of ICC members.
- To redress complaints of sexual harassment promptly and confidentially.
- To provide psychological and emotional support, including counselling services.

### 3. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour (whether directly or by implication) such as:

- Physical contact and advances without consent.
- Verbal harassment, including sexually coloured remarks, jokes, or innuendos.
- Non-verbal conduct, such as leering, gestures, or displaying pornographic material.
- Other unwelcome acts, including stalking, voyeurism, or lewd propositions. This definition follows the POSH Act, 2013.

### 4. Constitution of the Internal Complaints Committee (ICC)

To address complaints related to sexual harassment, Deomornoi Degree College has established an Internal Complaints Committee (ICC), by the name Anti-Sexual Harassment Cell as the





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following. The committee will handle grievances, ensuring a safe and harassment-free environment on campus.

- |                         |   |
|-------------------------|---|
| Convenor                | : A senior female staff member (Convener)                     |
| Faculty Members         | : At least three members, with a minimum of one female        |
| External Members        | : An expert from an NGO or legal background on women's issues |
| Students Representative | : Three Girls students representing each semester.            |

### 5. Roles and Responsibilities of ICC

- Enquire into complaints received from students or staff.
- Conduct gender sensitization and awareness programs regularly.
- Address gender-based violence and harassment cases.
- Provide counselling and legal aid as required.
- Impose penalties or recommend disciplinary action.
- Ensure confidentiality, fairness, and timely redressal.

### 6. Procedure for Filing a Complaint

- Eligibility: Any student, faculty, or staff member who experiences sexual harassment at the college or during college-related events.
- Time Limit: Complaint should be filed within 3 months of the incident. Extension up to 3 months possible with valid reasons.
- Mode: Written or electronic complaint submitted to the ICC or designated officer.

### 7. Investigation Process

- Initial Inquiry: ICC initiates inquiry within 7 days of receiving complaint.
- Confidentiality: Identity of the complainant, accused, and witnesses will be kept strictly confidential.
- Interim Relief: The complainant may request relief such as transfer, leave, or temporary suspension of the accused.
- Fair Hearing: Both parties will be given equal opportunity to present evidence, cross-examine, and be heard.

### 8. Resolution of the Complaint

- Conciliation: If both parties agree, ICC may attempt conciliation. *No monetary settlement is permitted.*
- Final Report: ICC will complete inquiry and submit a report within 90 days with recommendations.
- Disciplinary Action: The college will act on ICC's recommendation as per college/service rules.





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### 9. Actions Against the Accused

Depending on the severity of the offence, the following actions may be taken:

- Written apology
- Warning or reprimand
- Suspension from duties/classes
- Termination (for staff) or expulsion (for students)
- In case of third-party involvement (e.g., visitors or contractors), action will be taken as per law and existing contracts.

### 10. Penalty for False Complaints

- If a complaint is found to be malicious or knowingly false, ICC may recommend appropriate disciplinary action.
- However, no action will be taken if the complaint is found untrue but was made in good faith.

### 11. Appeal Process

- Any party aggrieved by the decision of the ICC may appeal within 90 days to the appropriate Appellate Authority.
- Further appeal may be made to the District Officer or Court if unresolved.

### 12. Responsibilities of the College (Employer)

The College will ensure:

- Regular training and awareness programs on POSH Act and ICC mechanism.
- Display of policy and ICC member details on notice boards and website.
- Encouragement of a zero-tolerance culture towards sexual harassment.
- Immediate support for victims in terms of safety, counselling, and legal aid.

### 13. Records and Documentation

- ICC will maintain confidential records of all complaints, investigations, and actions for minimum 3 years.
- An Annual Report will be submitted to the Principal and IQAC
- outlining:
  - Number of complaints received and resolved
  - Types of cases
  - Preventive measures taken

### 14. External Complaint Mechanisms

If not satisfied with ICC's resolution, the complainant may approach:

- State/National Commission for Women
- District Officer under POSH Act
- Police, in case of criminal offence



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### 15. Support Services

Degree College will provide:

- Counselling Services for victims and accused (as needed)
- Legal Assistance if the complainant seeks it

### 16. Dissemination of Policy

- This policy will be circulated via college website, student handbook, and notice boards.
- All stakeholders (students, teaching and non-teaching staff) will be made aware of the provisions.

### IMPLEMENTATION AND REVIEW:

The policy was implemented on **10/04/2023**, as per recommendation of the hon'ble Governing Body of Deomornoi Degree College and review on July 2025.

The policy is subject to periodic review by the concerned authority.

Dr. Ajit Kumar Sarma  
Coordinator, IQAC  
Deomornoi Degree College



Dr. Gitali Kalita  
Principal/Chairperson  
Deomornoi Degree College

Handwritten signature of Dr. Gitali Kalita.