

Terms of Reference of Internal Complaint Committee

1. *Purpose and Scope:*

- **Receive and Investigate Complaints:**
 - The primary function is to receive complaints of sexual harassment at the workplace, conduct thorough and impartial investigations, and ensure a fair and just outcome.
- **Prevent Sexual Harassment:**
 - The ICC plays a crucial role in preventing sexual harassment by raising awareness, promoting a safe and respectful workplace environment, and implementing preventive measures.
- **Adhere to Legal Framework:**
 - The ICC operates within the framework of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and any relevant rules and regulations.

2. *Composition and Tenure:*

- **Mandatory Members:**
 - The ICC includes a presiding officer (who should be a woman employed at a senior level), at least two other members (one of whom should be a woman), and an external member (from outside the organization-NGO with experience of working for cause of women welfare).
- **Tenure:**
 - The Chairperson holds office for a period not exceeding three years from the date of nomination.

3. *Powers and Responsibilities:*

- **Conducting Inquiries:**
 - The ICC conducts inquiries, summon witnesses, and examines documents relevant to the complaint.
- **Following Natural Justice Principles:**
 - The ICC ensures that the inquiry is fair, impartial, and follows natural justice principles, giving all parties a chance to be heard.
- **Making Recommendations:**
 - Based on the inquiry, the ICC makes recommendations to the competent authority regarding the appropriate action to be taken.
- **Maintaining Confidentiality:**
 - The ICC maintains confidentiality throughout the process, protecting the identity of the complainant and the accused.
- **Submitting Reports:**

- The ICC submits its reports and recommendations to the competent authority in a timely manner.
- **Preventive Measures:**
 - The ICC takes all possible steps and measures to prevent sexual harassment in the institution and on the campus.
- **Creating Awareness:**
 - The ICC conducts workshops, activities, and lectures to create awareness among staff and students about sexual harassment, the provisions of the POSH Act, and the ICC's duties and how to file a complaint.

4. Procedures:

- **Complaint Filing:**
 - The ICC has a clear SOP for receiving complaints, including a designated point of contact and a timeframe for filing complaints.
- **Preliminary Inquiry:**
 - Upon receiving a complaint, the ICC conducts a preliminary inquiry to ascertain the truth of the allegations.
- **Formal Inquiry:**
 - If the preliminary inquiry reveals sufficient evidence, the ICC conducts a formal inquiry, following due process and natural justice principles.
- **Time-Bound Process:**
 - The ICC ensures that the inquiry is conducted in a time-bound manner, as prescribed by the POSH Act and relevant regulations.
- **Penalties:**
 - If the ICC concludes that the allegations are true, it recommends appropriate action by the competent authority against the accused, as per the provisions of the POSH Act.
- **Appeal:**
 - The complainant and the accused have the right to appeal the ICC's decision to a higher authority, as per the provisions of the POSH Act.