



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

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Internal Complaints Committee (ICC) - Policy

In compliance with the instructions of National Commission for Women and guidelines issued in implementation of the directives of Hon'ble Supreme Court to provide effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at workplaces, the University Grants Commission (UGC) has issued circular since 1998, to all the Universities, advising them to establish a permanent cell and committee and to develop guidelines to combat sexual harassment, violence against woman and ragging at the Universities and Colleges.

Also, it has advised the Universities to be proactive by developing a conducive environment and atmosphere on campus, where the status of women is respected and they are treated alike. The Internal Complaints Committee of Noorul Islam Centre for Higher Education (NICHE), Kumaracoil, was constituted in accordance with the provisions described in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

The details with regard to the Act & rules, role, functions, etc. of ICC areas are given below:

1. Gender Sensitization

The ICC will organize gender sensitization programs for the University community through workshops, awareness programs, posters, seminars, film shows, elocution, debates, skits, etc. It may enlist the help of specialized NGOs and any campus body to carry out these programmes.

2. Grievance Redressal Mechanism

The NICHE Executive authority constitutes an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. As per NICHE, the Presiding Officer is the “**Convener**,” who is a woman faculty member designated as a Professor.

3. The ICC shall have the following composition

Convener, Member Secretary, one member from an NGO who will be the External Expert, senior women faculty members, two non-teaching women employees and women students from each category, i.e. Undergraduate, Masters and Research, to ensure the majority of women in the ICC.

4. The process for making the complaint and conducting an Inquiry

- (a) **Nature of complaints:** Complaints made by a student against a member of the academic or non-teaching staff or a co-student or service provider or outsider; or by a member of the academic or non-teaching staff against a student or another member of the academic or non-teaching staff or service provider or outsider.

(b) **Process of making a complaint of sexual harassment:**

Complaint procedure: The complaints, if any, can be made through mail, phone or in writing within 90 days of the incident. The complaint must contain the date and time of the incident, the place where it occurred, the name and contact information of the accused, the name and contact information of witnesses and a detailed description of the incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

(c) **Process of conducting inquiry:**

The Convener of ICC will constitute Inquiry Committees with the following composition. The Inquiry Committee may include one ICC woman member who will

be the convener of the Inquiry Committee, one female student representative of the ICC if the case involves students, one woman member of the ICC if the case involves teaching, non-teaching staff, and one male member of ICC. If the case involves outsiders (other than students, teaching, and non-teaching staff), the composition and number of members of the Inquiry Committee will be decided by the Convener, ICC. All information related to the complaint will be kept strictly confidential.




Registrar

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