



RDBCAS/AICTE/Essentials - ICC report/04/2024-25

Internal Compliance Committee (ICC)

Composition and Comprehensive Annual Report – 2024-35

The Internal Compliance Committee (ICC) at Rajagiri Dawood Batcha College of Arts and Science was constituted in adherence to the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and directives from the Supreme Court of India. The ICC serves as a dedicated body to address grievances related to gender-based discrimination, sexual harassment, and workplace inequities. By fostering an environment of inclusivity, equity, and safety, the ICC underscores the institution's commitment to the welfare of its students, faculty, and staff.

Objectives

1. **Awareness Creation:** Promote awareness about gender sensitivity, equity, and workplace harassment laws through targeted campaigns.
2. **Support Mechanism:** Provide a confidential and supportive environment for individuals to voice complaints without fear of judgment or reprisal.
3. **Timely Redressal:** Conduct impartial and efficient inquiries into all registered complaints and recommend appropriate actions.
4. **Preventive Actions:** Organize regular sensitization programs to educate the campus community on maintaining a respectful and harassment-free atmosphere.

Policy and Guidelines for the Internal Complaints Committee

1. Objective

In alignment with Section 4 of the All-India Council for Technical Education (Gender Sensitization, Prevention, and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, the ICC was reconstituted. This act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997 and follows The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

2. Scope

This policy applies to all employees, consultants, and students, regardless of their employment type (permanent, temporary, or on short-term contracts). It covers incidents occurring on the premises, during work-related travel, or in locations considered extensions of the workplace. It also applies to visitors and vendors interacting with employees. The Internal Complaints Committee (ICC) is required to investigate complaints fairly and submit recommendations to the employer.

3. Guidelines

Adherence to the policy is mandatory for all employees/consultants. Violations are deemed breaches of employment terms, criminal offenses, and violations of constitutional gender equality.



4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome behavior of a sexual nature, including but not limited to:

- Physical contact and advances.
- Demands for sexual favors.
- Sexually colored remarks.
- Display of pornography.
- Any other verbal, non-verbal, or physical conduct perceived as detrimental to the work environment.

5. Definitions for Reference

- **Complainant:** A person who has experienced Sexual Harassment, or any individual reporting an incident of Sexual Harassment. A third party can also be a Complainant; however, a written Complaint from the person who has experienced the harassment must be submitted to the ICC, as applicable.
- **Respondent:** The individual accused or reported to have committed an act of Sexual Harassment.

Preventive Measures:

6.1 Workshops on Sensitization: Rajagiri Dawood Batcha College of Arts and Science will conduct workshops on *Sensitization on Sexual Harassment of Women at the Workplace*. The Committees have decided to meet regularly. Minutes of the Meeting (MoM) will be recorded and submitted bi-annually, or as determined by the Committee, to the Employer.

The quorum for these Committee meetings will be constituted by the presence of at least three members or fifty percent of the total Committee members, whichever is higher.

6.2 Annual Report: At the end of each calendar year, an annual report will be prepared, detailing the number of complaints filed, the current status of each complaint, and the number of complaints resolved. This report must be submitted by the Employer and included in the Employer's annual report.

6.3 Sensitization Programs and Workshops

The Internal Complaints Committee (ICC) will regularly organize sensitization programs and workshops, including both general meetings for all employees and special meetings exclusively for women employees. These sessions will aim to:

- a) Raise awareness about employees' right to a safe and healthy work environment.
- b) Promote understanding through publications, advertisements, or meetings.



c) Address issues specific to women employees, discussing any challenges they face at the workplace and providing workshops on relevant aspects of the Act.

d) Foster open discussions to reduce hesitations and discomfort around addressing Sexual Harassment issues at the workplace, enabling employees to share their views and concerns freely.

e) Offer assistance to complainants, should they need help in filing a complaint.

6.4 Late Hours Monitoring

A system will be implemented to record the names and reasons for employees staying late (beyond 8 PM) at the office. The security personnel on duty will visit workplaces every half hour after 8 PM to ensure safety.

6.5 Record-Keeping

The organization will maintain a comprehensive record of all sexual harassment cases and their outcomes.

6.6 Display of Penal Provisions

The penal provisions related to sexual harassment will be prominently displayed for awareness.

7. Reporting Sexual Harassment Complaints

Any individual who believes they have been subjected to sexual harassment—whether by a supervisor, colleague, employee from another organization, or vendor—should immediately report the incident to the ICC or any member of the ICC within three months of the occurrence (or within three months of the last incident in cases involving a series of incidents). Delays in reporting may complicate the investigation and contribute to the repetition of such behaviour. If a written complaint cannot be made, ICC members will provide reasonable assistance to help the complainant submit the complaint in writing.

8. Possible Actions Against the Respondent

Depending on the severity of the case, the following actions may be taken against the respondent:

- Warning
- Written apology
- Bond of good behaviour
- Negative remark in the Confidential Report
- Suspension of increments or promotions
- Suspension
- Dismissal
- Any other relevant disciplinary action

Complaint Mechanism



9.1 Filing a Complaint

Any individual subjected to sexual harassment may file a written complaint within three months from the date of the incident. In the case of a series of incidents, the complaint must be filed within three months of the last incident. If the complainant is unable to submit the complaint in writing, the Chairperson or any member of the Internal Complaints Committee (ICC) will assist in drafting the complaint.

9.2 Extension of Time

If the ICC is satisfied that circumstances prevented the complainant from filing the complaint within the stipulated period, the time limit may be extended by up to three months.

10. Confidentiality

The organization will maintain the confidentiality of all complaints to the extent permissible under law, ensuring fairness for both the complainant and the respondent. Information will only be shared on a "need-to-know" basis. However, the ICC and employer will not be held responsible for breaches of confidentiality if:

- A third party files the complaint.
- Material facts are already publicly known.

Once the complaint is resolved, the ICC may communicate the filing, resolution, and disposal of the case to employees without disclosing the identities of the complainant and respondent.

11. Conciliation and Settlement

Before initiating an inquiry, the ICC may attempt conciliation at the request of the complainant, ensuring no monetary settlement is used as a basis for resolution.

12. Inquiry Process

12.1 Timely Inquiry

The ICC will promptly initiate an inquiry and aim to resolve it at the earliest, with a maximum time frame of 90 days from the date of receiving the complaint.

12.2 Conducting the Inquiry

The ICC will provide both the complainant and respondent opportunities to present their cases. The following steps will be followed:

1. **Initiation:** The ICC Chairperson assigns the case to ICC members for investigation upon receiving a written complaint.
2. **Information Gathering:** Detailed explanations and reasoning are obtained from both parties independently.



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3. **Documentation:** The proceedings, including witness testimonies, will be documented and video-recorded for records.
4. **Expectations:** The complainant will be asked about their expectations and briefed on the conciliation process. However, conciliation will no longer be an option once the inquiry begins.
5. **Report Submission:** After the inquiry, the ICC will submit its findings and recommendations to the employer.
6. **Non-Compliance:** If the complainant or respondent fails to appear before the ICC for three consecutive sessions, the inquiry may be closed, with reasons documented.

13. Submission Procedure

1. The complainant will be interviewed first to identify all details, witnesses, and evidence.
2. The ICC will maintain objectivity and allow the respondent to address allegations.
3. Both parties will be advised to minimize contact during the inquiry.
4. If the accused is a superior, the complainant may request a transfer or up to three months of leave.
5. Witnesses will be informed on a need-to-know basis to protect confidentiality.

14. Consequences of Policy Violation

1. Violators of the policy, including false accusers, will face disciplinary action, up to and including termination.
2. Criminal cases may be referred to the Group Head Legal.
3. Retaliation against those filing bonafide complaints or assisting investigations is prohibited.
4. Support will be provided to victims in cases involving third-party harassment.

15. Conclusion

Rajagiri Dawood Batcha College of Arts and Science is committed to fostering a safe and healthy workplace where employees can thrive professionally and personally. This policy reflects the institution's dedication to ensuring a respectful, supportive, and harassment-free work environment.

Committee Members – Contact Details

S. No	Name	Designation	Role	Contact Number	Email ID
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