INTERNAL COMPLAINTS COMMITTEE
SHAHEED HIMAYUN MUZZAMIL MEMORIAL DEGREE COLLEGE
ANANTNAG

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Introduction to the Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) is a statutory mechanism established in Higher Educational Institutions (HEIs) to prevent, prohibit and redress complaints relating to sexual harassment of women employees and students. It functions in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, read with the Sexual Harassment of Women at Workplace Act, 2013. The UGC Regulations apply to higher educational institutions across India.

INTRODUCTION

The Internal Complaints Committee (ICC) is an important institutional mechanism established to ensure a safe, respectful, inclusive and harassment-free environment for women employees and students in Higher Educational Institutions. The Committee works in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and the applicable provisions of the Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal) Act, 2013.

The primary purpose of the ICC is to prevent sexual harassment, create awareness about gender equality and dignity, receive and address complaints, and ensure a fair and confidential redressal mechanism. It also promotes gender sensitisation and encourages members of the institutional community to maintain a culture of mutual respect and dignity.

The ICC provides a safe and confidential platform for an aggrieved person to report an incident of sexual harassment. It is responsible for dealing with complaints in a fair, impartial and time-bound manner while protecting the dignity, privacy and rights of the complainant and other persons involved. The Committee also works towards preventing victimisation, discrimination and retaliation during the complaint process.

Through awareness programmes, sensitisation activities, counselling, orientation programmes and appropriate institutional measures, the ICC seeks to build a campus environment where every individual can study and work with security, equality, dignity and freedom from sexual harassment.

The ICC therefore serves not merely as a complaint-redressal body, but also as an important institution for prevention, awareness, gender sensitisation and promotion of a safe and dignified educational environment.

The UGC framework specifically assigns the ICC responsibilities including maintaining confidentiality, protecting complainants and witnesses from victimisation, assisting where necessary, and following the prescribed inquiry

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Vision and Mission of the Internal Complaints Committee (ICC)

Vision

To create and sustain a safe, respectful, inclusive and gender-sensitive educational environment where every student, faculty member and employee can work and study with dignity, equality and freedom from sexual harassment, discrimination and intimidation.

Mission

The Internal Complaints Committee (ICC) is committed to:

Preventing sexual harassment through awareness, education and sensitization programmes.

Providing a safe, confidential and accessible mechanism for reporting and addressing complaints.

Ensuring fair, impartial and timely redressal of complaints in accordance with the applicable UGC guidelines and law.

Promoting gender equality, dignity and mutual respect among all members of the college community.

Protecting the privacy, dignity and rights of complainants, respondents and witnesses. Encouraging students and employees to speak up against harassment without fear of retaliation.

Conducting regular gender-sensitisation and awareness programmes to promote a harassment-free campus.

Building a campus culture based on respect, equality, accountability and zero tolerance for sexual harassment.

ICC Motto

"Respect, Equality, Dignity and Safety for All Certainly. The UGC Internal Complaints Committee (ICC) framework for higher educational institutions is primarily governed by the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. These regulations apply to higher educational institutions across India.

UGC Guidelines for Internal Complaints Committee (ICC)

1. Constitution of ICC

Every Higher Educational Institution (HEI) should constitute an Internal Complaints Committee (ICC) to prevent and address complaints of sexual harassment.

The prescribed composition includes:

Presiding Officer: A senior woman faculty member.

Two faculty/employee members: Persons committed to the cause of women, or having experience in social work or legal knowledge.

Student representatives: Where the matter involves students, representatives from undergraduate, postgraduate and research-scholar levels are provided for under the UGC framework.

One external member: A person from an NGO/association committed to women's causes or a person familiar with issues relating to sexual harassment.

At least 50% of the total ICC members must be women. □

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UGC

2. Term of ICC

The term of office of ICC members is generally three years. The regulations also permit institutions to arrange rotation, such as changing one-third of the members each year.

3. Main Responsibilities of ICC

- The ICC should:
- Receive and examine complaints of sexual harassment.
- Provide a safe and confidential mechanism for filing complaints.
- Conduct inquiries in a fair, impartial and time-bound manner.
- Assist an aggrieved person if she/he chooses to approach the police.
- Provide appropriate mechanisms for dispute resolution and dialogue, without compromising the complainant's rights.
- Maintain privacy and confidentiality during proceedings.
- Submit its findings/recommendations to the competent authority.

4. Complaint Procedure

A complaint should ordinarily be submitted in writing within three months from the date of the incident, or within three months from the last incident in the case of a series of incidents. Assistance must be provided where the complainant is unable to make the complaint in writing.

5. Awareness and Prevention

The institution should conduct gender-sensitisation and awareness programmes for students, teaching staff and non-teaching staff and create awareness about prevention and redressal of sexual harassment.

UGC has also advised HEIs to prominently display the names and contact details of ICC members, display information about the penal consequences of sexual harassment, and upload the relevant Act, UGC Regulations and ICC details on the institution's website

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Committee List

S. No.	Name	Department	Role / Status	Contact number
1.	Dr. Ryhana John	Kashmiri	Convener	9906591518
2.	Dr. Adfar Yousuf	Bio Techonology	Member	
3.	Dr. Abida	Physics	Member	9419095975
4.	Prof. Ruqayah Shakeel	Urdu	Member	9906630143
5.	Dr. Rafiya Nisar	Islamic Studies	Member	9596440069
6.	Prof. Magray Ajaz Ahmad	Information Techonology	Member	9596441959
7.	Dr. Zahoor Ahmad Wani	Botony	Member	9596908771
8.	Dr. Firdosa Akhter	Islamic Studies	Member	6005783119
9.	Shah Mohsin	Student	Student Representative, Major IT, 5th Semester	
10.	Irtiza Rafiq	Student	Student Representative, Major Biotechnology, 5th Semester	
11.	Peer Mohammad Amin	NGO	External Member, Founder, Khakania NGO	

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