

POLICY DOCUMENT OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

Internal Complaints Committee (ICC) is an integral part of an educational institution where both male and female stakeholders are involved. The committee takes care of the complaints resulting out of sexual harassment in workplace. The Sexual Harassment of Women at Workplace Act 2013 was passed on 9th December 2013, and the Internal Complaints Committee (ICC) of Madhab Choudhury College, Barpeta came into existence on 5th February 2020. The Committee is based on the guidelines formulated by the Act.

The Policy of the Committee:

The female student/employee experiencing sexual harassment inside the college campus including hostel, may approach the committee with her complaint. The committee will take up the issue without any delay and bring it to the notice of the head of the institution. Remedial and punitive measures to be undertaken will be suggested by the committee.

Definition of Sexual Harassment:

Sexual Harassment includes undesirable sexual behaviour of direct or implied nature such as-

1. Physical Advances
2. Implicit Request for Sexual Favours
3. Sexually coloured remarks
4. Showing Pornography

Ways to Prepare a Complaint:

1. Provide details, names, place, time etc.
2. Account of Witness if any
3. Specificity of the incident
4. Be truthful
5. The complaint must be submitted within three months of the incident.

The complaint should be addressed to the co-ordinator of the ICC, Mrs. Kaberi Saikia Das, Department of Botany, Madhab Choudhury College, Barpeta, Ph- 9435106044.