

INTERNAL COMPLAINTS COMMITTEE
MAHENDRA NARAYAN CHOUDHURY BALIKA MAHAVIDYALAYA, NALBARI

NOTIFICATION

Dated: 17th August, 2022

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

The ICC of the college comprises of the following members:

1.	Presiding Officer	Dr Anima Dutta, Assistant Professor	Chairperson
2.	Two faculty members	Ms. Bonti Hazarika, Assistant Professor Dr Gitima Talukdar, Assistant Professor	Member Secretary Member
3.	One non-teaching employee	Debeswar Deka	Member
4.	Two person from NGO or Association committed to the cause of Women and issues related to sexual harassment	Gitika Dutta Sarma Social Worker Nida Hussain Advocate	Member Member
5.	Two Student nominees (if the matter involves students)	President of the Student Union, Secretary of the Student Union,	Member Member



Bonti Hazarika
Member Secretary, ICC
M.N.C. Balika Mahavidyalaya
Nalbari, Assam



Dr. Gargee Chakraborty
Principal
M.N.C. Balika Mahavidyalaya
Nalbari, Assam

Copy to:

- 1. Principal & office, MNCBM.**
- 2. Teachers Unit, MNCBM.**
- 3. Student's Union, MNCBM.**
- 4. Guard file.**

The process for making complaints:

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incidents. Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaints in a situation where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Any female employee (faculty member, student or non-teaching staff member) of MNC Balika Mahavidyalaya can seek redressal from the ICC.

Inquiry proceedings, identity and address of the aggrieved women, respondent and witnesses, any information relating to conciliation and inquiry, the contents of the complaints made under section – 9, recommendations of the Internal Committee and the action taken by the employee under the provision of the Act (notwithstanding anything contained in the Right to Information Act 2005) shall not be published, communicated or made known to the public, press and media in any manner.

Process of conducting Inquiry:

The ICC shall upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt. Upon receipt of the copy of the complaints, the respondent shall file his/her reply to the complaints along with the list of documents, and names and addresses of witnesses within a period of ten days.

On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Possible actions that can be taken against the accused if found guilty?

Depending upon the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Suspension
- Dismissal
- Any other relevant actions

What is Sexual Harassment?

Sexual harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and include any one or more or all of the following unwelcome acts or behaviors (whether directly or by implication) namely:

- a) Physical contact and advances
- b) Demand or request for sexual favours
- c) Making sexually coloured remarks
- d) Showing pornography
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- a) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours.
- b) Implied or explicit threat of detrimental treatment in the conduct of work.
- c) Implied or explicit threat about her present or future employment status
- d) Creating an intimidating or offensive or hostile learning work environment.
- e) Humiliating treatment likely to affect the health, safety, dignity or physical integrity.

Complaints should be made in writing. If you think you are being harassed, you should

- Send an email to mncicc123@gmail.com
- Your complaint will be kept **CONFIDENTIAL**
- To know more about ICC procedures you can follow the link <http://www.shebox.nic.in>

[UGC / MHRD Notifications](#)

[Sexual Harassment Electronic Box](#)

[Sexual Harassment Handbook](#)