

INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

1. Preamble

In compliance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, Ramakrishna Mission, Imphal hereby constitutes an Internal Complaints Committee (ICC).

The Institution is committed to maintaining a safe, respectful, and spiritually aligned environment, consistent with the core values of the Ramakrishna Mission—**dignity, discipline, and mutual respect**.

2. Applicability

This policy applies to:

- Teaching and non-teaching staff
- Administrative staff
- Support staff
- Students (school/college)
- Volunteers and visitors

It covers:

- Campus premises
- Staff quarters
- Events, tours, outreach programs, and online spaces

3. Definition of Sexual Harassment

As defined under the Act and guided by the Vishaka Judgment:

Sexual harassment includes:

- Physical contact and advances
- Demand/request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any unwelcome verbal, non-verbal, or physical conduct

It also includes:

- Implied or explicit threats affecting academic or employment status
- Creation of an intimidating, hostile, or offensive environment

4. Objectives

- Ensure a harassment-free campus and workplace
- Promote gender sensitivity and moral responsibility
- Provide a fair, impartial, and time-bound grievance redressal mechanism
- Protect the dignity of women in line with institutional values

5. Composition of ICC

The ICC shall consist of:

- **Presiding Officer:** Senior female staff member
- **Two Members:** From teaching/administration with commitment to women's welfare
- **External Member:** From NGO/legal background

Special Note for Institution:

- At least 50% members must be women
- Members should preferably include:
 - One representative from academic section
 - One from student welfare (if applicable)

6. Roles and Responsibilities

The ICC shall:

- Receive complaints in a sensitive and confidential manner
- Conduct fair and impartial inquiries
- Provide necessary support (academic flexibility, leave, safety measures)
- Recommend appropriate disciplinary action
- Ensure protection against retaliation

7. Complaint Procedure

- Complaint must be submitted in writing within 3 months of the incident
- Complaints may be submitted to:
 - ICC Presiding Officer
 - Any ICC member
 - Email (official ICC email)

Special Provision:

- If the complainant is a student, assistance will be provided in drafting the complaint
- Complaint may be filed by guardian/representative if needed

8. Interim Relief (Important for Campus Setting)

During inquiry, ICC may recommend:

- Change of class/section/department
- Temporary suspension or relocation of the respondent
- Leave for complainant
- Restriction on interaction/contact between parties

9. Inquiry Process

- Inquiry shall be completed within **90 days**
- Both parties shall be given a fair opportunity to be heard
- Legal practitioners are not permitted during proceedings
- Strict confidentiality shall be maintained

10. Disciplinary Action

Depending on severity:

For Staff:

- Warning/reprimand
- Withholding promotion/increment
- Suspension or termination

For Students:

- Warning
- Suspension
- Expulsion
- Restriction from campus facilities

Serious offences may be reported to the police as per applicable laws.

11. False Complaints

- Malicious or intentionally false complaints may attract disciplinary action
- However, inability to substantiate a complaint shall **not** be treated as a false complaint.

12. Confidentiality

- Identity of complainant, respondent, and witnesses shall not be disclosed
- All records shall be securely maintained by ICC

13. Protection Against Retaliation

- No victimisation of complainant or witnesses shall be permitted
- Any act of retaliation will result in strict disciplinary action

14. Support Mechanism

The Institution will provide:

- Emotional support/counselling
- Academic or work-related relief, where necessary

15. Documentation & Record Keeping

ICC shall maintain:

- Complaint register
- Inquiry proceedings
- Final reports
- Action taken reports (ATR)

16. Reporting

Quarterly Report:

- Number of complaints received
- Status of cases

- Actions taken

Annual Report:

- Total number of complaints
- Number of cases disposed of
- Pending cases
- Preventive and awareness measures undertaken

17. Awareness & Dissemination

- Policy to be shared with all staff and students
- Display on notice boards and website
- Orientation programs for:
 - ✓ New staff
 - ✓ Students

18. Appeal

Any aggrieved party may file an appeal within **90 days**, as per provisions of the Act.

19. Special Institutional Clause

Given the spiritual and disciplined environment of Ramakrishna Mission, Imphal:

- All members are expected to uphold the highest standards of moral conduct
- Any misconduct affecting institutional harmony shall be dealt with **strictly and decisively**