

# ICC Mechanism

## Internal Complaints Committee (ICC)

- The Internal Complaints Committee (ICC) was formed as per **Order DO. No. F. 91- 3/2014 (GS) Pt. 1 of the UGC dated 28/01/2015** and in pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
- Internal Complaints Committee (ICC) is reconstituted to provide a healthy and congenial atmosphere to the staff and students of the College.
- Choosing committee members is critical because, in most cases, committee members find it challenging to diligently perform their duties when they hold positions of power below those of the accused.
- **Internal Complaint form is available at Administrative Office or it can be Downloaded from college official website.**

The mechanism for registering complaints at J.K College of Science and Commerce is safe, accessible and sensitive.

**Step 1:** An aggrieved Student/Staff should give a written complaint either in person or through post or email. It should be submitted to the 'Internal Complaint Committee' within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the victim was prevented from filing the complaint. If the aggrieved Student/Staff is unable to make a complaint, their legal heirs may do so.

**Step 2:** On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

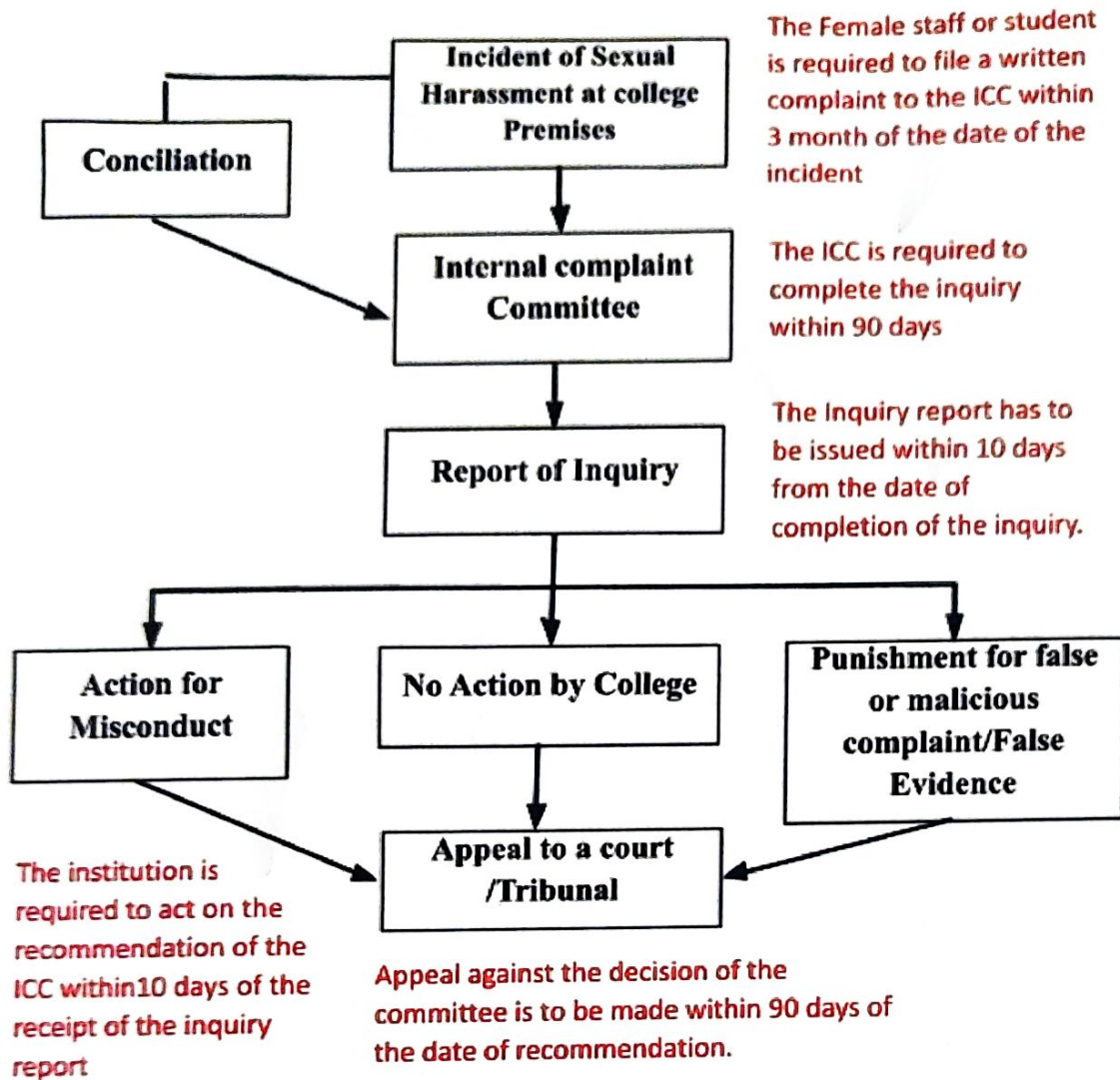
**Step 3:** If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Director to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

**Step 4:** The institute management will act on the recommendations of ICC within 10 days of the submission of the inquiry report.

**Step 5:** Appeal against the decision of the ICC is allowed within 90 days of the recommendations.



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