

IDHAYA COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Affiliated to Pondicherry University, Recognised with 2(f) status by UGC)

Pakkamudayanpet, Puducherry-8



Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 501 dated 28.07.2017, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

Composition of Internal Complaints Committee:

1	Presiding Officer	Dr.A.Fathima	Chairperson
2	Two faculty members	1. Dr. A. Rosary Ramona 2. Dr.M.Samuel Jesudoss	Member Member
3	Two non-teaching employees	1. Mrs.J.Francis Marie 2. T.Subha Sree	Member Member
4	A member from NGO or a person familiar with sexual harassment issues	Mr.George Stephen Raj	Member
5	Three Student nominees (if the matter involves students)	1. N.Ramya 2. M.Ann Mary Thomas 3. S.Ilavarasi	Member Member Member

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

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedures prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, 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.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

Helpline Desk:

Any female employee (faculty, student or non-teaching staff) of IGCW or any female, who is not from IGCW but has experienced the harassment, perchance, on the campus.

Sexual Harassment Terminology:

Any unwelcome act or behavior (whether directly or by implication), including:

- Physical contact and advances.
- Demand or request for sexual favors.
- Making sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Action Plan

- Warning
- Written Apology
- Bond of good behavior
- Adverse remark in the confidential report
- Suspension
- Dismissal
- Any other relevant actions

Note: The actions will be decided depending on the merit and severity of the case by the college management, based on the recommendations given by ICC.

The Contact number and email id are given below :

idthayacollegepdyicc@gmail.com

OR

8015773942

Activities Conducted:

- As an initiative to conduct the Internal Complaints Committee meeting twice a year, the first meeting was held on 22nd August 2025 for the academic year 2025-26. All the members were present at the meeting.
- **Orientation** was given for all the Undergraduate and Postgraduate students in the beginning of the academic year.
- The Internal Committee had organized a seminar on ‘**Cybercrime and Women Safety**’ by **Cyber Crime Police Department, Puducherry** — Ms. Kamali, Mr. Karthikeyan, Mr. Dulasinathan, and Mr. Jayakumar & Team on 16th November, 2025.
- The **ICC Committee members meeting** are usually conducted in the 2nd Saturday of every month.

Year 2025-26 ODD Semester

Number of Complaints	Number of Complaints disposed of	Number of Complaints pending for more than 90 days	Number of workshops or awareness programme against sexual harassment carried out	Nature of action taken by employer
NIL	NIL	NIL	2	NIL