



ST. ANN'S COLLEGE FOR WOMEN

Run by The Society of St Anne

Affiliated to Acharya Nagarjuna University, Approved by AICTE

Recognised under Section 2(f) of the UGC Act 1956, New Delhi.

Accredited by NAAC with 'A' Grade in the first cycle

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INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

Anti-Sexual Harassment Policy

1. Introduction

In accordance with the guidelines of the University Grants Commission (UGC), the directions of the Supreme Court of India, and the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)*, St. Ann's College for Women, Gorantla, Guntur has constituted an **Internal Complaints Committee (ICC)** to ensure a safe, secure, respectful, and gender-sensitive environment for all women students and staff members.

The institution is committed to maintaining a campus atmosphere free from sexual harassment, gender discrimination, intimidation, exploitation, and abuse. The Internal Complaints Committee functions as a preventive, prohibitory, and redressal mechanism for addressing issues related to sexual harassment and gender-based misconduct.

2. Policy Statement

St. Ann's College for Women adopts a policy of **zero tolerance** towards sexual harassment in any form. The institution believes that every woman has the right to work and study in an environment that promotes dignity, equality, mutual respect, and safety.

The college is committed to:

- Preventing sexual harassment on the campus.
- Providing effective grievance redressal mechanisms.
- Protecting the dignity and rights of women students and staff.
- Promoting gender sensitization and awareness.
- Ensuring confidentiality and fair enquiry procedures.

3. Aim

To prevent sexual harassment and ensure a safe, secure, and supportive educational environment for women students and staff on the campus.

4. Objectives of the Internal Complaints Committee

The objectives of the ICC are:

- To formulate guidelines and norms against sexual harassment.
- To create awareness regarding gender equality and women's rights.
- To develop a safe and gender-sensitive campus environment.
- To prevent sexual harassment, exploitation, intimidation, and abuse.
- To establish effective procedures for complaint redressal.
- To provide support, counselling, and guidance to affected individuals.
- To organize awareness programmes on women safety and legal rights.
- To promote mutual respect, dignity, and professional ethics within the institution.

5. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography or inappropriate content
- Unwelcome verbal, non-verbal, or physical conduct of a sexual nature
- Online harassment, cyber stalking, or inappropriate messages
- Intimidation, humiliation, or hostile behaviour based on gender

6. Scope of the Policy

This policy applies to:

- All students of the institution
- Teaching and non-teaching staff
- Administrative staff
- Visitors, service providers, and stakeholders associated with the institution
- All activities conducted within or outside the campus under the institution's authority

7. Composition of the Internal Complaints Committee

The Internal Complaints Committee shall be constituted as per UGC and statutory guidelines and shall include:

- Presiding Officer (Senior Woman Faculty Member)
- Faculty Representatives
- Non-Teaching Staff Representative
- Student Representatives (where applicable)
- External Member familiar with women-related issues/legal matters

(The composition may be updated periodically as per institutional requirements and statutory regulations.)

8. Roles and Responsibilities of the ICC

The Internal Complaints Committee shall:

1. Provide an educational environment free from sexual harassment.
2. Create awareness among students and staff regarding prevention of sexual harassment.
3. Inform students and staff about their rights and responsibilities.
4. Take preventive measures to avoid incidents of sexual harassment.
5. Receive and address oral or written complaints regarding sexual harassment.
6. Conduct fair, impartial, and confidential enquiries into complaints received.
7. Recommend appropriate disciplinary and corrective action.
8. Provide counselling and support to affected individuals.
9. Organize gender sensitization programmes, workshops, seminars, and awareness campaigns.
10. Display awareness posters and information regarding women safety and legal provisions in prominent areas of the campus.
11. Maintain records of complaints and actions taken while ensuring confidentiality.
12. Submit reports to the college administration and IQAC for institutional quality and compliance.

9. Complaint Redressal Procedure

The following procedure shall be followed:

1. Any student or staff member may submit a complaint orally or in writing to the ICC.
2. Complaints shall be treated with strict confidentiality and sensitivity.
3. The Committee shall conduct a preliminary review of the complaint.
4. Both parties shall be given an opportunity to present their statements.
5. The enquiry shall be conducted fairly, impartially, and without bias.
6. Necessary recommendations and corrective measures shall be suggested by the Committee.
7. Appropriate disciplinary action shall be taken by the institution wherever required.
8. The identity of the complainant and proceedings shall remain confidential.

10. Preventive and Awareness Activities

The ICC regularly organizes:

- Gender Sensitization Programmes
- Women Empowerment Activities
- Legal Awareness Sessions
- Self-Defence Training Programmes
- Workshops on Women Safety and Cyber Safety
- Awareness Campaigns on POSH Act and Women Rights
- Counselling and Mental Health Support Programmes
- Orientation Programmes for Students and Staff
- Display of Posters and Awareness Materials on Campus

11. Confidentiality and Protection

- All complaints and enquiry proceedings shall remain confidential.
- No complainant shall face victimization, retaliation, or discrimination for filing a complaint.

- The institution shall ensure emotional and procedural support to the affected individual.
- False complaints, if proved intentionally malicious, may invite disciplinary action as per institutional norms.

12. Expected Outcomes

The Internal Complaints Committee aims to:

- Ensure safety and dignity of women students and staff.
- Promote a respectful and inclusive campus culture.
- Prevent sexual harassment and gender discrimination.
- Strengthen confidence and emotional well-being among students.
- Encourage awareness about legal rights and responsibilities.
- Maintain institutional transparency, accountability, and discipline.

13. Conclusion

St. Ann's College for Women, Gorantla, Guntur is committed to creating a secure, respectful, and empowering environment for women. The Internal Complaints Committee serves as an important mechanism to uphold gender justice, equality, dignity, and safety on the campus in accordance with UGC regulations and NAAC quality standards.

Important Government Policies, Acts & Guidelines

The Internal Complaints Committee (ICC) of St. Ann's College for Women functions in accordance with the policies, regulations, and guidelines issued by the Government of India, University Grants Commission (UGC), and statutory authorities.

Government of India & UGC Regulations

1. **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**

<https://legislative.gov.in/sites/default/files/A2013-14.pdf>

2. **UGC Regulations, 2015 – Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions**

https://www.ugc.gov.in/pdfnews/7203626_UGC_regulations-harassment.pdf

3. **University Grants Commission (UGC)**
<https://www.ugc.gov.in>
4. **Ministry of Women and Child Development, Government of India**
<https://wcd.nic.in>
5. **National Commission for Women (NCW)**
<https://ncw.nic.in>
6. **Government of Andhra Pradesh – Women Development & Child Welfare Department**
<https://wcdw.ap.gov.in>
7. **Andhra Pradesh Police – Women Safety Wing**
<https://appolice.gov.in>
8. **Cyber Crime Reporting Portal – Government of India**
<https://cybercrime.gov.in>

Emergency Support & Women Safety Helplines

Service	Helpline Number
Women Helpline	181
Women Safety Helpline	1091
Police Emergency	100 / 112
Cyber Crime Helpline	1930

Institutional Policies Related to ICC

The Internal Complaints Committee works in coordination with the following institutional policies and committees:

- Anti-Ragging Committee
- Students Counselling Committee
- Grievance Redressal Cell
- Discipline Committee
- Women Empowerment Cell

- Equal Opportunity Cell
- SC/ST Cell
- Mentoring & Counselling System
- Cyber Safety & Digital Ethics Awareness Programmes
- Code of Conduct Policy
- Student Support & Welfare Mechanisms

For better NAAC documentation and compliance, the institution may also maintain:

- Annual ICC Action Taken Report
- Records of Awareness Programmes Conducted
- Gender Sensitization Activity Reports
- Minutes of ICC Meetings
- Complaint Register (Confidential)
- Photographs and Reports of Workshops/Seminars
- Orientation Programme Records
- Student and Staff Awareness Materials