



# **MAR BASELIOS COLLEGE OF EDUCATION**

**SULTHAN BATHERY, WAYANAD, KERALA**

# INTERNAL COMPLAINTS COMMITTEE

## **Introduction:**

At Mar Baselios College of Education, we prioritize creating a safe and inclusive environment for everyone. The Internal Complaint Committee (ICC) is essential in this effort, serving as a dedicated body to address and resolve issues related to harassment and discrimination. The ICC ensures that all complaints are handled with confidentiality, fairness, and sensitivity, fostering a respectful and supportive atmosphere within our institution.

## **Objectives:**

1. Prevent any form of physical, verbal, or nonverbal sexual misconduct.
2. Raise awareness about the legal and ethical issues surrounding sexual harassment.
3. Ensure that individuals understand their gender rights, entitlements, and responsibilities as citizens.
4. Address and combat all forms of gender-based violence against employees and students of all genders.

## **Functioning:**

The Internal Complaints Committee (ICC) organizes training and workshops for faculty and students to promote safety and gender sensitization on campus. While it works with the Women's Cell, the ICC operates independently. The ICC upholds a zero-tolerance policy towards sexual harassment and ensures that the institutional community is informed about the complaint redressal mechanism. It proactively addresses harassment both within and outside the campus and is empowered to initiate legal proceedings against those found guilty.

## **Process for Complaints and Inquiries:**

1. An aggrieved person must submit a written complaint to the ICC within two months of the incident.
2. The ICC will provide a copy of the complaint to the respondent and conduct an inquiry within sixty days.
3. The inquiry report must be submitted to the college's Executive Authority within ten days of completing the inquiry.

## **Punishment and Compensation:**

1. Employees found guilty will face penalties as per the service rules.
2. For students, penalties may include:
  - Suspension of privileges like library access, scholarships, and ID cards.
  - Restriction or suspension of campus entry for a specified time.
  - Expulsion from the college and denial of readmission, if necessary.
  - Reformative actions such as mandatory counseling or community service.

3. The aggrieved person is entitled to compensation, which the college will direct to be paid based on ICC recommendations and approved by the Executive Authority, with the amount recoverable from the offender.

**Constitution:**

1. Presiding Officer, who must be at least an Assistant Professor.
2. Four faculty members dedicated to women's issues.
3. One non-teaching staff member.
4. One student representative, if the case involves students.

**Awareness:**

Conduct workshops and seminars to educate students and staff about their rights and the mechanism available for addressing grievances.

**Conclusion:**

In summary, the Internal Complaint Committee at Mar Baselios College of Education has thoroughly addressed the complaints, ensuring fair and respectful treatment of all parties. Future steps include implementing conflict resolution and awareness training to prevent similar issues. We appreciate the cooperation of all involved and remain dedicated to fostering a safe, inclusive environment.