

INTERNAL COMPLAINTS COMMITTEE

POLICY

As per the guidelines of UGC, NAAC and the Supreme Court, the college has established the Internal Complaints Committee for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The Objectives of the ICC is to develop healthy and safe atmosphere to the faculty and students of the College and to prevent sexual harassment or exploitation of any kind. Policy measures and procedures are laid down to combat sexual harassment, if any arises and the students are made aware of these proactive measures through seminars and outreach programmes. The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

Members of the Internal Complaints Committee are as follows:

1. **Principal**
2. **Vice Principal**
3. **ICC Co-ordinator**
4. **Student Affairs Co-ordinator**
5. **3 Senior Faculty**
6. **Student Chairperson**
7. **Student Vice Chairperson**
8. **NGO Representative**



Roles and Responsibilities

If any student approaches a committee member either through the complaint box kept in front of the college office or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires an inquiry it will be conducted and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus.


Steps taken

1. Meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal complaints Committee
4. The issue will be discussed and finalized within seven days
5. File the minutes of the inquiry.

Action Plan:

- ❖ Counsel the affected students to overcome the trauma
- ❖ Display current laws and affairs about sexual harassment and gender discrimination in key places in the campus
- ❖ Conduct awareness programs and campaigns for the benefit of the students and staff community.

ICC ACTION TAKEN REPORT (2014 – 2019)



Patrician College of Arts and Science
Approved by the Govt. of Tamilnadu (G.O.No.168) & Affiliated to the University of Madras.
Accredited 'A' Grade by NAAC
Cinnal Bank Road, Gandhi Nagar, Adyar, Chennai 600 020
Phone : +91-044-2440 1362, 2442 6913, Telefax : +91-044-2440 1362
E-mail : director@patriciancollege.ac.in, icc@patriciancollege.ac.in
Website : <http://www.patriciancollege.ac.in>

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ACTION TAKEN REPORT 2014 - 2019

The College has zero complaint with regards to any grievances from both students and faculty which is a huge success for the College. The vision of **Internal complaints Committee** is to insist zero – tolerance attitude towards gender based harassment as per the guidelines of Government and the College.

Academic year	Complaints regarding harassment - Students	Complaints regarding harassment - Workplace
2014-2015	Nil	Nil
2015-2016	Nil	Nil
2016-2017	Nil	Nil
2017-2018	Nil	Nil
2018-2019	Nil	Nil
2019-2020	Nil	Nil

Complaints Status [2014-2019]
Total Complaints Received : NIL
Complaints Closed : NIL
Complaints Active(Students): NIL
Complaints Active (Faculty): NIL
Complaints Active In UGC: NIL

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