



# Islamiah Women's Arts and Science College, Vaniyambadi.

Recognised by the UGC under Section 2(f) and 12(B) of UGC Act 1956

Permanently Affiliated with Thiruvalluvar University and Approved by the Government of Tamil Nadu

Accredited by NAAC with "B" Grade

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## INTERNAL COMPLIANCE COMMITTEE POLICY and PROCEDURE

### Policy Statement:

Islamiah Women's Arts and Science College (IWASC) is committed to maintaining a safe, respectful, and inclusive environment for all its students, staff, and faculty members. This policy establishes an Internal Compliance Committee (ICC) to address and resolve complaints related to sexual harassment, gender-based discrimination, and any other form of misconduct that may occur within the premises or activities of the college. The ICC is responsible for investigating, resolving, and providing support to those affected by such incidents.

### Objectives:

1. To provide a mechanism for reporting and addressing complaints related to sexual harassment.
2. To ensure prompt, impartial, and confidential investigations of reported incidents.
3. To create awareness and promote a safe, respectful, and inclusive environment for all members of the IWASC community.
4. To provide support and redressal for victims of sexual harassment or misconduct.

### Scope

The Internal Compliance Committee (ICC) of a women's college focuses on addressing and resolving complaints related to sexual harassment and discrimination. Its scope includes creating a safe environment, investigating complaints impartially, and promoting awareness about gender sensitization.

- The ICC aims to ensure the well-being of female students and staff, fostering a culture of respect and equality within the college community.



community. This policy applies to all members including employees, students, visitors and any other individuals associated with Islamiah Women's Arts and Science College.

**Sexual Harassment at Workplace:**

“Sexual Harassment” includes anyone or more of the following unwelcome acts or behaviour

- Physical contact or advances
- A demand or request for sexual favour
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**Formation of the Internal Compliance Committee (ICC):**

The ICC shall be constituted by the college administration and consist of the following members:

- a. The Principal (as the Chairperson of the ICC).
- b. Four female faculty members.
- c. One external member (expert in gender-related issues or trauma counselling).

**Functions of the Internal Compliance Committee (ICC):**

1. Receive and review complaints received from students, staff, faculty, or any other member of the college community within a reasonable time frame.
2. Conduct inquiries and investigations as necessary, ensuring fair treatment, and adherence to natural justice principles.
3. Maintain confidentiality at all stages of the complaint handling process.
4. Take appropriate interim measures to ensure the security, safety, and well-being of the complainant and others involved during the investigation.
5. Provide support and guidance to the complainant.
6. Collaborate with relevant college departments and agencies, as required, to resolve complaints effectively.
7. Issue reports, recommendations, and follow-up actions based on the outcomes of the investigations.
8. Organize educational programs and awareness campaigns to prevent and address sexual harassment and gender-based discrimination.

**Complaint Procedure:**



1. Any individual who has experienced or witnessed an incident of sexual harassment, discrimination, or misconduct may file a complaint with the ICC.
2. The complaint can be submitted in writing or through a dedicated online reporting system, ensuring the complainant's identity is protected.
3. Complaint must be filed within a reasonable time from the occurrence of the incident.

**Investigation Process:**

1. The ICC shall conduct an inquiry into the complaint, ensuring that the principles of natural justice are observed
2. The complainant and the accused shall be provided an opportunity to present their evidence and witnesses.
3. The ICC may seek expert opinions, if necessary, to ascertain the veracity of the complaint.
4. The ICC will complete its inquiry within a reasonable time frame and submit its findings and recommendations to the Principal for appropriate action.

**Disciplinary Action and Redressal:**

1. If the ICC determines that a complaint is substantiated, it shall recommend appropriate disciplinary action against the accused.
2. The Principal, based on the ICC's recommendations, shall take appropriate action, which may include warnings, suspension, termination, or legal proceedings.
3. The ICC shall ensure the complainant receives necessary support, counseling, and redressal measures.
4. In cases where false complaints are made, appropriate action will be taken against the complainant to maintain the integrity of the process.

**Reporting and Review:**

1. The ICC shall report its activities, recommendations, and any updates to the Principal and the college administration on a periodic basis.
2. The college administration shall review the functioning of the ICC periodically and make improvements as necessary.

**Awareness and Training:**

1. The ICC shall coordinate and conduct training sessions, workshops, and programs to educate the college community about sexual harassment, gender-based discrimination, and their prevention.



2. Newly admitted students and new staff members shall receive mandatory orientation on the ICC policy and procedures.

**Policy Dissemination:**

1. The ICC policy and procedures shall be included in the college's code of conduct and student handbooks
2. The policy shall be publicized on the college's official website, notice boards, and other relevant platforms.

This Internal Compliance Committee Policy for Islamiah Women's Arts and Science College is effective upon its approval and shall be reviewed periodically to ensure its relevance and compliance with relevant laws and regulations



A handwritten signature in green ink, appearing to be "Wm".

**Principal**

Islamiah Women's Arts and Science College  
Vaniyambadi - 635 752.