**VTM NSS COLLEGE, Dhanuvachapuram
INTERNAL COMPLAINTS COMMITTEE (ICC)
Annual Report 2018-19**

The Internal Complaint Committee (ICC) of VTM NSS College functions as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. The ICC is responsible for dealing with complaints of sexual harassment made by students, faculty members, or staff members.

 The main objective of the ICC is to create a safe and inclusive environment in the college, to prevent sexual harassment, and to provide a platform for individuals to report any incidents of sexual harassment. The committee is also responsible for investigating the complaints and taking appropriate action against the perpetrator.

The Members of ICC are:

1. Dr. V M Anandakumar
2. Dr Indu M Kutty Presiding Officer
3. Dr Pramod N Faculty Member
4. Mr. ravisankar R S Faculty Member
5. Mr. S R Sajeev
6. Smt Haripriya P

**Procedure for filing a Complaint with ICC:**

* Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.
* Nature of the complaint should be clearly stated in detail with dates and locations.
* As per stipulation of The Act the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
* The complaint must be in no case anonymous and the aggrieved person’s name and address should be legible.
* As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women’s Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
* The written complaint should be handed over to any internal member of the ICC-

**Complaint Redressed:**

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| --- | --- | --- | --- |
| No. of complaints received | No. of complaints disposed off | No. of complaints pending for more than ninety days | Nature of action taken by the employer |
| NIL | NIL | - | - |

**Provision of Counseling and Support Services:**

Counseling and support services are available for the student, staff and others in need on the campus. The material information about the same is displayed in notice boards of all the departments

**Awareness Raising Programmes:**

Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 published by the Ministry of Women and Child Development was made readily available to all students and staff members.