

## Constitution of Internal Complaint Committee (ICC)

*(As per Section 4 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)*

### 1. Introduction

As per the mandatory provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, every educational institution must constitute an Internal Complaint Committee (ICC) to prevent, address, and redress complaints related to sexual harassment of women employees and girl students.

Orange City Institute of Management hereby constitutes the Internal Complaint Committee for the academic year 2024–25, ensuring a safe and dignified environment for all.

### 2. Legal Basis (Statute Reference)

This committee is constituted in accordance with:

- Section 4 of the POSH Act, 2013
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015
- AICTE Guidelines on Gender Sensitization & Prevention of Sexual Harassment, 2016

These statutes require each institution to form an Internal Complaint Committee for prevention, prohibition, and redressal of sexual harassment at the workplace.

### 3. Objectives of the ICC

1. To create a secure and gender-sensitive environment on campus.
2. To prevent incidents of sexual harassment through awareness and sensitization.
3. To provide a confidential and supportive mechanism for redressal of complaints.

4. To recommend corrective and preventive measures.
5. To ensure compliance with statutory guidelines.

#### **4. Composition of the Internal Complaint Committee (2024–25)**

As per Section 4 of the POSH Act, the committee shall consist of the following members:

##### **A. Presiding Officer (Chairperson)**

**Prof. Minakshi Shendre**

Assistant Professor, OCIM

(As required by law: A senior woman employee)

##### **B. Internal Members**

1. **Prof. Mamta Kumari**

Faculty Member

2. **Dr. Jayshri Kapse**

Faculty Member

##### **C. External Member (Mandatory as per Act)**

– Representative from NGO & legal professional experienced in women's rights.

#### **5. Roles & Responsibilities**

##### **5.1 Presiding Officer**

- Lead ICC meetings and proceedings.
- Ensure fair and neutral inquiry.
- Maintain confidentiality and sensitivity.

##### **5.2 Members**

- Support the inquiry process.
- Assist in awareness and sensitization programs.
- Maintain documentation and records.

### **5.3 External Member**

- Bring expertise on gender issues.
- Ensure impartiality in the inquiry.
- Guide the committee based on statutory provisions.

## **6. Functions of ICC**

1. Receive and acknowledge complaints in writing.
2. Conduct preliminary assessment of complaints.
3. Initiate inquiry within 7 working days, as per the POSH Act.
4. Complete inquiry within 90 days.
5. Submit a detailed report with recommendations to the Head of Institution within 10 days after completion.
6. Facilitate interim relief to complainant if required.
7. Maintain strict confidentiality per Section 16 of the Act.

## **7. Tenure of ICC**

The tenure of the ICC members shall be three years from the date of constitution, unless replaced as per institutional or statutory requirements.

## **8. Meetings**

- ICC shall meet at least once every quarter.
- Emergency meetings may be convened as needed.
- Minutes shall be recorded and maintained confidentially.

## 9. Awareness & Sensitization Activities

The ICC shall conduct:

- Workshops on legal rights & gender sensitivity
- Orientation programs for new students
- Poster campaigns, seminars, and expert sessions
- Online awareness modules

## 10. Confidentiality Clause

All complaints, proceedings, identities, and records shall be kept strictly confidential. Any breach of confidentiality will lead to disciplinary action under Section 16 & 17 of the POSH Act.

## 11. Penalties for False Complaints

As per Section 14 of the POSH Act, false or malicious complaints may lead to appropriate disciplinary action, ensuring fairness for all parties.

## 12. Declaration

The Internal Complaint Committee (ICC) stands committed to providing a safe, respectful, and supportive academic and work environment at Orange City Institute of management.



**PRINCIPAL**  
ORANGE CITY INSTITUTE OF MANAGEMENT  
NAGPUR - 441108



Jai Durga Bahu-Uddeshiya Jankalyan Sanstha's

# ORANGE CITY INSTITUTE OF MANAGEMENT

Formerly Known as : **GREEN HEAVEN INSTITUTE OF MANAGEMENT & RESEARCH.**

Affiliated to R.T.M. Nagpur University & Approved by AICTE, DTE Govt. of Maharashtra