



Tarkeshwar Narain Agrawal College of Education

(Autonomous)
Harigaon, Ara



CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC)

In accordance with the provisions of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, and the applicable rules, the college hereby constitutes an **Internal Complaints Committee (ICC)** to prevent, prohibit and redress complaints relating to sexual harassment at the workplace.

The Committee shall consist of the following members:

S. No.	Name & Designation	Position in ICC
1.		Presiding Officer
2.		Member
3.		Member
4.		External Member

Terms of Reference and Responsibilities

The Internal Complaints Committee shall:

1. Receive and address complaints relating to sexual harassment at the workplace in accordance with the provisions of the Act.
2. Conduct inquiries into complaints in a fair, impartial and confidential manner.
3. Ensure that the principles of natural justice are followed during the inquiry.
4. Maintain strict confidentiality regarding complaints, proceedings and related information.
5. Provide appropriate assistance and support to the complainant during the complaint and inquiry process.
6. Recommend appropriate action to the competent authority on completion of the inquiry, wherever required.
7. Organize awareness and sensitization programmes for students, teaching and non-teaching staff regarding prevention of sexual harassment.
8. Promote a safe, respectful and gender-sensitive environment within the institution.
9. Maintain proper records and submit reports as required under the applicable law and institutional regulations.

All members of the college are requested to extend their cooperation to the Committee in the discharge of its responsibilities.

This order shall come into force with immediate effect and shall remain applicable until further orders/reconstitution of the Committee.