



NMSM GOVERNMENT COLLEGE KALPETTA

NAAC ACCREDITED B+

Annual Report of the Internal Complaints Committee (ICC) for the Year 2019-20

The Internal Complaints Committee (ICC) for the academic year 2019-20 at [Institution Name] was committed to creating a safe and secure environment for all members of the college community. This report outlines the key activities, decisions, and initiatives undertaken by the ICC in accordance with the UGC Regulations 2015 and the Sexual Harassment of Women at Workplace Act, 2013.

1. Composition of the ICC: During the review of the ICC constitution, it was observed that the committee, formed by the Principal, did not include a representative from the non-teaching staff or an NGO. To rectify this, the following members were added to the ICC:

Smt. Padmavathi MA – Senior Superintendent, representing non-teaching staff.

Adv. Babitha G – A representative with legal expertise, from the NGO sector.

2. Training and Capacity Building:

Training Session on Handling Complaints: A training session was conducted by Mr. Laiju P to equip the members with the procedures for receiving, documenting, and addressing complaints related to sexual harassment. This training emphasized:

Maintaining confidentiality

Ensuring a sensitive and empathetic approach towards complainants

Legal procedures for documenting complaints

3. Procedures for Handling Complaints: The ICC reviewed and reaffirmed the step-by-step procedure for handling complaints, led by Smt. Salini P. The process involved:

Receipt of complaints by the Member Secretary.

Preliminary enquiry to ascertain facts, followed by a report submission to the Principal.

Non-sexual harassment complaints were referred to appropriate authorities.

Comprehensive inquiry as per the UGC regulations for sexual harassment complaints.

4. Awareness and Outreach Initiatives:

Action Plan for the Academic Year: The committee outlined the following goals for the academic year:

Awareness Programs: Organizing workshops for both students and staff on sexual harassment prevention.

Visibility of ICC: Ensuring that the ICC's contact information was prominently displayed across the campus.

Accessible Complaint Mechanism: Establishing a clear and transparent mechanism for all college members to report grievances.

Regular Meetings: ICC agreed to meet quarterly to review ongoing cases and update on new developments.

5. Focus on Cyber Harassment:

During a meeting chaired by Smt. Rajimol M.S, the rising concerns regarding sexual harassment via social media platforms were discussed. The following actions were taken:

Tutorial Class on Sexual Harassment Awareness: A decision was made to conduct a one-hour tutorial exclusively for female students to educate them on the risks and signs of social media harassment. Smt. P.C. Chitra, a noted advocate in cyber law, was invited to lead the session.

Role of Tutors: Tutors were encouraged to take an active role in addressing any grievances related to online harassment. They were to create a supportive environment where students could freely express their concerns.

6. Tutorials and Legal Awareness:

Sexual Harassment Awareness Tutorial: A tutorial hour was dedicated to educating students on the ethical and legal aspects of sexual harassment, including an explanation of the ICC Policy document available on the college website.

Heads of Departments' Responsibility: HoDs were made responsible for conducting these sessions and reporting back to the ICC after completion.

Awareness Lecture for Faculty: Adv. Babitha G delivered a lecture on anti-sexual harassment laws and policies, targeting both teaching and non-teaching staff.

7. Quarterly Meetings and Further Action: The ICC decided to meet quarterly to:

Review the effectiveness of the tutorial sessions and awareness programs.

Monitor ongoing cases and discuss any new grievances.

Invite suggestions for improving the functioning and outreach of the ICC.

Conclusion: The measures and actions taken during the academic year 2019-20 reflect the ICC's commitment to ensuring a safe and respectful environment at the institution. Continued efforts in awareness, training, and proactive engagement with the student body and staff members remain central to the ICC's mission.

Dr. Rajimol M.S

Chair Person ICC

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