



**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
(FOR WOMEN)
Shaikpet, Hyderabad – 500104**

Internal Complaints Committee (ICC)

Roles & Responsibilities of committee members

GENERAL ROLES AND RESPONSIBILITIES:

- Dissemination of information and awareness generation (i.e. to create & communicate a detailed policy).
- To constitute a sub- committee at the departmental level comprising of faculty and student members for the welfare of women .
- Ensure that the members are trained in both skill & capacity in striving for an equal, safe and harmonious environment.
- To address and resolve grievances if any, on a timely basis.
- Prepare an annual report of the departmental women welfare activities and submit to the authorities.

CO-ORDINATOR:

1. Preparing the Almanac of ICC, constitute sub-committees of faculty & student members for execution of work on women welfare.
2. Organize meetings at regular intervals and at times as per the immediate requirement of complaints received for effective functioning of the cell.
3. Preparing Annual Report and submission to the concerned authority.
4. Procurement of adequate resources for administration & functioning of the cell.
5. Inspire the members to make efforts to maintain gender parity, sexual harassment-free and positive environment in the college campus.

EXTERNAL MEMBER:

The role of the External Member is crucial to the Committee. The major functions of the External Member to the ICC are:

1. Provide hand holding support in the functioning of the ICC
2. Assist the IC in conducting the Inquiry if/when there is a complaint.
3. Prepare the content on the functioning of the ICC in the Annual Report of the organisation.
4. Assist the Employer in conducting awareness training for all the employees.
5. Conduct Orientation programme for the members of the ICC.
6. Give appropriate advice as and when called for to the members of the ICC and to any employee who has approached.
7. Be totally involved with all the ICC proceedings
8. Must make sure that the proceedings are happening according to the principles of natural justice.
9. Make efforts to co-ordinate the functioning of other ICC members.

10. Ensure the implementation of law as per the procedures established.
11. Ensure healthy and comfortable workplace and ensure that workplace harmony is restored in case of sexual harassment incidents.

FACULTY MEMBERS:

1. Execute the work assigned during meetings for functioning of the cell.
2. Monitor & support the student members for dissemination of information for awareness generation.
3. Provide training in skill & capacity to all the members in striving for equal, safe & harmonious environment.
4. To address & resolve grievances if any on a timely basis.
5. Prepare reports of sub-committees of the activities undertaken and submit to Co-ordinator.

STUDENT MEMBERS:

1. Report to faculty members for taking up the work assigned in relation to the functioning of the cell.
2. Seek the guidance & support of the faculty & cell co-ordinator for execution of tasks related to the cell.
3. Remain vigilant while in the campus for prevention of any unwarranted behavior among the students and report the same to faculty/Co-ordinator on a timely basis in case it is observed.
4. Provide assistance to faculty members in the execution of their tasks related to the cell.
5. Inculcate discipline among all the students for a grievance free & friendly college environment.



ICC Coordinator
T. Aparna



Principal
Dr. K. Ramesh Reddy

PRINCIPAL

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