



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion VII Institutional Values and Best Practices

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

7.1

Institutional Values and Social Responsibilities

7.1.1

Internal Complaints Committee Policy

Submitted to



Internal Complaints Committee (ICC) Policy

1. Introduction

Rajagiri College of Management and Applied Sciences, Kakkanad, (RCMAS) is committed to providing a safe and conducive environment for all members of its community, including students, faculty, staff, and visitors. As part of this commitment, an Internal Complaints Committee (ICC) has been established to address complaints of harassment, discrimination, and any other form of misconduct within the institution.

2. Purpose

The purpose of this policy document is to outline the structure, functions, and procedures of the Internal Complaints Committee (ICC) at RCMAS, ensuring fair and timely resolution of complaints in accordance with applicable laws and regulations.

3. Scope

This policy applies to all members of the RCMAS community, including students, faculty, and staff. It covers complaints related to:

- Sexual harassment
- Gender-based harassment
- Discrimination
- Bullying
- Any other form of misconduct affecting the institutional environment

4. Composition of the Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) shall be composed of the following



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members:

- Presiding Officer: A faculty member or administrative staff appointed by the institution.
- Members: At least two faculty members, one administrative staff member, and one student representative.
- External Member: A representative from an NGO or legal expert familiar with issues related to harassment and discrimination.

5. Responsibilities of the Internal Committee (ICC)

The responsibilities of the ICC include but are not limited to:

- Receiving and addressing complaints of harassment, discrimination, or misconduct promptly and confidentially.
- Conducting impartial investigations into complaints following fair procedures.
- Providing support and guidance to complainants and respondents throughout the process.
- Maintaining confidentiality and privacy of all parties involved.
- Making recommendations for appropriate disciplinary action, if necessary.
- Ensuring compliance with all relevant laws and regulations.

6. Procedures for Filing a Complaint

Any member of the RCMAS community who experiences or witnesses harassment, discrimination, or misconduct may file a complaint with the ICC. Complaints can be submitted in writing or orally to any member of the ICC.



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7. Investigation Process

Upon receiving a complaint, the ICC shall initiate an investigation following these steps:

- Conduct preliminary inquiries to determine the nature and scope of the complaint.
- Notify the respondent and provide them with an opportunity to respond to the allegations.
- Interview witnesses and gather relevant evidence.
- Ensure confidentiality and sensitivity throughout the investigation process.
- Prepare a report of findings and recommendations for resolution.

8. Resolution and Disciplinary Action

Based on the findings of the investigation, the ICC shall recommend appropriate actions for resolution, which may include:

- Mediation or informal resolution.
- Counseling or training for the respondent.
- Disciplinary action, such as warning, suspension, or termination, as per institutional policies and procedures.

9. Confidentiality and Non-Retaliation

All information related to complaints and investigations shall be treated with strict confidentiality to protect the privacy of the parties involved. The institution prohibits any form of retaliation against individuals who file complaints or participate in investigations.



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10. Awareness

The institution shall provide awareness for members of the ICC, as well as faculty, staff, and students, to promote understanding of policies and procedures related to harassment, discrimination, and misconduct.

11. Review and Revision

This policy document shall be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations. Any revisions shall be approved by the appropriate authorities within the institution.

12. Contact Information

For inquiries or assistance related to the Internal Complaints Committee (ICC), please contact:

Name of Presiding Officer: Dr. Indu G Krishnan Mob: 9446844832,

Email id: indugkrishnan@rajagiricollege.edu.in



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