



Government of West Bengal  
Office of the Principal

## GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA

Tehatta, Nadia, Pin-741160

Ph.- 03471 250100

e-mail: [tehattagovtcollege@gmail.com](mailto:tehattagovtcollege@gmail.com)  
Web: [www.tehattagovtcollege.ac.in](http://www.tehattagovtcollege.ac.in)

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### ICC Policy Declaration

Government General Degree College, Tehatta established in 2014 is committed to promote healthy, inter-personal relationships among all members of the community using the Campus. Every encouragement is given to promote communication but in the interactive ambience a definite code of conduct is observed. All members of the Campus community, particularly the primary stakeholders are discouraged to indulge in overbearing attitude and abuse fellow community members in any way that results in a sense of discomfort and insecurity.

#### Members:

- The Institution has its ICC sub-committee consisting of Dr. Liza Dutta as the Chairperson and Smt. Pallavi Chaterjee, Smt. Abhirupa Majumder, Smt. Priya Tudu as the internal members along with externals consisting three members; Smt. Anindita Biswas, Advocate, Tehatta Court, Smt. Gargi Sengupta, Assistant Prof, Chapra Bangaljhi College, Smt. Mahananda Basu, Social Activist, Nadia.

### ***Policy Document of the Internal Complaints Committee***

Internal Complaint Committee (ICC) of Government General Degree College, Tehatta is a body to receive complaints on sexual harassment and provide a healthy and congenial workplace environment for the staff and students of the College. It functions in accordance with the stipulation of the (Prevention, Prohibition and Redressal) Act, 2013 or the PoSH Act.

#### **Vision and Mission of the ICC**

- To receive any grievance/complaint from students/staff regarding harassment.
- To investigate the case based on the complaints relating to sexual harassment.
- To conduct a systematic inquiry on receiving any complaints from aggrieved students/staff and submit a detailed report to the undersigned for suitable action.

- To ensure confidentiality in the proceedings as well as in keeping records.

## **Policy of the ICC**

There should be a safe and harassment free workplace. In case of a complaint, the ICC shall be responsible to handle the matter in an impartial manner. The ICC is required to be vigilant for the redress of the complaint as soon as possible.

Under the Act, the ICC of the College is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts. Both physical as well as verbal harassments amount to punishable offences under this Act. It is the duty of the committee to see whether the complaint is justified or not

The aggrieved victim can make written complaint of harassment at workplace to the ICC within a period of three months from the date of incident.

As per the ICC Policy, during the period of pendency of the inquiry, if a written request is made by the complainant, the ICC may recommend to the employer: To transfereither the aggrieved or the respondent to some other workplace.

Complaints may be oral or in writing. If the complaint is oral, it shall be made inwriting by the committee or the member who has received the verbal complaint with thesignature of the complainant.

The Committee shall study the complaint and may hear both the complainant and the respondent to determine if an enquiry needs to be instituted. If so, then a quorum of the ICC members shall be formed (from the committee consisting not less than 5 persons or not more than 7 persons of which 70% will be women) for communicating with the parties, studyingthe evidence, documenting the investigation and inquiry, analysing and making the decision and preparing the final report for future reference and transparency. The final report shall be submitted to the authority for taking necessary steps to address the issue and prevent future occurrences of sexual harassment in the workplace.

Throughout the entire investigation process, utmost importance shall be placed on maintaining confidentiality and secure handling of sensitive information.

## **Procedure for filing a complaint with the ICC**

- Sexual Harassment complaints must be hand-written or typed on paper.
- The nature of the complaint, as well as dates and locations, should be fully specified.
- As per stipulation of the (Prevention, Prohibition and Redressal) Act no. 14 Of 2013, the aggrieved person can make the written/typed complaint to HOI within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must not be anonymous.

  
Officer-in-charge  
Govt. Gen. Degree College, Tehatta  
Nadia-741160



