

Internal Complaints Committee (ICC)

5.1 Composition

As per Section 4 of the POSH Act and UGC Regulations, the ICC is constituted as follows:

- **Presiding Officer:** A senior female faculty member (e.g., Professor or Associate Professor) with expertise in gender issues or legal knowledge.
- **Faculty Members:** Two faculty members (one female, one male or female) with a demonstrated commitment to gender equality.
- **Non-Teaching Staff:** Two non-teaching staff (one female, one male or female) from administrative or technical roles.
- **Student Representatives:** Three students (at least one female) from undergraduate and postgraduate programs, elected or nominated based on leadership and integrity.
- **External Member:** A representative from an NGO or organization with at least 5 years of experience in sexual harassment prevention or women's rights.
- **Legal Expert:** A legal expert with at least 5 years of experience in sexual harassment prevention, human rights, or women's rights-related issues.
- **Diversity:** At least 50% female members, with representation from marginalized groups (e.g., SC/ST, LGBTQ+, or persons with disabilities) where possible.
- **Term:** Members serve for 3 years, with annual performance reviews. Replacements for resignations or conflicts of interest are appointed within 30 days.

Role	Name	Eligibility Criteria	Term	Responsibilities
Presiding Officer		Senior female faculty (Professor/Associate Professor) with expertise in gender issues or legal knowledge.	3 years	Lead ICC meetings, ensure fair and confidential inquiries, submit reports to the Director, and organize awareness programs.
Faculty Member (Female)		Faculty member (any level) with a commitment to gender equality; preferably female.	3 years	Participate in inquiries, review evidence, recommend actions, and contribute to sensitization programs.

Faculty Member (Male/Female)		Faculty member (any level) with a commitment to gender equality; male or female.	3 years	Support inquiries, ensure diverse perspectives, assist in awareness campaigns, and policy reviews.
Non-Teaching Staff (Female)		Non-teaching staff (administrative/technical) with integrity; preferably female.	3 years	Provide administrative insights in inquiries, ensure staff perspectives, support training, and outreach.
Non-Teaching Staff (Male/Female)		Non-teaching staff (administrative/technical) with integrity; male or female.	3 years	Contribute to inquiry fairness, assist in campus safety monitoring, and promote policy awareness among staff.
Student Representative (Undergraduate)		Undergraduate student with leadership and integrity; preferably female.	1 year	Represent student concerns, participate in inquiries, promote peer awareness, and provide feedback on policy effectiveness.
Student Representative (Postgraduate)		Postgraduate student with leadership and integrity; male or female.	1 year	Advocate for postgraduate issues, support inquiries, engage in sensitization drives, and report campus safety concerns.
External Member		Legal expert, preferably a lawyer with experience in human rights and sexual harassment prevention or women's rights.	1 year	Represent research scholars, assist in inquiries, promote awareness in academic settings, and monitor digital safety.
External Member	Ms. Radhika Menon	Representative from an NGO/organization with 5+ years' experience in sexual harassment prevention or women's rights.	3 years	Provide external perspective, ensure impartial inquiries, advise on legal compliance, and contribute to training programs.

5.2 Selection and Training

- **Selection:** Nominated by a committee comprising the Chairman, Director, two senior faculty, and one non-teaching staff, ensuring transparency and merit.
- **Training:** ICC members undergo mandatory training on POSH Act compliance, inquiry procedures, gender sensitivity, and trauma-informed approaches within 30 days of appointment, with annual refreshers.

5.3 Responsibilities

- Receive, investigate, and resolve complaints of sexual harassment in a fair, confidential, and time-bound manner.
- Recommend interim and final measures to the Chairman based on inquiry findings.
- Organize awareness and sensitization programs, collaborating with student bodies and external experts.
- Submit annual compliance reports to the DBIT Governing body, GGSIPU, and UGC, detailing complaints, inquiries, and preventive activities.
- Maintain secure, confidential records of complaints and inquiries, accessible only to authorized personnel.
- Monitor campus safety and recommend infrastructural or procedural improvements to prevent harassment.
- Advise on policy updates based on legal changes or campus feedback.
- Conduct at least **two awareness campaigns per academic year** on sexual harassment prevention, covering definitions, legal provisions and reporting procedures.
- Develop and distribute educational materials like handbooks, digital flyers etc... explaining what constitutes sexual harassment, such as unwelcome physical contact, inappropriate comments, or online harassment in digital classrooms.
- Organize gender sensitization programs for students, faculty, and staff, targeting maximum participation annually.
- Display UGC's anti-sexual harassment helpline and ICC contact prominently across campus, including notice boards, website, and common areas.

6. Complaint and Redressal Procedure

6.1 Filing a Complaint

- **Eligibility:** Any aggrieved person (student, staff, visitor, or third party) may file a complaint, regardless of gender or affiliation with DBIT.
- **Methods of Filing:**

- **Written Complaint:** Submit via email iicdbit@gmail.com, or in person at the ICC office located at Vice- Principal's room 3rd floor of DBIT building with accessible hours: 9 AM–5 PM, Monday–Friday.
- **Anonymous Complaints:** Accepted if accompanied by credible evidence (e.g., screenshots, audio recordings), evaluated at the ICC's discretion.
- **Third-Party Complaints:** Permitted with the aggrieved person's written consent or in cases where the aggrieved is unable to file (e.g., due to trauma or disability).
- **Helpline Reporting:** Complaints can be initiated via a dedicated 24/7 helpline (managed by the Campus Security Office), followed by a formal written submission.
- **Time Limit:** Complaints must be filed within 3 months of the incident or the last incident in a series (extendable by 3 months with written justification, e.g., trauma, fear of retaliation).
- **Required Details:**
 - Date, time, and location of the incident(s).
 - Detailed description of the incident(s) and the respondent's identity.
 - Supporting evidence (e.g., messages, photos, witness names).
 - Impact on the complainant (e.g., emotional distress, academic disruption).
 - Preferred resolution or support needed.
- **Accessibility:** Complaint forms are available in multiple formats (digital, print, Braille) and languages (English, Hindi) to accommodate diverse needs.

6.2 Inquiry Process

- **Preliminary Review**
 - The ICC acknowledges receipt within 3 working days via email or written notice.
 - Within 7 working days, the ICC assesses the complaint's validity, ensuring it falls under the definition of sexual harassment.
 - If invalid, the complainant is informed with reasons and guidance on alternative grievance mechanisms (e.g., academic disputes).
- **Notice to Respondent**
 - If valid, the respondent receives a written notice within 7 days, including a copy of the complaint and a request for a written response within 10 days.
 - The respondent is informed of their rights and the inquiry process.
- **Inquiry Proceedings:**

- Conducted as per Section 11 of the POSH Act, adhering to principles of natural justice (e.g., right to be heard, impartiality).
- Both parties may present evidence (documents, digital records) and witnesses, with cross-examination facilitated by the ICC to avoid direct confrontation.
- The ICC may summon additional witnesses or seek expert opinions (e.g., cyber-forensics for digital evidence).
- Hearings are held in a private, secure room, with audio recordings (if consented) for accuracy, destroyed post-inquiry unless required for appeals.
- The inquiry is completed within 90 days of complaint receipt, with extensions approved by the Chairman only in exceptional cases.
- **Confidentiality**
 - All proceedings, evidence, and identities are confidential, shared only with ICC members, the Chairman, or legal authorities as required.
 - Breaches of confidentiality by ICC members or parties are treated as misconduct under the Code of Conduct Policy.
- **Interim Measures**
 - The ICC may recommend interim relief within 7 days of complaint receipt, such as:
 - Restraining the respondent from contacting the complainant (e.g., no shared classes or workspaces).
 - Academic adjustments (e.g., alternate exam schedules, assignment extensions).
 - Work reassignments for staff to avoid interaction.
 - Temporary suspension of the respondent in severe cases, pending inquiry.
 - Counseling or medical support for the complainant.
 - Interim measures are implemented by the Chairman within 3 days, ensuring minimal disruption to the complainant's education or employment.

6.3 Findings and Recommendations

- **Inquiry Report:**
 - The ICC submits a detailed report to the Chairman within 10 days of inquiry completion, including:
 - Summary of the complaint and response.
 - Evidence and witness testimonies.
 - Findings on whether sexual harassment occurred.
 - Recommendations for action or no action.

- The report is shared with both parties, redacting sensitive information to protect privacy.
- **Possible Actions (for Staff):**
 - **Minor Violations:** Written warning, mandatory sensitization training, or counseling.
 - **Moderate Violations:** Suspension, salary deduction, or demotion, as per DBIT's Code of Conduct Policy.
 - **Severe Violations:** Termination, referral to legal authorities, or ban from campus, aligned with GGSIPU regulations.
 - Compensation to the complainant for financial or emotional harm, as per Section 15 of the POSH Act.
- **Possible Actions (for Students):**
 - Minor Violations: Written warning, community service, or mandatory sensitization programs.
 - Moderate Violations: Suspension from classes or hostel, restriction from campus activities (e.g., clubs, events).
 - Severe Violations: Expulsion, ban from campus, or referral to legal authorities, per DBIT disciplinary rules.
- **Possible Actions (for Visitors/Third Parties):**
 - Ban from campus or DBIT activities.
 - Termination of contracts for vendors/contractors, as per the Procurement Policy.
 - Referral to law enforcement for criminal acts.
- **No Action:**
 - If the complaint is unfounded, no action is taken against the respondent.
 - If proven malicious or false, action may be recommended against the complainant (see Section 9).
- **Implementation:**
 - The Director ensures action within 60 days of receiving the report and instruction from the chairman for execution, notifying both parties, the ICC, and the DBIT Governing body.
 - Non-compliance with ICC recommendations triggers escalation to the Governing body for review.

6.4 Appeals

- **Process:**
 - Either party may appeal the ICC's decision to the DBIT Governing body within 30 days, submitting a written appeal with grounds for review.
 - The Governing body, with an external legal expert, reviews the appeal within 60 days, ensuring impartiality.
 - Outcomes may uphold, modify, or overturn the ICC's decision, communicated to both parties.
- **External Recourse:** Parties may pursue legal remedies through courts or authorities (e.g., State Women's Commission) as per the POSH Act, with DBIT providing necessary documentation.

7. Support Services

- **Counseling Services**
 - Confidential counseling through DBIT's Counseling Support Program, by trained psychologists, available to complainants, respondents, witnesses, or affected community members.
 - Sessions offered in-person, online, or via tele-counseling, with priority scheduling for harassment cases.
 - Specialized support for trauma, anxiety, or intersectional issues (e.g., for LGBTQ+ or disabled individuals).
- **Medical Support**
 - Access to the Campus Health Center for physical or psychological care, with referrals to external hospitals if needed.
 - First-aid kits and emergency medical response teams trained to handle harassment-related distress.
- **Legal Assistance**
 - Information on free legal aid services through the District Legal Services Authority or a legal expert is provided by the ICC.
 - Support in filing police complaints or FIRs for criminal offenses, coordinated by the Legal expert of the college.
- **Academic and Work Support**
 - Flexible academic accommodations (e.g., extended deadlines, alternate assessments) for complainants, approved by the Director.

- Work adjustments for staff (e.g., leave without pay deductions, shift changes), aligned with DBIT's Leave Policy.
- **Helplines and External Resources**
 - Display of national and local helplines (e.g., 1091 Women's Helpline, 181 Delhi Women's Helpline) on campus.
 - Partnerships with NGOs for crisis intervention and survivor support, listed in awareness materials.
- **Peer Support Networks**
 - Student-led Gender Sensitization Clubs to provide peer support and promote awareness, supervised by faculty advisors.
 - Staff support groups for discussing workplace safety, facilitated by the Director.

8. Protection Against Retaliation

- **Policy Against Retaliation:**
 - DBIT strictly prohibits retaliation against complainants, witnesses, ICC members, or supporters, including academic discrimination (e.g., grade tampering), employment actions (e.g., demotion), or social ostracism.
 - Retaliation is treated as misconduct under the Code of Conduct Policy, with penalties ranging from warnings to termination or expulsion.
- **Monitoring and Reporting**
 - The ICC monitors for retaliation post-complaint, conducting follow-up interviews with complainants within 30 days of case closure.
- **Protective Measures**
 - Immediate interim actions (e.g., no-contact orders, reassignments) to prevent retaliation during or after inquiries.
 - Disciplinary action against retaliators, enforced by the Director or Chairman.

9. False or Malicious Complaints

- **Definition:** Complaints filed with deliberate intent to harm or mislead, proven through evidence of fabrication or malicious motive.
- **Procedure**
 - If the ICC finds a complaint false or malicious after a fair inquiry, it recommends action against the complainant, ensuring principles of natural justice (e.g., opportunity to respond).
 - Possible actions include warnings, suspension, expulsion (for students), termination (for staff), or legal referral, aligned with DBIT policies.

- **Safeguards**
 - Lack of evidence or failure to prove harassment does not automatically deem a complaint false; the ICC evaluates intent and context.
 - Complainants are protected from retaliation for good-faith complaints, even if unproven.
- **Documentation:** False complaint findings are recorded separately, with actions reported to the Chairman.

10. Confidentiality and Record-Keeping

- **Confidentiality Protocols**
 - All complaint details, evidence, testimonies, and identities are confidential, shared only with ICC members, the Chairman, or legal authorities as mandated.
 - Digital records are stored on a secure, password-protected server, with physical records in a locked ICC office.
 - Breaches of confidentiality by ICC members or parties are investigated as misconduct, with disciplinary consequences.
- **Record Retention**
 - Records (complaints, inquiry reports, outcomes) are maintained for 5 years, as per GFR 2017 and POSH Act requirements, securely archived post-retention.
 - Anonymized data (e.g., number of complaints, resolution types) is retained for statistical analysis and reporting.
- **Reporting**
 - Annual reports, excluding identifiable details, are submitted to the DBIT Governing body detailing complaints, inquiries, outcomes, and preventive measures.

11. Responsibilities of the DBIT Community

- **Students**
 - Adhere to respectful conduct, avoiding behaviors that constitute sexual harassment.
 - Report incidents promptly to the ICC or the Head of the department.
 - Participate in mandatory training and awareness programs.
 - Support peers in reporting or seeking help, acting as responsible bystanders.
- **Teaching and Non-Teaching Staff**
 - Model ethical behavior, fostering a harassment-free environment, as per the Code of Conduct Policy.
 - Report observed or reported incidents to the ICC within 48 hours.
 - Cooperate with ICC inquiries, providing truthful testimony or evidence.

- Attend training and promote awareness within their departments.
- **Administration (Vice-Principal/Registrar/Dean):**
 - Ensure policy implementation, allocating resources for ICC operations, training, and safety infrastructure.
 - Act promptly on ICC recommendations, ensuring compliance with timelines.
 - Foster a culture of zero tolerance through leadership and communication.
- **ICC:**
 - Handle complaints impartially, maintaining confidentiality and fairness.
 - Organize regular awareness and training programs, targeting diverse campus groups.
 - Monitor policy effectiveness, recommending updates based on feedback or legal changes.
- **Security and Support Staff:**
 - Respond to emergency reports, ensuring complainant safety and ICC notification.
 - Maintain vigilance in high-risk areas (e.g., isolated pathways, late-night events).
 - Participate in gender sensitivity training to handle harassment cases appropriately.

12. Monitoring and Evaluation

- **Annual Policy Review**
 - The ICC, in consultation with the Governing Council, reviews the policy annually, incorporating legal updates (e.g., amendments to the POSH Act), DBIT guidelines, and community feedback.
 - Revisions consider emerging issues, such as cyber-harassment or intersectional vulnerabilities.
- **Campus Safety Audits:**
 - Biannual audits of campus infrastructure (lighting, CCTV, hostel security) by a Safety Committee, including ICC members, security staff, and student representatives.
 - Audit reports are submitted to the Chairman, with corrective actions implemented within 60 days.
- **Community Surveys:**
 - Annual anonymous surveys to assess awareness, safety perceptions, and experiences of harassment, conducted via the CFO in coordination with the Director.

- Results inform training programs, policy updates, and resource allocation, shared with the community in anonymized form.
- **Compliance Reporting**
 - The ICC submits detailed annual reports to the DBIT Governing body by March 31, covering:
 - Number and nature of complaints received and resolved.
 - Inquiry outcomes and actions taken.
 - Preventive measures implemented (e.g., training sessions, campaigns).
 - Challenges and recommendations for improvement.
 - Reports are audited by an external consultant every 3 years to ensure compliance.
- **Key Performance Indicators (KPIs):**
 - Percentage of community members attending training (target: 100% annually).
 - Average time to resolve complaints (target: within 90 days).
 - Reduction in reported incidents over time, measured through survey data.
 - Satisfaction with ICC processes, assessed via post-resolution feedback.

13. Contact

- **Internal Complaints Committee (ICC):**
 - Email: iicdbit@gmail.com
 - Office: Vice- Principal's Room , 3rd Floor , DBIT Building (open 9 AM– 5 PM, Monday–Friday)
 - Phone: 9667330026 (9 AM–5 PM)
- **External Helplines:**
 - National Women's Helpline: 1091
 - Delhi Women's Helpline: 181
 - National Commission for Women: +91-11-26944880 Harassment