



**GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY**  
1, Knowledge Park-II, Greater NOIDA, Uttar Pradesh, 201310

DOG CET/Notices/2024/115  
25<sup>th</sup> September, 2024

**POLICY FOR INTERNAL COMPLAINT COMMITTEE**

**Preamble**

In recognition of the need to ensure a safe, respectful, and equitable environment for all members of our academic community and following the provision of Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) PoSH 2013, GCET has established the Internal Complaint Committee (ICC). This committee is constituted to address and resolve complaints related to misconduct, harassment, and any other issues that may affect the well-being and integrity of our institution.

**Policy Statement**

**1) Scope**

The ICC shall have jurisdiction over complaints related to, but not limited to:

- Academic and administrative misconduct
- Harassment and discrimination (including sexual harassment)
- Bullying and intimidation
- Violation of institutional policies and ethical standards

**2) Objective**

The primary objective of the ICC is to provide a fair, transparent, and impartial process for addressing complaints and grievances that arise within the college. The committee aims to uphold the principles of justice, confidentiality, and respect for all parties involved. Through diligent investigation and resolution, the ICC seeks to promote a positive and supportive educational environment that aligns with the values and standards of GCET.

### 3) Composition

The ICC shall have the following composition:

S.No.	Designation	Role
1.	Presiding Officer	Chairperson
2.	Chief Counsellor	Member
3.	Registrar	Member
4.	Three faculty members	Member
5.	Two non-teaching employees	Member
6.	Three students	Student Member
7.	Representative from Non Government Organization	External member

### 4) Responsibility and Action Plan

**The duties and responsibilities of the committee are as follows:**

- i) Implementing the Anti - Sexual harassment Policy in the workplace.
- ii) Compiling and submitting an annual report
- iii) Raising awareness about what constitutes sexual harassment in the workplace through workshops, posters, documents, notices, etc.
- iv) Initiating inquiries promptly.
- v) Addressing complaints judiciously.
- vi) Offering opportunities for conciliation wherever possible
- vii) Upholding the principle of natural justice throughout the proceedings.
- viii) Submitting inquiry reports along with recommendations.
- ix) Maintaining strict confidentiality regarding the proceedings before the committee.

#### **Action Plan**

**Complaint Receipt:** Establish a channel for lodging complaints and submitting them to the Director or designated ICC members, ensuring the confidentiality of the complainant.

**Initial review and assessment:** Review the complaint's validity and relevance. This may involve an initial discussion with the complainant to clarify details. Decide whether the complaint should be formally investigated, resolved informally, or referred to another body (e.g., legal authorities) if it falls outside ICC jurisdiction.

**Investigation:** Formation of a team of ICC members trained in handling such matters, ensuring impartiality. Collect evidence, including written documents, digital records, and witness testimonies. Interact with the complainant, the accused, and any relevant witnesses.

**Analysis and Resolution:** Look into the evidence and testimonies to determine whether the allegations are substantiated and assess the impact of the alleged conduct on the complainant and the broader college environment. If the complaint is substantiated, determine appropriate disciplinary measures in line with college policies (e.g., warnings, suspension) and provide support resources for both the complainant and the accused, such as counseling or academic accommodations.

5) **Term of Policy**

The term of office of the ICC members shall be three years. The institution may also employ a system whereby one-third of the members may change every year.

6) **Code of conduct**

- Maintain a high standard of professionalism in all interactions. Treat all parties with respect and dignity.
- Safeguard the confidentiality of all complaints and related information. Disclose details only to authorized individuals involved in the process.
- Approach all complaints with an unbiased mindset. Avoid any personal biases that may affect judgment.
- Respond to complaints promptly and adhere to established timelines for investigations and resolutions.
- Advocate for awareness of the ICC processes among the college community to foster a culture of openness and trust.

  
25.9.2024  
Prof. (Dr.) Vikram Bali  
Director

Copy to: Hon'ble Chairman Sir, for the kind information  
: Hon'ble CEO Sir, for the kind information  
: All Deans, HoDs & Section I/Cs  
: All Faculty/Staff Members & Students