



# PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras  
( Re-accredited by NAAC with A+ Grade )

## POLICY FOR INTERNAL COMPLAINTS

The College has constituted an Internal Complaints Committee (ICC) on 10 February 2021 on the basis of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions) Regulations, 2015 Published in the Gazette of India, New Delhi 2 May 2016.

ICC comprises of Student representatives and members from the teaching community. It registers complaints of workplace sexual harassment and undertakes formal proceedings to resolve them.

ICC organises special session on what constitutes sexual harassment and explains the procedure of filing a complaint with the ICC

### **Procedure for Filing a complaint with ICC**

- Complaints can be HandWritten or typed on paper
- Nature of complaints should be clearly stated in detail
- Student can contact any internal member of ICC – AACW and hand over the complaint
- Student can Email the complaint to the Email ID [igacgrievanceredressal@annaadarsh.edu.in](mailto:igacgrievanceredressal@annaadarsh.edu.in)

### **Working of ICC – AACW**

- All Complaints will be dealt with confidentiality
- Only matters Pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC
- Other conflicts and grievance if any should be submitted to the Grievance Redressal committee
- Committee will take all necessary steps to assist the affected person in terms of support and preventive action
- Committee shall comply with the procedure prescribed in the UGC Regulation 2015 and the Sexual Harassment Act for inquiring into complaints in a time bound manner.



*R. Shanthi*

**PRINCIPAL**

**ANNA ADARSH COLLEGE FOR WOMEN  
ANNA NAGAR, CHENNAI 600 040**

On receipt of a complaint ICC conducts Preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence including the complaints. ICC then submits the enquiry report to the management. In case the allegations are not in the nature of sexual Harassment, ICC refers such complaints to the Grievance Committee of the college.

Member Secretary/Secretary/Chairperson of ICC receives the complaints of Sexual Harassment, if any on behalf of the ICC and Coordinates the deliberation of the ICC on the Complaints received.

AACW has a transparent mechanism for timely redressal of student grievances including Sexual Harassment and Ragging Cases. Anti- Ragging Committee has students as Ambassadors for better functioning enabling it to spread the spirit of harmony among the seniors and juniors.

**Aim :** Aim of the Committee is Prevention, Prohibition and redressal of sexual harassment of students and employees in the institution. Complaints pertaining to Sexual Harassment anti – ragging shall be lodged with the committee and appropriate disciplinary action is initiated by the members in accordance to the rules/regulations of the college.

### Objectives

1. To Consider the welfare of girl students, non-teaching and teaching faculty
2. To handle issues related to sexual harassment of students and faculties
3. To make arrangements for appropriate psychological, physical and emotional support in the form of counselling, security and other assistance.
4. To take measures towards sensitization of the students on gender issues
5. To recommend to the concerned authorities for follow- up action and monitor the same



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