



**GOVERNMENT OF MIZORAM
OFFICE OF THE PRINCIPAL
GOVERNMENT J. THANKIMA COLLEGE**

AIZAWL, MIZORAM. PIN : 796014

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INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee, Government J. Thankima College is formed to provide protection against Sexual Harassment of Women at Workplace and for the prevention and redressal of complaints of sexual harassment for matters connected therewith or incidental thereto. The Internal Complaints Committee was constituted on 13th November, 2019 under the direction from Higher & Technical Education Department, Government of Mizoram letter no. C. 13016/1/2014-DTE (THE) dated, 30th October, 2019. As per the rules in force, the Internal Complaints Committee functions as a redressal mechanism which looks into matters of Sexual Harassment of Women at the Workplace. The incumbent committee comprises of the following members appointed under Section 4 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013:

	Name and Designation	Contact Number & email
Presiding Officer/Chairman	Maria Lalremruati Associate Professor, Dept. of English	9436151047 mariamizoremruati@gmail.com
Member	C. Vanlalruati Associate Professor, Dept. of History	8730840196 vlipachau@gmail.com
Member	Sangrozami Associate Professor, Dept. of Mizo	9436155146 Sairox9@gmail.com
Member	Lalthanchami Kiangte Assistant Professor, Dept. of History	7085010011 lalthanchami@gmail.com
Member	Lalngaihawma Associate Professor, Dept. of Economics	9612156740 Ngaiha1977@gmail.com
Member	Lalmangaihi Secretary, MHIP, Bawngkawn	7005610071

Details and functions of the committee are appended in the annexure.

(PROF. JV. NUNCHUNGA)

Principal

Government J. Thankima College

Bawngkawn, Aizawl

Annexure

FUNCTIONS OF THE INTERNAL COMPLAINTS COMMITTEE

The ICC functions to facilitate the redressal of the grievances, to help maintain a harmonious atmosphere within the campus and to enable women to pursue their work with dignity and reassurance. On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental right of women to work in a safe environment. The ICC of GJTC will shoulder the responsibility with the aim of providing women an appropriate complaint mechanism against unwelcome sexually determined behaviour whether directly or by implication.

The Role of the Committee

- To act as Inquiry Authority on a complaint of sexual harassment.
- To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
- To take proactive measures towards sensitization of all those who have filed a complaint against sexual harassment that may have occurred at the workplace, and abide by the Act of Parliament 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' [*SHWW (PPR) Act*].
 - The Complaints Committee have the powers of civil courts for gathering evidence.
 - The Complaints Committee is required to provide for conciliation before initiating an inquiry, if requested by the complainant.

GUIDELINES FOR SEXUAL HARASSMENT OF WOMEN AT WORKPLACE UNDER PREVENTION, PROHIBITION AND REDRESSAL ACT, 2013.

Code of conduct for work place

The Supreme Court had held that sexual harassment of women at work-place is against the dignity of women and violates Articles 14, 15(1), 19(1) (g) and 21 of the Constitution of India. Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. The rules seek to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the College. These rules will also apply to outsiders and residents, on the College/campus to the extent specified herein.

In an effort to promote the well-being of all women employees at the work place the following code of conduct has been prescribed:-

1. It shall be the duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place.
2. Sexual harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:
 - i. Eve-teasing
 - ii. Unsavoury remark
 - iii. Jokes causing or likely to cause awkwardness/ embarrassment
 - iv. Innuendos and taunts

- iv. Gender based insults or sexist remark
- v. vi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- vi. Touching or brushing against any part of the body and the like
- vii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- viii. Forcible physical touch or molestation.
- ix. Physical confinement against one's will and any other act likely to violate one's privacy.

The following circumstances if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may also amount to sexual harassment:

- implied or explicit promise of preferential treatment in employment;
- implied or explicit threat of detrimental treatment in employment;
- implied or explicit threat about her present or future employment status;
- interference with her work or creating an intimidating or offensive or hostile work environment for her;
- humiliating treatment likely to affect her health or safety.

And also includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place. Hostile or intimidating to a person belonging to the other sex, only on the ground of sex.

The mechanism for redressal of complaints and further Procedure to be followed for conducting enquiry by the Complaints Committee is as follows:

(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at Work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted.

(Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.)

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

(3) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaint the head of the organization shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.

(4) The Internal Committee or, as the case may be, may before Initiating inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.

(5) Where a settlement has been arrived at under sub-section (1), the Internal Committee, as the case may be, shall record the settlement so arrived and forward the same to the

employer and a copy to the Local committee regarding action taken as specified in the recommendation.

(6) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

Punishment for false or malicious complaint and False Evidence:

Where the Internal Committee of the Campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Competent authority , to take action against the woman or the person who has made the complaint under ,sub-section (2) of section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, **in such manner as may be prescribed.**

Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons in charge shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Submission of Report's by Internal Complaint Committee:

(1) The Internal Committee shall in each calendar year prepare an annual report and submit the same to the employer and the District Officer.

(2) The Institute shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the Institute or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.