



ANNUAL REPORT OF INTERNAL COMPLAINTS COMMITTEE FOR SESSION 2023-24

INTRODUCTION-

Our college's Internal Complaints Committee (ICC) is committed to making sure that all students, instructors, and staff work in a courteous and safe atmosphere. The purpose of the ICC, which was founded under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressed) Act, 2013, is to stop, prohibit, and address sexual harassment incidents that occur on college property. This annual report for the academic year 2023-2024 describes the goals, protocols, policies, and plans of action of the ICC to deal with and prevent sexual harassment.

Objectives of the ICC:

- To guarantee a campus free from any kind of gender discrimination... To furnish women with a safe and secure work environment in the organization.
- To encourage gender parity in women's career aspirations.
- To furnish college members with an impartial, private, and encouraging atmosphere.
- To provide informal and formal channels of resolution for complaints.

Procedures and Guidelines for Action Planning:

1. Resolution and Follow-Up:

- Describe the potential results and remedies for the various complaint categories.
- Provide mechanisms for monitoring retaliatory acts and ensuring resolutions are implemented.

2. Documentation and Record-Keeping:

- Maintain detailed records of all complaints, investigations, and resolutions while ensuring confidentiality.

3. Training and Education:

Offer ICC members frequent training on complaint handling, legal frameworks, and sensitivity.

- Hold student awareness campaigns on their rights and available comp channels



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Action Plan:

1. Reporting and Transparency:

- Create recurring reports that include an overview of the quantity and kinds of grievances, the remedies obtained, and any patterns noted.
- Provide important information to the student population while protecting the privacy of those who are affected.

2. Continuous Education and Training:

Provide ongoing training for ICC members on new developments and best practices.

- Include information about the ICC to students in Orientation program.

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Objectives of the ICC:

1. Prevention of Sexual Harassment: Educate staff and students about the definition of sexual harassment and the relevant channels for recourse.
2. Redressed of Complaints: Provide a fast and equitable procedure for resolving sexual harassment accusations.
3. Policy Implementation: Make sure that rules and regulations pertaining to stopping and dealing with sexual harassment are followed..
4. Support for Victims: Provide victims of sexual harassment with assistance and support, such as legal aid and therapy.
5. Awareness and Training: To raise awareness among college students about gender issues and the value of a respectful atmosphere, hold frequent training and awareness campaigns

Procedures and Guidelines for Action Planning:

1. Complaint Filing:

- You have two options for filing complaints: online or in writing
- To make complainants feel comfortable, anonymous reporting is also made possible.

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Plot No.-6, Knowledge Park-2
Greater Noida-201308

Plot No. - 6, Knowledge Park - 2, Greater Noida, U. P. - 201308. (Near Knowledge Park - 2 Metro Station)

Ph: 0120-2328555 | Website - www.innovativeinstituteoflaw.com | E-mail: innovativelaw2005@gmail.com



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2. Initial Review:

Upon receiving a complaint, an initial review is conducted to understand the nature and severity of the case.

3. Inquiry Process:

- Both the complainant and the respondent are given the chance their cases as part of the formal investigation that is started
- The investigation is carried out impartially and in confidence

4. Reporting:

- Following the investigation, a thorough report containing conclusions and suggestions is created.
- The report is delivered to the college administration so they can take additional measures.

5. Action and Follow-up:

- Appropriate actions, such as disciplinary proceedings, counseling, or legal action, are taken in response to the recommendations.
- Consistent monitoring is carried out to guarantee adherence to the suggestions.

6. Confidentiality:

- All proceedings and records are kept confidential to protect the privacy of all parties involved.

Action Plan:

1. Increase Awareness:

- Organize more frequent workshops and seminars.

2. Improve Reporting Mechanisms:

- Ensure that the online portal is accessible and secure.

3. Training Programs:

- Hold frequent training sessions for ICC members on the most recent advancements in the law and the most effective ways to handle complaints.
- Plan sensitivity training for staff, instructors, and students in order to promote a culture of respect on campus.

4. Support Services:

- Improve victim support services, such as providing expert counseling and legal assistance.

5. Policy Review and update:

- Create a peer support group to give victims emotional assistance.
- Review and update the sexual harassment policy often to ensure that it reflects best practices and current legal requirements.

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ANNUAL REPORT OF INTERNAL COMPLAINTS COMMITTEE FOR SESSION 2021-22

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Objectives of the ICC:

- Promoting an environment of equality and respect on campus through a variety of programs and activities.
- Ensuring that concerns are handled quickly and that answers are given in a fair amount of time.
- Giving ICC members and other interested parties the abilities and information needed to manage complaints tactfully and efficiently.
- Maintaining thorough records of every complaint and its resolution in order to spot trends and areas in need of development.

Procedures and Guidelines for Action Planning:

1. Awareness Programs:

- The ICC holds regular information sessions, seminars, and workshops to teach staff and students about sexual harassment and its protocols.

2. Confidential Handling:

- All complaint-related papers and records are kept private and safe.

3. Implementation of Recommendations:

- The report is used to determine what steps should be taken next. These steps could include counseling, disciplinary action, or even legal action.

4. Monitoring Compliance:

- To guarantee compliance and efficacy, the ICC keeps an eye on how recommendations are being implemented.

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5. Support for Complainant:

- The complainant receives ongoing assistance, such as counseling and protection from reprisals.

Action Plan:

1. Establish the Committee:

- Verify and declare the ICC members, making that there is diversity and representation from various departments within the organization.
- Organize training and orientation meetings for each committee member.

2. Develop and Review Policies:

- Examine and amend the current complaint policy to reflect any modifications to best practices or regulatory obligations.
- Provide comprehensive procedural manuals that are available to all students.

3. Communication and Awareness:

- At the beginning of the school year, conduct an awareness campaign to tell students about the ICC and how to submit complaints.
- Use a variety of channels for communication, including the institution's website, emails, posters, and seminars.

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Objectives of the ICC:

- To offer a private, safe forum where students can air their problems and criticisms, to guarantee a prompt, impartial, and equitable investigation of complaints.
- To stop harassment, discrimination, and other unjust behavior within the organization.
- To promote an inclusive, egalitarian, and respectful culture among academics.

Procedures and Guidelines for Action Planning:

1. Complaint Policy:

- Create a thorough complaint policy and examine it on a regular basis.
- Describe the range of complaints that the ICC accepts, such as those involving discrimination, harassment, and other issues.

2. Filing a Complaint:

- Clearly state the procedures and methods for students to file concerns (e.g., online forms, email, in-person).
- Make sure the procedure for filing a complaint is straightforward, easily accessible, and private.

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3. Investigation Process:

- Describe the procedures for a comprehensive and unbiased complaint inquiry.
- Make sure that inquiries are carried out as soon as possible and that all pertinent data is taken into account.

4. Resolution and Follow-Up:

- Describe the potential results and remedies for the various complaint categories.
- Provide mechanisms for monitoring retaliatory acts and ensuring resolutions are implemented

Action Plan:

1. Follow-Up and Support:

- Keep an eye out for any indications of retaliation and take appropriate action to protect the complainants.
- Monitor the execution of resolutions and provide support services like counseling and legal aid.

2. Feedback and Improvement:

- Establish a feedback system so that students can discuss their encounters with the grievance procedure.
- To enhance the complaint management approach, evaluate input frequently and make necessary updates to policies and processes.

3. Reporting and Transparency:

- Create recurring reports that include an overview of the quantity and kinds of complaints, their resolutions, and any trends found.
- Share important information with the student body while protecting the parties' privacy.

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Objectives of the ICC:

- To guarantee a prompt, impartial, and equitable investigation of complaints;
- To give students a private, safe forum to address their problems. to increase knowledge of students' rights and available channels for complaint.
- To stop harassment, discrimination, and other unfair treatment within the organization.
- To promote an inclusive, egalitarian, and respectful culture among academics.

Procedures and Guidelines for Action Planning:

1. Policy Drafting:

- Create a detailed and unambiguous complaint policy.
- Make sure the policy contains guarantees against retaliation, confidentiality measures, definitions, and scope.

2. Initial Review:

- Conduct an initial review to assess the severity and complexity of the complaint.

3. Investigation Team

- Assign an impartial investigation team comprising trained ICC members.

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4. Decision Making:

- Examine the investigation's results and, in light of the evidence, decide on the best course of action.

5. Detailed Records:

- Keep thorough records of all complaints, inquiries, rulings, and actions taken in response.
- Ensure that records are properly stored to preserve privacy.

Action Plan:

1. Launch Awareness Campaign:

- Launch a campaign to educate pupils about the ICC and the complaint procedure at the beginning of the school year.
- Spread information via a variety of channels, including the institution's website, social media, emails, and posters.

2. Workshops and Seminars:

- Hold seminars and workshops to inform students about their rights and the channels via which they can seek remedy.
- Invite specialists and guest lecturers to address issues of harassment, discrimination, and resolving conflicts.

3. Multiple Complaint Submission Channels:

- Create multiple avenues for complaints, such as physical drop boxes, a dedicated email address, and an online form.
- Make sure these channels are routinely checked so that complaints can be addressed quickly.

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