



KOTTAKKAL FAROOK

ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



STANDARD OPERATING PROCEDURE (SOP)
INTERNAL COMPLAINTS COMMITTEE(ICC)
AGAINST SEXUAL HARASSMENT

Standard Operating Procedure (SOP) for ICC

Formation and Responsibilities:

1. Formation:

- Establish the ICC with designated members as per UGC guidelines.
- Schedule regular meetings to plan and review activities.

2. Responsibilities:

- **Presiding Officer:** Oversee all activities of the ICC.
- **Convenor:** Coordinate the efforts of the ICC.
- **Members:** Implement and monitor anti-sexual harassment measures, conduct investigations, and support victims.

Reporting and Response:

1. Immediate Reporting:

- Encourage students and staff to report incidents of sexual harassment immediately through the helpline, complaint box, or online platform.
- Ensure anonymity and confidentiality of the complainant.

2. Investigation:

- The ICC shall investigate the complaint within 7 working days of receipt.
- Collect evidence, interview witnesses, and document findings.
- Ensure that the investigation follows principles of natural justice.

3. Redressal:

- The ICC shall conduct a fair hearing for both the complainant and the respondent.
- Recommend disciplinary actions based on the findings of the investigation.
- Communicate the decision to the complainant and the respondent within 15 working days.

Awareness and Training:

1. Orientation Programs:

- Conduct orientation programs for new students and staff to educate them about the ICC and the policy against sexual harassment.
- Provide regular training sessions for ICC members, faculty, and staff on handling complaints and promoting gender sensitivity.

2. Campaigns:

- Organize anti-sexual harassment campaigns, distribute informational pamphlets, and display posters across the campus.
- Utilize social media platforms to spread awareness about the ICC and its functions.

Monitoring and Review:

1. Surveillance:

- Install and maintain CCTV cameras in critical areas to monitor activities and deter incidents of sexual harassment.
- Regularly review CCTV footage for any suspicious activities.

2. Feedback and Improvement:

- Collect feedback from students and staff on the effectiveness of the ICC and anti-sexual harassment measures.
- Implement improvements based on feedback and new guidelines.

3. Annual Report:

- Prepare an annual report detailing the activities, complaints received, actions taken, and outcomes.
- Submit the report to the college administration and relevant authorities.