



TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

"The truth will set you free," is the motto of the Techno Institute of Higher Studies (TIHS). We at TIHS believe that regardless of a person's caste, creed, socioeconomic rank, or gender, the values of justice, humanism, and dignity should be applied. An Internal Complaints Committee (ICC) for TIHS to consider complaints of sexual harassment of staff and students will be established in accordance with the institution's ethos, the directives of the National Commission for Women, and the Hon'ble Supreme Court Judgment on the subject of sexual harassment of women in the workplace. These are details on the Act, the rules, and the duties of the ICC as prescribed in HANDBOOK on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Complaints regarding Sexual Harassment must be made in written (Clear handwriting) or typed on paper with sign and date of complainant.

- According to the Act, a person who has experienced sexual harassment at work has three months from the date of the incident to file a written complaint, and in the case of a series of incidents, three months from the date of the last incident. The nature of the complaint must be clearly stated in detail, along with dates and locations.
- The complainant's name and address must be legible and the complaint must never be anonymous.
- In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, a complaint may be filed, among other things, by the victim's relative, friend and coworker, officer of the National Commission for Women or State Women's Commission, or any other person who has knowledge of the incident, with the victim's written consent.
- One should give the written complaint to any internal ICC member.

Committee Members

- **Student representatives**

Coordinator, IQAC
Techno Institute of Higher Studies
Lucknow

Principal
Techno Institute of Higher Studies
Lucknow

Manager
Techno Institute of Higher Studies
Lucknow

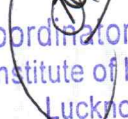
- Non teaching staff
- Legal educationist and women right activist

The Internal Complaints Committee (ICC) will operate in accordance with published standards.

- All concerns will be handled in a private manner.
- The ICC will only have jurisdiction over issues involving sexual harassment and/or discrimination of personnel and students.
- Any additional disputes or grievances should be reported to the discipline committee or the appropriate *Grievance Redressal cell* (for Employees and students).
- All faculty, staff, and students are required to abide by the norms outlined in the college manual, and the ICC is not responsible for handling any related complaints.



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