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तेजस्विनावधीतमस्तु

ISO 21001 : 2010 & ISO 14001 : 2015 & ISO 9001 : 2015

**FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY, KAPASHERA,
NEW DELHI**
Affiliated to Guru Gobind Singh Indraprastha University, Delhi



**INTERNAL COMPLAINT COMMITTEE
(SEXUAL HARRASMENT)**



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INTERNAL COMPLAINT COMMITTEE (SEXUAL HARRASMENT)

1. INTERNAL COMPLAINTS COMMITTEE (SEXUAL HARRASMENT)

Fairfield institute of Management & Technology Internal Complaints Committee (ICC / IC) is constituted by the institution to ensure a safe, secure, respectful, and gender-sensitive environment for all students, faculty, and staff, and to address complaints relating to sexual harassment and gender-based misconduct within the institution.

2. LEGAL / REGULATORY BASIS

The Internal Complaints Committee is constituted in accordance with:

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 UGC advisories requiring Higher Educational Institutions to maintain an ICC and file/maintain related compliance measures.

3. PURPOSE OF THE COMMITTEE

The Internal Complaints Committee is established with the purpose of:

- preventing incidents of sexual harassment and gender-based misconduct,
- providing a confidential and supportive redressal mechanism,
- promoting a culture of dignity, equality, and respect,
- ensuring that complaints are addressed in a fair, impartial, and time-bound manner,
- strengthening the institution's commitment to safety, inclusion, and zero tolerance toward harassment.

4. OBJECTIVES OF THE ICC

The key objectives of the Internal Complaints Committee are:

1. Prevention: To create awareness and prevent all forms of sexual harassment, inappropriate behaviour, and gender-based misconduct within the institution.
2. Protection: To ensure a safe and secure campus environment for:

- Students
- Faculty
- Administrative staff
- Support staff,
- Interns,
- Visitors, where applicable.

5. MATTERS COVERED UNDER ICC

The following matters shall ordinarily fall under the jurisdiction of the ICC:

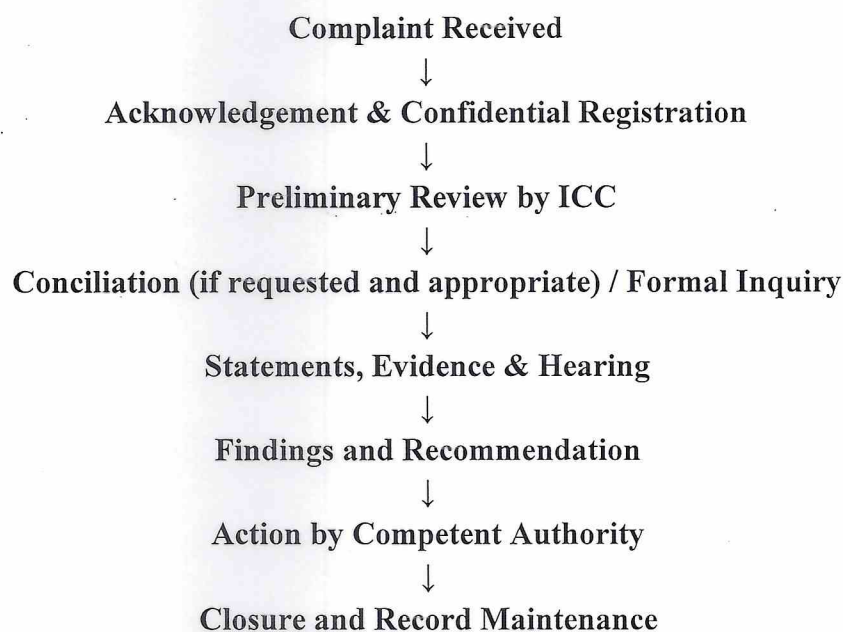
- unwelcome physical contact,
- sexually coloured remarks,
- inappropriate touching,
- stalking,
- repeated unwanted communication,
- obscene messages / images / gestures,
- inappropriate online behaviour,
- sexually suggestive comments,
- demand or request for sexual favours,
- intimidation or coercion of a sexual nature,
- creation of a hostile environment due to sexually inappropriate behaviour

6. MODE OF SUBMISSION OF COMPLAINT

A complaint may be submitted through any of the following modes:

- written application,
- official complaint form,
- email to the fimtnd@gmail.com
- direct submission to the Presiding Officer / ICC Member,
- confidential written complaint through designated institutional mechanism.

7. Redressal Procedure



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8. TIME FRAME

As a general institutional practice:

- Acknowledgement of complaint: within 3 working days
- Preliminary review: within 5 working days
- Inquiry proceedings: ordinarily within 15–30 working days
- Submission of report/recommendation: within reasonable time after inquiry completion

9. Awareness and Sensitization

To organize programmes on:

- gender sensitization,
- workplace/campus dignity,
- respectful conduct,
- prevention of harassment,
- rights and responsibilities.

10. Institutional Compliance

To ensure that the institution remains compliant with statutory and quality assurance expectations, including awareness, committee constitution, documentation, and grievance redressal support expected in higher education governance and quality frameworks.


15/11/2024