DON BOSCO COLLEGE (CO-ED), YELAGIRI HILLS
BBA & BCA PROGRAMMES – AICTE APPROVED COURSES
INTERNAL COMPLAINTS COMMITTEE (ICC)
Guidelines, Objectives and Procedures

The Internal Complaints Committee (ICC) is constituted to provide a safe, respectful and supportive academic environment and to address complaints relating to sexual harassment and discrimination. The Committee provides an accessible mechanism for receiving, examining and appropriately addressing complaints in accordance with the applicable institutional and statutory guidelines.

The Committee aims to promote awareness, dignity and equality among students and staff and to prevent conduct that creates an unsafe, hostile or intimidating environment. Complaints falling within the jurisdiction of the ICC shall be handled promptly, fairly and with due confidentiality.

The Committee shall also promote awareness through suitable orientation programmes, workshops, lectures and other sensitization activities so that students and staff understand their rights, responsibilities and the mechanisms available for reporting concerns.

OBJECTIVES OF THE COMMITTEE

- To promote a safe social, physical and psychological environment for students and staff.
- To create awareness about sexual harassment and prevent inappropriate conduct on the campus.
- To provide a confidential and accessible mechanism for reporting and addressing complaints.
- To deal with complaints in a fair and time-bound manner, while providing appropriate support to affected persons.
- To uphold the dignity, equality and rights of women and maintain a respectful institutional environment.
- To establish a continuing mechanism for prevention, prohibition and redressal of sexual harassment.

CONDUCT COVERED UNDER THE ICC

For the purpose of the Committee, sexual harassment includes unwelcome conduct of a sexual nature, whether physical, verbal or non-verbal. This may include unwelcome physical contact or advances, requests for sexual favours, sexually coloured remarks, display of sexually explicit material, or use of electronic communication such as phones or the internet for such conduct. Other unwelcome sexual conduct that demeans, humiliates or creates a hostile or intimidating environment may also be addressed.

WORKING PROCEDURE

1. Complaints within the jurisdiction of the ICC may be submitted to the Committee through the prescribed institutional mechanism.
2. The Committee shall consider complaints promptly and handle all proceedings with appropriate confidentiality.
3. The Committee shall examine the facts objectively and follow the applicable institutional and statutory procedure.
4. The privacy and dignity of the complainant and other persons involved shall be respected throughout the process.
5. The Committee shall take appropriate steps for prevention, redressal and follow-up in cases that fall within its jurisdiction.
6. Issues unrelated to sexual harassment or discrimination shall be directed to the appropriate Grievance Redressal Cell, Discipline Committee or other competent authority.

AWARENESS AND PREVENTIVE MEASURES

- Conduct awareness and sensitization programmes for students and staff.
- Provide information about the Committee and the available complaint mechanism at appropriate places.
- Encourage a culture of dignity, mutual respect and non-discrimination.
- Ensure that complaints are received and handled without intimidation or victimization.

INTERNAL COMPLAINTS COMMITTEE MEMBERS

S.No.	Name	Designation / Department	Capacity	Mobile Number
1	Dr. Ravi L	Principal	Chairperson	8148159319
2	Dr. Bosco Augustine	Secretary	Representative of College Administration	8754752858
3	Fr. Jerome	Dean	Convener	8940038224
4	Mr. Baskar	HoD – Computer Applications (CA)	Member	9566591138
5	Mr. Arul Anthony Rozario M	HoD – Management Studies (MS)	Member	9629302423
6	Dr. Jayarmary	Asst. Professor	Member	9629577114
7	Ms. Jothika	Asst. Professor	Member	—
8	Ms. Annie Julisia Giffy J	Student Representative – BCA	Member	—
9	Mr. Sebian Joshua	Student Representative – BCA	Member	—
10	Mr. Tharun Kumar	Student Representative – BBA	Member	—
11	Ms. Vincly	Student Representative – BBA	Member	—

The Internal Complaints Committee is committed to maintaining a safe, respectful, confidential and inclusive environment for all students and staff of the College.