



Ref. No: DCSAAD/ 2023-2024/ 02

Sub: Constitution of Internal Complaints Committee (ICC)

In alignment with the guidelines and rules set forth by the AICTE, UGC (No.F.91-1/2013), and Vishaka guidelines (Sexual Harassment Act, 2013) for educational institutions, DC School of Architecture and Design has constituted the Internal Complaints Committee (ICC) for considering complaints of all kind of Gender inequality, sexual harassment and abuse of female Students/ Faculty/ Research Scholar and Non-teaching Staff.

Objective of the ICC:

Establish and Uphold a Gender-Inclusive Environment:

Ensure a gender-inclusive, respectful workplace by addressing and eliminating discrimination, harassment, and gender biases.

Safeguard the Well-being of Employees:

Foster a secure, supportive atmosphere, especially for women, by promptly addressing and resolving complaints, prioritizing safety, well-being, and dignity for all employees.

Enforce a Zero-Tolerance Policy:

Implement and enforce a zero-tolerance policy against any form of sexual harassment and abuse, promoting prevention through awareness and education while ensuring a fair and confidential resolution process.

Action Planning Procedures and Guidelines

Accessible Reporting Channels: Complainants can approach any committee member via email, telephone, or written complaint.

Immediate Response: Meetings convened promptly upon receiving any complaint of sexual harassment or abuse.

Full Support and Cooperation: Assure complainants of complete support and cooperation from the committee.

Prompt Inquiry: Committee members conduct an inquiry soon after receiving the complaint.

Preliminary Report: Prepare and submit a preliminary report within seven days of receiving the complaint.

Timely Resolution: Commit to completing the entire inquiry within 90 days of the incident.



Plan of Action:

- Organize counseling sessions to support the victim affected by anxious.
- Implement awareness campaigns and programs addressing gender equality, sensitivity, and prevention of sexual harassment and abuse.
- Prominently display laws on sexual harassment and abuse across key areas of the campus.

Composition of the Committee

Sl. No	Name	Designation	Role
1	Dr. G. Lizia Thankam	Associate Professor, DCSAAD	Presiding Officer
2	Ar. Ruchi Singh Jadam	Associate Professor, DCSAAD	Member Coordinator
3	Ar. Vijay Kumar Verma	Associate Professor, DCSAAD	Member
4	Ms. Rajisha R	Asst. Professor, DCSMAT	External Member
5	Ms. Rani Augustine	Asst. Professor, DCSMAT	External Member
6	Ms. Vishnu Priya	Office Staff, DCSAAD	Member Non-Teaching Staff Representative
7	Ms. Neha Mazvin	Student, II Year, DCSAAD.	Member Student Representative

Presiding Officer: Dr. G.Lizia Thankam

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Principal

08th January 2024

CC: 1) All students and staff 2) All Members of the Committee 3) Stock File 4) CF