Internal Committee

**The Process for Complaint and Inquiry**

**Step I**:

An aggrieved woman should give a written complaint either in person or through post or email to [shethnktticc@gmail.com](mailto:shethnktticc@gmail.com). The aggrieved should give the complaint within three months of the date of the incident. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

**Step II:**

On receiving the complaint, the Internal Committee will inquire as per service rules or in their absence, according to regulations under the Act. The committee will complete them within 90 days. The committee will submit the report within ten days from the date of completion of the inquiry.

**Step III:**

If the committee finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct under the provisions of the applicable service rules or as per rules framed under the Act.

**Step IV:**

The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

**Step V:**

Appeal against the decision of the ICC is allowed within 90 days of the recommendations.