

FIMS/ICC/2021

September 30, 2021

**OFFICE ORDER No. FIMS/ICC/02/2021**

Sub: Constitution of Internal Complaints Committee – Reg.

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013. As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide no. F AICTE/WH/2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in FIMS to prevent sexual harassment of woman at work place.

Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating to sexual harassment at work place:

Presiding Officer	Prof. Sujata Shankaran Associate Professor, FIMS	Chairperson
Two faculty members	1) Prof Ahamed Riaz K. Dy. Director, FIMS 2) Prof. Rajesh Janardhanan Associate Professor, FIMS	Members
Two non-teaching employees	1) Mr. C. Abdul Rasheed Executive Officer, FIMS 2) Mr. Abdul Rashid P.K Admin Asst.	Members
A member from NGO or a person familiar with sexual harassment issues	Dr. M. Abdul Jabbar Ph: 9895876031	NGO
Three student nominees (if the matter involves students)	1) Mr. Anul Raj 2) Ms. Aswathy 3) Ms. Rushda Shirin	Members






**FAROOK INSTITUTE OF  
MANAGEMENT STUDIES**  
(Promoted by Farook College-Estd. 1948)

Approved by AICTE & Affiliated to the University of Calicut

Internal Complaint Committee sensitizes the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place. According to the Supreme Court's order, Sexual Harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually coloured remarks
- Display of pornographic content in any form
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

In keeping with the Supreme Court guidelines, FIMS had established ICC against sexual harassment and atrocities against women at the workplace.

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director/Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceeding. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

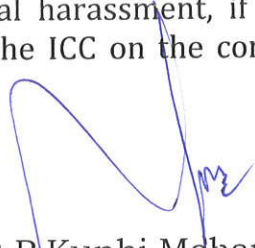
ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complaint shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

  
Dr. Saji Kuriakose  
Director



  
C.P. Kunhi Mohammed  
Secretary

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