

### Internal Complaint Committee and Prevention of Sexual Harassment

The institution has created an Internal Complaints Committee (ICC) in compliance with the UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015, because it is committed to providing a secure and welcoming environment for both staff and students. We fervently advocate for actions to guarantee the security, welfare, and dignity of our workers since we are dedicated to honouring the UGC statutes.

We are committed to establishing a campus culture where sexual assault, harassment, or discrimination are never accepted on any part. To that end, we maintain a strict zero-tolerance policy against sexual harassment.

#### Goals

- To establish a welcoming and safe environment inside the organisation that encourages confidence and trust between employees and students.
- Assure adherence to the UGC Regulations, 2015, which prohibit and address sexual harassment of women employees and students in higher education institutions.
- Organise and lead activities and programmes that encourage gender awareness and sensitization among the community members of the institution.
- Enforce and put into effect disciplinary measures against sexual harassment in any form while maintaining the complainant's rights and dignity.
- Address the issues with the physical, mental, and emotional well-being of those residing in the facility, offering assistance and resources as required.
- Make certain that the resources required to support harassment victims and allow the ICC to operate effectively are provided.
- Assure fairness and secrecy in the complaint redressal procedure, putting the complainant's welfare first while upholding due process.
- Inform faculty, staff, and students about their rights and obligations with regard to sexual harassment matters.

### Procedure for Complaints

- The victim has three months from the date of the incident to file a formal complaint with the ICC.
- All complaints must be handled in 90 days, and any delays must be explained to the ICC along with the justification for the prolongation.
- It is imperative to stress that in order to take any action under this Policy or the Act, a written complaint containing the full name and information of the person who has been wronged is required. Anonymous grievances won't be taken into account.
- If the complainant is unable to make the complaint themselves, they may do so on behalf of themselves through their legal heirs, parents, spouse, children, or siblings.

### Composition of the Internal Complaint & Sex Harassment Prevention Committee 2022-2023

SL NO	Name	Designation
1	Dr.Murali S	Principal, Chairman
2	Prof. Sujatha M	Vice Principal, Convener
3	Prof. Parvathi S P	Faculty Student Welfare Officer



Principal

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