

MADRAS SCHOOL OF SOCIAL WORK

(AUTONOMOUS)

NO. 32, CASA MAJOR ROAD, EGMORE

CHENNAI 600-008

INTERNAL COMPLAINTS COMMITTEE

REPORT ON

**ICC INVESTIGATION ORIENTATION FOR ICC COMMITTEE
MEMBERS**



DATE: 9th October 2025

MODE: ONLINE (GMEET)

TIMINGS: 3:00PM- 4:00PM

INTRODUCTION:

An orientation was conducted for the members of the Internal Complaints Committee (ICC) by Dr.Sakthi Rekha, who had been working as Librarian at MSSW from 2001 - 2023. She was the Chairperson of IC from 2021-2023. During her tenure, a system was established to ensure an effective Internal Committee (IC) in alignment with the spirit of the POSH Act. She is also serving as external member of Internal Committee of various institutions including the High Court of Madras. The session began at 3:00 P.M and was concluded by 4:00 P.M.

PROCEEDINGS:

- The session began with a self-introduction of the members of the ICC team and the resource person introduced themselves and the motive behind the session which was to create a well-equipped team and ensuring that the team is aware of the policy and its applications.
- Dr. Sakthi Rekha elaborated about the POSH Policy of MSSW, its background and how it is aligned with the UGC guidelines.
- She emphasised on working together with the counselling cell of the college and for it be available for both the respondents and complainant.
- She also cautioned to take only written complaints even if it was addressed orally to the members.
- She also briefed about the process of dealing with a complaint which encompasses of the following:
 - Step 1: Filing a Complaint - A written complaint must be filed within 3 months of the incident
 - Step 2: Initial ICC Assessment - The ICC reviews the complaint and the respondent has 10 days to reply.
 - Step 3: Conciliation (Optional):This step is initiated only at the complainant's request and cannot involve a monetary settlement. If a settlement is reached and recorded, the case is closed. If not, the inquiry process proceeds.
 - Step 4: Inquiry Process: The ICC conducts an inquiry where both the complainant and respondent are given the opportunity to be heard, and

witness examination and cross-examination may occur. The principles of natural justice are followed, and the entire process must be completed within 90 days of the complaint being received. The ICC has powers similar to a civil court during this inquiry.

- Step 5: Report and Actions - The ICC submits its findings and recommendations within 10 days, and the employer must implement the recommendations within 60 days. Possible actions include salary deduction or counselling for the respondent.
- She also recommended to suggest the punishments to the respondent that were given in the MSSW POSH policy.

KEY LEARNINGS:

1. Being updated: To be updated about the current changes or any amendments in the POSH policy is important for the ICC members.
2. Non- Judgemental attitude: To not judge the complainant or respondent for their actions, situation or any attitudes exhibited by them and have a non-biased judgement.
3. Confidentiality: It is important to maintain confidentiality as ICC members.

CONCLUSION:

The session helped all the ICC members, especially the student members to get a better grasp about the policy. It aided in understanding the various provisions and actions.