



GNIMS – Policy & Procedure for Formation of Internal Complaints Committee (ICC)

1. Policy Statement

GNIMS is committed to providing a safe, secure, and respectful workplace and academic environment free from sexual harassment. In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, GNIMS shall constitute an **Internal Complaints Committee (ICC)** to prevent and address complaints of sexual harassment.

2. Objective

- To ensure compliance with statutory requirements under the POSH Act, 2013.
- To provide a structured grievance redressal mechanism for complaints of sexual harassment.
- To promote gender equality and respect at GNIMS.

3. Scope

This policy applies to:

- All employees (teaching & non-teaching staff) of GNIMS.
- All students, interns, and visitors to the campus.
- Any incident occurring on GNIMS premises or during official activities outside campus.

4. Composition of ICC

As per Section 4 of the POSH Act, the ICC shall consist of:

1. **Presiding Officer** – A senior woman employee of GNIMS.
2. **Members** –
 - At least **two faculty/staff members** with experience in social work or legal knowledge.
 - **One external member** from an NGO or association committed to women's causes or with legal expertise.





3. **Minimum 50% members shall be women.**

5. Procedure for Formation

1. Nomination & Approval

- The Director/Principal shall invite nominations from eligible faculty/staff and select members based on experience, sensitivity, and impartiality.
- An external member shall be appointed through consultation with recognized NGOs or legal bodies.
- Approval of the final ICC composition shall be recorded in writing.

2. Tenure

- Members shall hold office for **three years** from the date of appointment.

3. Training

- All ICC members shall undergo mandatory training on POSH law, complaint handling, and confidentiality.

4. Notification

- The names, designations, and contact details of ICC members shall be displayed on the official GNIMS website and notice boards.

6. Roles & Responsibilities of ICC

- Receive complaints of sexual harassment.
- Conduct inquiries in a fair and confidential manner.
- Recommend disciplinary actions based on findings.
- Submit annual reports to the Director and appropriate statutory authorities.

7. Confidentiality

All proceedings, statements, and identities of parties involved shall be kept confidential as per Section 16 of the POSH Act.

8. Record Keeping

- ICC shall maintain a register of complaints, inquiry reports, and recommendations.





Guru Nanak Institute of Management Studies
Agenda and Minutes – Management Review Meeting

- Records shall be stored securely for at least 3 years.

9. Review & Amendments

This policy shall be reviewed annually or as required by changes in legislation.

Dr. Satvinder Singh Bedi

Director- GNIMS



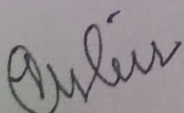
Dr. Jasbir Kaur

Director- GNIMS B School

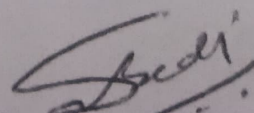
INTERNAL COMPLAINT COMMITTEE

2025-26

Sr No	Name	Designation	Position
1	Ms.Hema Deogharkar	Head PGCM , IQAC Member, ISO Member , Mumbai University Approved Faculty	Presiding Officer
2	Dr. Sameer Phanse	Marketing consultant and Associate Professor	Member
3	Mr. Prashant Palekar	Account Officer	Member
4	Ms. Rajinder Kaur Khanna	Admission Manager	Member
5	Dr. Aruna Deshpande	Certified POSH trainer and former ICC committee -Presiding Officer of Mumbai University	External Member
6	Student Representative		GNIMS
7	Student Representative		GNIMS B School


 Dr. Jasbir Kaur
 Director - GNIMS B School




 Dr. Satvinder Singh Bedi
 Director - GNIMS