



Internal Complaint Committee for Sexual Harassment of Women at Workplace
All India Institute of Medical Sciences (AIIMS), Kalyani
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External Member

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What is Internal Complaint Committee (ICC)?

- ICC is a body constituted by the administration of AIIMS, Kalyani. It deals with sexual harassment of women at workplace.

Who can approach ICC, AIIMS, Kalyani?

- Any woman employee (Permanent/Contractual/Ad hoc/Tenure –based)
- Any female student (Medical/Nursing/Bachelor’s degree/Master’s degree/Paramedical)

How to approach ICC, AIIMS, Kalyani?

- Any of the internal members may be approached personally at their respective office during working hours.
- Any of the internal members may be contacted over phone at any hours in case of any untoward incident.
- Complaint may be lodged by E-mail to any / all internal members to their personal E-mail ID or to the official E-mail ID of ICC, AIIMS, Kalyani (icc@aiimskalyani.edu.in) This is to be followed by submission of written complaint with signature to any of the internal members.

What types of incidents must be reported to ICC?

- Any sexually oriented verbal comment/messages sent through electronic media/inappropriate gesture/sending offensive messages/pictures/inappropriate physical contact/attempt to make such contact, during working hours and beyond.

How ICC members deal with a complaint?

- ICC members deal any complaint keeping the identity of the complainant and accused absolutely confidential.
- ICC gives equal opportunity to the complainant and the accused to present their case/defend themselves as the case may be.
- ICC collects substantial evidence for or against both the parties by all possible mechanism and preserves this evidence for future referral.
- ICC takes unbiased decision in conjunction with the external member and conveys their recommendation to the administration.

Members of ICC, AIIMS, Kalyani has highest regards and faith upon all employees of AIIMS, Kalyani, and believe in working together in harmony and peace.