



**SHRI DHANWANTRY AYURVEDIC COLLEGE&HOSPITAL
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Prevention of Sexual Harassment Committee (POSH Committee)

Internal Complaint Committee(Under POSH Act)

**under the Sexual Harassment of Women at Workplace (Prevention,
Prohibition and Redressal) Act, 2013 (POSH Act)**

Functions & Responsibilities of the ICC

1. Prevention & Awareness

- Develop and implement policies against sexual harassment.
- Conduct workshops, training, and awareness programs for employees.
- Display POSH Act guidelines at the workplace.

2. Complaint Handling

- Receive and address written complaints of sexual harassment.
- Provide a fair and confidential inquiry process.
- Summon witnesses and gather evidence.

3. Inquiry & Redressal

- Conduct investigations within 90 days of receiving a complaint.
- Recommend interim measures (e.g., transfer, leave) to protect the complainant.
- Submit findings and recommend actions (e.g., disciplinary action, compensation).

4. Reporting & Compliance

- Ensure compliance with POSH Act provisions.

Frequency of Meetings

No fixed schedule under the POSH Act, but the ICC should:

Meet as needed to handle complaints promptly.

Conduct regular meetings (e.g., quarterly) for awareness and policy reviews.

Convene emergency meetings if an urgent complaint arises.

Key Takeaways

ICC must be proactive in prevention and swift in redressal.

Meetings are complaint-driven, but periodic reviews are recommended.

Meeting Schedule: Once in a month (Last Monday of every month)

Principal, SDACH