

Constitution of the Internal Complaints Committee

1. PURPOSE AND CONTEXT

- 1.1 Birkbeck University of London, Bengaluru Campus (hereafter 'the Campus') is the India branch campus of Birkbeck, University College of London (UK).
- 1.2 The Internal Complaints Committee (hereafter 'the Committee') is the statutory body of the Campus constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the rules made thereunder, as extended to higher education institutions, to receive, inquire into, and report upon complaints of sexual harassment at the Campus.
- 1.3 The Committee operates as the principal mechanism for the prevention, prohibition, and redressal of sexual harassment at the Campus, and shall discharge its functions with confidentiality, impartiality, and in accordance with the principles of natural justice.
- 1.4 The Committee reports through the Provost to the Board on its activities and shall submit an annual report to the District Officer as required by applicable law.

2. COMPOSITION

- 2.1 The Committee shall comprise:
 - 2.1.1 a Presiding Officer, who shall be a woman employed at a senior level at the Campus, nominated by the Provost;
 - 2.1.2 not less than two (2) Members from among the employees of the Campus, preferably committed to the cause of women, or with experience in social work, or with legal knowledge, nominated by the Provost;
 - 2.1.3 one (1) Member from among non-governmental organisations or associations committed to the cause of women, or a person familiar with the issues relating to sexual harassment, nominated by the Provost;
 - 2.1.4 not less than two (2) Members from among the student community of the Campus, with appropriate representation by gender, to participate in the handling of complaints involving students.
- 2.2 Not less than one-half of the total Members of the Committee shall be women.
- 2.3 The Officer – HR & Admin shall serve as the Secretary to the Committee.
- 2.4 The Presiding Officer and Members shall hold office for a term not exceeding three (3) years from the date of nomination, renewable.
- 2.5 In the event of any vacancy, the Provost shall fill the same within a reasonable period to ensure the Committee remains constituted at all times.

3. POWERS AND FUNCTIONS

- 3.1 The Committee shall:
- 3.1.1 receive complaints of sexual harassment from any aggrieved woman at the Campus, whether an employee, a student, a visitor, or any other person;
 - 3.1.2 conduct inquiry into complaints in accordance with the procedure prescribed by applicable law and the principles of natural justice;
 - 3.1.3 recommend, pending and during inquiry, such interim measures as may be necessary to protect the complainant, including transfer of work assignments, leave, or restrictions on contact between the parties;
 - 3.1.4 complete its inquiry within ninety (90) days of receipt of complaint, save where the Committee, for reasons recorded, requires further time;
 - 3.1.5 submit findings and recommendations to the Provost upon completion of inquiry, including recommendations on disciplinary action, compensation, and other measures where a complaint is substantiated;
 - 3.1.6 maintain strict confidentiality regarding the identity of the parties, the witnesses, and the proceedings of the inquiry, save as required by applicable law;
 - 3.1.7 conduct awareness, training, and capacity-building activities on prevention of sexual harassment for staff, faculty, and students at the Campus;
 - 3.1.8 submit an annual report on its activities to the Provost, the Board, and the District Officer as required by applicable law.
- 3.2 The Committee shall meet as often as required to discharge its functions, and in any event not less than once each quarter.
- 3.3 The Committee shall have the powers conferred on it by applicable law for the conduct of inquiry, including for the summoning of persons and the requisition of documents.

4. REVIEW AND AMENDMENT

- 4.1 This Constitution shall be reviewed at least once each year, given the sensitive and evolving nature of the matters addressed by the Committee.
- 4.2 The Board reserves the right, on the recommendation of the Provost, to amend, modify, supplement, or replace this Constitution at any time, as it deems appropriate to better serve the objectives set out herein.

Policy Review and Document Control	
Policy title	Internal Complaints Committee
Applies to	Applicants and enrolled students of all undergraduate and postgraduate programmes for Academic Year 2026-27 (September 2026 and January/February 2027 intakes)
Version	1.0

Effective from	Commencement of the admissions for Sep 2026 intake
Review cycle	Annually, or earlier upon any change
Companion policy	Gender Sensitization Cell Policy