

# **Primary responsibilities of Internal Committee during Inquiry**

HR Vidyalaya's  
POSH Snippet

07, Jan,  
2021

07/  
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- 1. Ensure Coram (50+ percentage) of Internal Committee, throughout session/s**
- 2. Ensure Attendance of External Committee member (as far as possible) in every session**
- 3. Parties (Complainant and Respondent) are not assisted by third parties during inquiry session (and alone during virtual session)**
- 4. Every single detail of the session is recorded (and at the end of the session, circulated to every member including external member)**
- 5. Any recordings (of the session) or documented details of the session is to be preserved for future reference/appeals in higher forums**
- 6. Most importantly, any such recordings shall be done only by the Internal Committee and not by the parties (consciously ensure this during virtual sessions)**
- 7. Ensure timelines @ every stage**