



Adarsh Shikshan Sanstha Beed's

KALIKADEVI ARTS, COMMERCE AND SCIENCE COLLEGE SHIRUR KASAR,

Tq- SHIRUR (KASAR) -413249, DIST- BEED

Registration No.: B.H.R 11/72, Est. Date. Year: 29/01/2002

NAAC Reaccredited (II Cycle) 'B' Grade, ISO 2015 Certified

Permanently Affiliated to, Dr. Babasaheb Ambedkar Marathwada University, Chh. Sambhajinagar (Aurangabad)

POLICY DOCUMENT OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

Internal Complaints Committee (ICC) is an integral part of an educational institution where both male and female stakeholders are involved. The committee takes care of the complaints resulting out of sexual harassment in workplace. The Internal Complaint Committee has been constituted in college as per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) regulations. The ICC gives awareness classes on sexual harassment and abuse, legal measures etc. Staff and students are given the freedom to report any such cases. Concerned authorities are notified if any such cases are reported.

The Policy of the Committee:

Despite the preventive efforts made by the committee, if any incidents of sexual harassment take place, the registration of complaints shall follow the following procedures.

- Complaints can be lodged directly with any member of the committee. The person to whom the complaint is made should bring it to the notice of the committee within 2 working days of receiving it.

- The complaint may be oral or in writing. If the complaint is oral, it shall be made in writing by the committee or the member who has received the complaint with the signature of the complainant.
- A complaint should be lodged within six weeks of the incident. In extraordinary circumstances this could be extended to six months.
- The committee shall study the complaint and may hear both the complainant and the accused and other involved parties to determine if an enquiry should be instituted. If so then an enquiry committee will be formed from the committee consisting of not less than 5 persons or not more than 7 persons. 70% of this committee will be women.
- The process shall be complainant friendly and quick in its decision regarding whether the matter needs to be enquired into or can be taken care of by counseling or mediation.
- The complainant may withdraw his/her complaint in writing at any time during the enquiry procedure. In such cases the procedure shall be terminated. If the committee feels or has enough reason to believe that the withdrawal is the consequence or effect of cohesion/ intimidation/ threat exerted by the accused or any person on his/her behalf the enquiry proceedings shall continue.
- The enquiry committee shall complete the enquiry in the shortest possible time not exceeding 1 month from the date of complaint.
- The enquiry committee shall provide a reasonable opportunity to the complainant and the accused for presenting/ defending their case.
- The enquiry committee shall then submit a detailed report to the main committee in which it shall communicate its findings based on its investigation.
- The main committee along with the enquiry committee will then forward its findings and recommendations to the management for further action.

Definition of Sexual Harassment:

Sexual Harassment includes undesirable sexual behavior of direct or implied nature such as-

1. Physical Advances
2. Implicit Request for Sexual Favors
3. Sexually colored remarks
4. Showing Pornography

Ways to Prepare a Complaint:

1. Provide details, names, place, time etc.
2. Account of Witness if any
3. Specificity of the incident
4. Be truthful
5. The complaint must be submitted within three months of the incident.

Punishment and compensation [Section 10]

(1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

(a) with-hold privileges of the student such as access to the, auditoria, hall of residence, transportation, scholarships, allowances, and identity card;

(b) Suspend or restrict entry into the campus for a specific period;

(c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(d) Award reformatory punishments like mandatory counseling and, or, performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender.

The compensation payable shall be determined on the basis of-

(a) Mental trauma, pain, suffering and distress caused to the aggrieved person;

- (b) The loss of career opportunity due to the incident of sexual harassment;
- (c) The medical expenses incurred by the victim for physical, psychiatric treatment;
- (d) The income and status of the alleged perpetrator and victim; and
- (e) The feasibility of such payment in lump sum or in installments.

Action against frivolous complain: [Section 11]

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

**The complaint should be addressed to the co-coordinator of the ICC
Dr. Shama B. Lomte, Mob. No. 8308423616**


Principal
Kalikadevi Arts, Comm. & Sci. College,
Shirur (Ka.), Dist. Beed.