



ज्ञान, विज्ञान आणि सुसंस्कार यासाठी शिक्षण प्रसार - शिक्षणमहर्षी पूज्य डॉ. बापूजी साळुंखे

Shri Swami Vivekanand Shikshan Sanstha Kolhapur's

SHIKSHANMAHARSHI DR. BAPUJI SALUNKHE COLLEGE, MIRAJ.

TAL. : MIRAJ. DIST. : SANGLI (MAHARASHTRA) Pin - 416 410.

(Govt. Sanction No-Education & Social Welfare Dept. Notification No. UKF 5765-U, Dated 27-08-1965)

(Permanently affiliated to Shivaji University, Kolhapur)

(NAAC Accredited with CGPA of 2.89 on a seven point scale at B++ Grade)

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Jr. College Code No. : J.22.08.003

• Founder •

Shikshanmaharshi Dr. Bapuji Salunkhe
B.A.,B.T.,D.Lit.

• President •

Hon. Chandrakant (Dada) Patil
Minister of Revenue, Rehabilitation and
Public Works, Government of Maharashtra

• Executive Chairman •

Prin. Abhaykumar Salunkhe
M.A.

• Secretary •

Prin. Mrs. Shubhangi M. Gavade
M.Sc., B.Ed.



Principal,
Dr. S. B. Kurane
M.A.,Ph.D.

Ref. No

Date:

Internal Complaints Committee (ICC)

Policy of Internal Complaints Committee (ICC)

Policy Statement

Internal Complaints Committee (ICC) is a mandatory committee that every employer is required to constitute within the organization. In the scenario where the employer has branch offices, he/she needs to have an ICC each such branch office to address the issues of sexual harassment.

It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal).

It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions Regulations, 2015-2nd May 2016.



Anti-sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

As per the guidelines of UGC, NAAC and the Supreme Court, an Anti-Sexual Harassment Cell has been established by Shikshanmaharshi Dr. Bapuji Salunkhe College, Miraj to provide a healthy and friendly atmosphere to the staff and students of the college.

Objectives of ICC Committee:

1. To provide information regarding counseling and support services on our campus.
2. To develop principles and procedures for combating sexual harassment.
3. To work out details for the implementation of the policy.
4. To prepare a detailed plan of actions, both short and long term.
5. To organize gender sensitization awareness programs.
6. To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
7. To advise complainants of the informal and formal means of resolution as specified by the Cell.
8. To receive any complaints from students/staff regarding sexual harassment.
9. To conduct a systematic enquiry on receiving any complaints from aggrieved students /staff a detailed report.
10. To investigate the case based on the complaint relating to sexual harassment within 90 working days.



11. To issue the inquiry report within 10 days from the date of completion of the inquiry. To develop guidelines and norms for a policy against sexual harassment,

12. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.

13. Recommend appropriate punitive action against the guilty party.

Vision of ICC Committee:

We plead a safe environment and protection against sexual harassment of women at Shikshanmaharshi Dr. Bapuji Salunkhe College, Miraj and for redress of complaints of sexual harassment and to ensure gender equality in Shikshanmaharshi Dr. Bapuji Salunkhe College, Miraj.

Mission of ICC Committee:

1.To provide safe workplace.

2.To develop a policy against sexual harassment for women at Shikshanmaharshi Dr. Bapuji Salunkhe College, Miraj.

3.To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

4.To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.

5.To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

6.To create a secure physical and social environment to deter any act of sexual harassment.



7. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at Shikshanmaharshi Dr. Bapuji Salunkhe College, Miraj.

DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

- Taking all possible steps and measures to prevent sexual harassment in the institution and on the campus.
- Creating a safe environment on the campus for women employees and students.
- Conducting workshops, activities and lectures to create awareness among staff and students about-
 - What constitutes sexual harassment at the workplace
 - The provisions of the POSH Act
 - The ICC, Its duties and how to file a complaint.
- Promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other etc. of gender -based violence.
- Organize awareness program and campaigns for the benefit of all members of the College on sexual harassment and gender -based discrimination.
- Fulfil the directives of and guidelines issued by the Supreme Court to create an academic and work environment that is free of sexual harassment or gender -based discrimination.
- Receive and redress complaints received from any member of the College (including students, staff, outsiders on college premises) alleging sexual harassment by other members of the college.



- Take sou-moot cognizance of any act of sexual harassment or gender-based discrimination on the College.
- Campus and/or facilities and to take further action in this regard.
- Conduct formal inquiry and investigate and take decisions upon each complaint and recommend punishment or action to be taken by the appropriate authority, in each instance.

❖ Cases of Sexual Harassment –

- 1) Sharing sexually inappropriate pictures or videos clips, such as pornography sexual entertainment, or obscene gifts, with fellows-workers.
- 2) Sharing suggestive letters, notes or message, etc.
- 3) Displaying inappropriate sexual images or banners in the working environment.
- 4) Giving Inappropriate sexual signals.
- 5) Starting in a suggestive manner with wrong intentions.
- 6) Offering sexual remarks about the appearance, attire, or body parts of an individual.
- 7) Improper contacting includes squeezing patting scouring or intentionally brushing up against someone else.
- 8) Posing sexual inquiries, like requests about somebody's sexual history or their sexual direction.
- 9) Offering hostile remarks about their sexual life activities, likes dislikes of their sexual orientation.
- 10) Asking an individual about their sexual life activities, likes dislikes of their sexual orientation.
- 11) Commenting on something offensive about someone's sexual gender or even identity,



- 12) Touching, grabbing, or any other physical contact without consent.
- 13) Comments with sexual meanings.
- 14) Cracking sexual jokes or sharing sexual stories, comments, personal questions, etc.
- 15) Making an obscene phone call or indecently exposing oneself.

Grievance Redressal Mechanism: -

The ICC shall have the following composition-

- a) A Presiding Officer who shall be a women faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of college) at the educational institution, nominated by the Executive Authority.
- b) Provided that in case a senior level women employee is not available, the Presiding Officer shall be nominated from other offices or administration units of the workplace referred to in sub-section 2(o).
- c) Provided further that in case the other offices or administration units of the workplace do not have a senior level women employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.
- d) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.



- e) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure.
- f) One member from non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Complaint Mechanism: How and to Whom

In the college, in every category etc. students, teachers and employees may women have been working Hence the women cell has been formed to carry out the directives of the Supreme Court and any case related with women harassment can be reported in this cell. A complaint can only be given cognizance if it is made in writing. In the complaint it should also be made clear that how she was sexually harassed or how her harassment could be determined according to the parameters fixed by the Supreme Court and which matter has to be taken into considerations any action shall be taken by the cell to resolve the issue/

Mechanism of ICC on Sexual Harassment

- 1) The mechanism for registering complaints is safe, simple and easily accessible.
- 2) A complaint of discrimination or sexual harassment may be lodged by the victim.
- 3) If the complainant wishes, she can be accompanied by her staff member or neighbour.



- 4) All complainant made to any committee member must be received and recorded by the member, who shall then inform the chairperson about the complaint, who in turn shall call for a meeting of the committee.
- 5) Within three days of the receipt of a complaint, the ICC on Sexual Harassment must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint, may hear the complainant and the defendant and /or any other relevant person to determine whether an enquiry by the committee is to be instituted. If the committee considers it necessary to hear the defendant at the preliminary stage, it shall start the enquiry process.
- 6) If the committee against sexual harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the committee meeting. The Committee shall make the same available to the complainant in writing.
- 7) If the committee finds an employee of the Institute involved in sexual harassment of the complainant. It can recommend disciplinary action in the form of suspension for a specific period of time or expulsion from the institution.

Procedure for filing a Complaint with ICC

Shikshanmaharshi Dr. Bapuji Salunkhe College, Miraj.

Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.

- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of The Act the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a



series of incidents, within a period of three months from the date of last incident.

- The complaint must be in no case anonymous and the aggrieved persons name and address should be legible.
- As per the Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Rules,2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia her relative or friend or her co-worker or an officer of the National Commission for Women or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any internal member of the ICC- STC.



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Part-A (Information about Complainant)

- 1) Name of the Complainant:
- 2) Faculty/Non-teaching Staff/Student (If student Mention Class):
- 3) Mobile No:
- 4) Email ID:
- 5) Aadhaar No:
- 6) Address:
- 7) Day & Date:

Part-B (Information about Accused/Respondent)

- 1) Name(s) of Accused/Respondent
- 2) Designation(s) of Accused/Respondent: Faculty/Non-teaching Staff/Student (If student Mention Class):

➤ Brief Description about complaint: -----

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information.

Complainant's Signature

Complaint Received by:

Name of Faculty:

Designation:

Mobile No:

Signature:

