



**Mahatma Gandhi Vidyamandir's**

**Smt. Pushpatai Hiray Arts, Science and Commerce Mahila  
Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)**

**Affiliated to Savitribai Phule Pune University**

*Internal Complaint  
Committee (ICC)  
Policy and Procedures*

## **Internal Complaints Committee (ICC)**

The Internal Complaints Committee (ICC) is constituted as per UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015. The above regulations are based on the Government of India's Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act 2013. Smt. Puspatai Hiray Arts, Science and Commerce Mahila Mahavidyalaya constituted an Internal Complaint Committee (ICC) for maintaining healthy and safe environment for girls and women employees in the campus.

The ICC committee aims to prevent sexual harassment, promote well-being of all female students and staff members and create a gender sensitized community within academic and non-academic community in this educational institution.

**Definition** of 'Sexual Harassment'- sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication)-

- a) Physical contact and advances
- b) A demand or request for sexual favors
- c) Sexually colored remarks
- d) Showing pornography, making or posting vulgar/ indecent/ sexual pranks
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **Objectives:**

- 1) Eliminate act of harassment, either sexual or otherwise and provide appropriate procedure to deal with the problem in case of such occurrence.
- 2) Deal with it in a sensitive, prompt, unbiased and confidential manner.
- 3) To equip students, faculty and staff with the knowledge of their legal rights and redressal of their grievances.
- 4) To encourage the students to express their grievances/ problems freely and frankly without any fear of being victimized.
- 5) To promote a social and psychological environment to raise awareness of sexual harassment in its various forms.
- 6) To facilitate speedy delivery of justice, through organizing meetings at regular intervals.

**Composition of the committee:**

The committee consists of the following members:

<b>Sr.No.</b>	<b>Name</b>	<b>Position</b>
1	Dr. Rajashri B. Sawant	Chairman
2	Prof. Shakuntala Khune	Legal Consultant
3	Smt. Sunita Desale	Member-NGO
4	Dr. Yogita Ghumare	Member
5	Dr. Pradnya Survase	Member
6	Prof. Shilpa Yannawar	Member
7	Dr. Meena Patil	Member
8	Dr. Premal Deore	Member
9	Miss. Durga Salunke	Member

**Frequency of meeting:**

- 1) The members of the committee shall meet at least four times in a year. The chairman of the committee shall preside over the meeting.
- 2) In the absence of chairman, Principal can held. Member of committee shall preside over the meeting.
- 3) There shall be a notice for the requisition of meeting.

**Procedure for approaching committee:**

- Any employee/ students of the college shall have right to lodge a complaint concerning sexual harassment.
- A written complaint may be address to the chairman of the committee. If the complaint is made to any of the committee members, they may forward it to the chairman within two days.
- The complaint box is placed at the entrance of the college where students can drop their grievances if any.
- The box is opened at every Saturday and checked. Any grievances found in it are scrutinized and necessary actions are immediately taken by the ICC.
- The person who are unable to communicate or not willing to communicate can drop a letter in the complaint box.
- Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral, the same shall be documented in writing in detailed by the committee member to whom the complaint is made and shall not be acted upon till signed by the complainant.

- A complaint that shall be dropped in the box must bear the name and other details (roll number and course for students, department and designation for the employee) of the complaint for it to be consider by the committee.
- Grievances/ complaint may also be sent through e-mail to the ICC.

**Investigation Procedure:**

- All complaints made to any committee member or from complaint box must be received and recorded by the committee. The chairperson of ICC calls a meeting of the committee.
- The committee is bound to maintain confidentiality during the time of the enquiry.
- During the enquiry procedure the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free intimidation.
- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its finding to the Principal within a period of 10 days from the date of completion of the enquiry.
- In the serious matter the Principal can call the meeting of ICC and addressed the problems immediately.

**Disciplinary Mechanism:**

The possible actions that can be taken against the respondent-

- Warning
- Written apology
- Bond of good behavior
- Stopping of increments/ promotion
- Adverse remark in the confidential report
- Suspension
- Any other relevant actions.

**Action Plan:**

Sr.No.	Month	Name of the Days	Action plan
1	June	World Day Against Child Labour	❖ Organization of webinar ❖ Organization of an essay competition on “Child Labour a Social Problem”.
2	July	National Doctor’s Day	Organization of webinar On “awareness of Covid-19 and Vaccination.”
3	August	International Youth Day	Organization of webinar to motivate girls students
4	September	Teachers Day	Interaction session by eminent speaker
5	October	International Girl Child Day	Organization of webinar on “Women and Social Issues”

6	November	National Law Day	Workshop on the “Role of Protection Legislation in Women’s Empowerment” by Civil Judge, Malegaon
7	December	Human Rights Day	Organization of Human Rights Awareness by Advocate. Joyti Bhosale (Social Worker )
8	January	Savitribai Phule Jayanti	One act Play, Costume Contest Oratory Competition, Poetry Reading
9	February	Social Justice Day	Lecture on “ Need and Importance of Social Justice”
10	March	International Women’s Day	Invite eminent women personality to deliver the lecture on women empowerment
11	April	World Health Day	❖ Organization of Health Checkup Camp. ❖ Lecture on “ Social and Psychological Problems of Young Women”
12	May	Mother’s Day	❖ Lecture on Matru din. ❖ Felicitation of Mother Parents.

Date: 24.07.2017

Place: Malegaon