



Shiksha Mandal's
Bajaj College of Science, Wardha
(An Autonomous College affiliated to RTM Nagpur University, Nagpur)



Internal Complaints Committee (ICC)

[Under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013]

Objectives:

- To instil positive self-esteem and confidence in the female students so that they can take right decision in and for-their lives.
- To implement the policy related to prevention of sexual harassment.
- To resolve complaints by the aggrieved complainant.
- Redressal Mechanism: Complaint → Inquiry → Fact checking → Redressal
- To maintain complete confidentiality.

• Internal Complaints Committee (ICC)

The college established the Internal Complaints Committee (ICC) to take care of sexual harassment of girls and women at workplace as per the direction given in “The sexual harassment of women at workplace, Prevention, Prohibition and Redressal Act 2013”. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act was notified on 9th December 2013 to provide a safe and secure environment to women at the workplace. According to the guidelines given, ICC committee has been constituted.

The Internal Complaints Committee (ICC) is the initial in-house body which must be approached for filing of a complaint relating to sexual harassment by the aggrieved women. The Committee has a major role to play in the fulfilment of objectives laid down under the Act. The major function of the Internal Complaints Committee (ICC) is to implement the policy related to the prevention of sexual harassment, resolve complaints by the aggrieved and recommend actions to be taken by the employer.

The college conducts workshops and guest lectures of eminent personalities from the respective fields to sensitize the students of both the genders about this act. Dr. Mrs. N.P. Mohabansi, Department of Chemistry is the Presiding Officer of ICC.

The important role of ICC is as follows:

1. To provide protection to women against sexual harassment at the workplace.
2. To prevent sexual harassment.
3. To provide a redressal mechanism for complaints relating to sexual harassment at the workplace.

Activities

1. Quarterly meetings to be conducted.
2. Display of committee members with contact numbers at prominent places on the campus.
3. Spreading awareness of ICC policy in Orientation/Induction programme at the beginning of each academic year and organization of different activities for gender sensitization throughout the year.
4. Annual report.

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SOP

What is sexual harassment?

Sexual harassment includes unwelcome sexually determined behavior directly or indirectly by implications such as: physical contact, a demand or request for sexual favors, sexually colored remarks showing pornography, Eve-teasing, jokes causing embarrassment, gender-based insults, unwelcome sexual overtone on phone, forcible physical touch or molestation. Preferential treatment in employment, threat of detrimental treatment in employment, interference with work or creating offensive environment, humiliating treatment likely to affect lady employee's health or safety could also amount to sexual harassment.

Complainant - A person subjected to sexual harassment

Respondent - A person against whom receiving the complaint.

How to lodge a complaint?

A woman who feels harassed, discriminated may lodge a complaint in writing / by e-mail disclosing her name, department, date, time and location of assault along with all evidences within three months of the last alleged incident addressed to the chairman, secretary or any member of the committee. If complainant is unable to file complaint, her legal heirs, parents, spouse, children, siblings or persons whom she trust can file a complaint.

Upon receiving the complaint, a meeting of ICC will be called immediately. A complaint will be acknowledged. Committee will meet and talk to a complainant within a week and will intimate about informal or formal options for Redressal. For conducting enquiry, minimum three members of ICC including chairperson shall be present.

Redressal Mechanism:

Informal – Counselling, Educating, Orienting or Warning the respondent to promptly stop the unwelcome behavior. A report of settlement to be submitted to the higher authorities and copy to be given to aggrieved woman and respondent.

Formal – Within seven days of receiving a complaint, ICC will inform the respondent in writing that a complaint has been received. The respondent should respond within a week from date of receipt of notice along with the list of documents and names of witness.

A file will be prepared with all relevant documents. ICC will conduct inquiry of complainant and respondent and any other witness separately to determine whether alleged conduct has occurred. If required, they may call alleged and respondent together.

The enquiry proceedings shall be minuted, and/or video/audio recorded, saved and maintained for records.

Committee will review the information gathered and their factual relevance to each aspect of the complaint. The committee will complete the process of inquiry within 20 days from the date of commencement of enquiry. Based on findings, ICC will prepare a report and submit to

the institute within 7 days from the date of completion of inquiry recommending with / without punitive/ disciplinary actions against accused.

If respondent / complainant fails to present in front of ICC, a committee shall terminate inquiry proceeding or give an expert decision on the complaint.

The punitive action will depend on the following factors:

- a) the severity, frequency and pervasiveness of the conduct;
- b) prior complaints made by the complainant;
- c) prior complaints against respondent;
- d) quality of evidence

Upon receipt of the Inquiry report, the institute shall give final decision and it will be obligatory to all. Right to appeal is for both complainant and respondent in case, not satisfied with the recommendations/ findings of the ICC.

Confidentiality – To protect the interests of the victim and the accused person, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

In case of malicious complaints, action shall be taken against aggrieved woman or witness who has given false evidence / misleading documents.



Dr. Mrs. N. P. Mohabansi
Presiding Officer
Internal Complaints Committee (ICC)



Prof. P.V. Tekade
Principal
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