



Shikshan Mandal, Karad
Mahila Mahavidyalaya, Karad

Internal Complaints Committee Policy

Preamble

Shikshan Mandal, Karad's Mahila Mahavidyalaya, Karad is committed to provide safe and secured academic and working environment to all girl students and its working employees. As per the guidelines of 'The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013', the college has set up Internal Complaints Committee for the year 2024-25. Committing itself to a zero tolerance policy towards sexual harassment, the ICC makes all sections of the institutional community aware of the information on the mechanism for redressal of complaints pertaining to sexual harassment. The ICC is committed to moving proactively to curb all forms of harassment of employees and students whether it is from those within the campus or from elements outside of the geographical limits of the college. The ICC is granted responsible freedom to bring those guilty of sexual harassment against employees and students to initiate all proceedings as required by law.

Scope:

Maintenance Policy applies to college faculty, administrative staff, research scholars, students and support staff. It is the responsibility of all members of the college to maintain and respect the dignity of all girl students and women teaching and non-teaching staff.

Aims and Objectives:

The guidelines are created to help the college administrative staff, faculty, research scholars, students, and non-teaching staff to understand how the policy applies to the concerned issue. **The objectives are:**

- To work towards creating an atmosphere promoting equality, non-discrimination, gender sensitivity.

- To create awareness regarding the redressal mechanisms through workshops /special talks.
- To promote and facilitate measures to create a work environment that is free of sexual harassment and responsibilities as citizens.
- To receive and take cognizance of complaints made about sexual harassment at the workplace and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To act against all gender based violence perpetrated against employees and students of all genders according to UGC guidelines and Supreme Court orders.

What is Sexual Harassment?

Sexual harassment is a form of violence against women and a human rights violation. It is a violation of fundamental rights as laid down in the Indian Constitution. Such behaviour transgresses common dignity and gender equality and denies equal opportunity.

According to The Supreme Court definition, sexual harassment is any unwelcome sexually determined behaviour, such as:

- Physical contact and advances
- A demand or request for sexual favours
- Making sexually coloured remarks (including jokes)
- Showing pornography (books, photographs, paintings, films, pamphlets, packages, containing 'indecent representation of women', etc.)
- Any unwelcome messages through telephone or internet

Under the Act, the following also count as sexual harassment:

- Implied or explicit promise of preferential treatment in her employment.
- Implied or explicit threat of detrimental treatment in her employment
- Implied or explicit threat about her present or future employment status
- Interference with her work or creating an intimidating or offensive work environment for her
- Humiliating treatment likely to affect her health or safety.

What is the Act?

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place.

Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14, 15 and her right to life and live with dignity under article 21 of the constitution of India.

Rules and Procedures:

- On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.
- ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC 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.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry

proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.

- All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.
- If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
- In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
- If the ICC concludes that the allegations made were false or 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 relevant provision of the aforementioned UGC Regulations 2015.
- The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

How to Lodge a Complaint?

All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed.

2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.

3. Where the Committee takes suo-moto notice:

- Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, such as the college administration, academic and non-academic staff. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.
- The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
- Suspension of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry.
- All complaints 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 a meeting of the Committee.
- The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.
- The provisions of these Rules and Procedures of ICC shall not restrict the powers of the College or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

Directive Principles to be adopted by the Institution:

- 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
- Provisions of the POSH Act
- Maintaining Confidentiality
- Dealing swiftly and effectively with any reported incidents of sexual harassment on the campus, fairly and in an unbiased manner, in accordance with the provisions of the POSH Act
- Submission of Annual Reports to the relevant authority in the prescribed format and within the prescribed time.
- Formation of Committees

Penalties:

The penalties listed below are indicative, and shall not constrain the administration of the college from considering others, in accordance with the rules governing the conduct of all members of the Mahila Mahavidyalaya, Karad.

1. Written apology
2. Bond of good behaviour
3. Gender sensitization
4. Counselling
5. Adverse remarks in the Confidential Report
6. Debarring from supervisory duties
7. Suspension
8. Denial of membership of statutory bodies
9. Denial of re-employment
10. Stopping of increments/promotion
11. Reverting, demotion
12. Dismissal
13. Prohibition from entry on the campus etc.

15. Any other relevant mechanism.

Internal Complaints Committee:

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| 1. Prof. Prin. Ms. S.R. Prabhune | Chairman |
| 2. Prof. Ms. Ujjwala Tathe | Convenor |
| 3. Prof. Ms. M.P. Mohite | Senior Teacher |
| 4. Ms. Vaishnavi Bhosale | Student Representative |
| 5. Ms. Uma Mane | Non-teaching Representative |
| 6. Ms. Reshma Kore | Social Worker |
| 7. Ms. Anagha Pendharkar | Representative, Shikshan Mandal Karad |

The Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act, 2013	View
Handbook on Sexual Harassment of Women at Workplace	View