

The Internal Complaints (ICC) Policy Document



The Internal Complaints Committee (ICC) (Policy Document)

The Internal Complaints Committee (ICC) is installed in SPM Tatyasaheb Mahajan Arts & Commerce College, Chikhli, Dist. Buldana, 22 July 2017 underneath the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015. It contains college students a Presiding Officer, two or three school contributors from every faculty, and one outdoor member from a non-governmental agency or affiliation dedicated to the reason of female or a man or woman acquainted with the troubles touching on to sexual harassment, nominated by way of the Executive Authority.

Objective of Internal Complaints Committee:

- 1.To grant a protected and invulnerable work surroundings to each girl employee and female college students
- 2.To take regular motion for prevention, prohibition and redressal of complaints acquired related to sexual harassment and gender discrimination of girls personnel at the place of business
- 3.To make guidelines to the administration to lay down techniques for the prohibition, resolution, contract and prosecution of acts of discrimination and sexual harassment, by using the college students and the employees.
- 4.To forceful implementation of the insurance policies touching on to the prevention of sexual harassment
- 5.Strive to get to the bottom of complaints by way of the aggrieved complainant, and henceforth, suggest moves to be taken through the employer.

ICC, SPM Tatyasaheb Mahajan Arts & Commerce College, Chikhli, Dist.

Buldana, offers with instances of sexual harassment of the college students or personnel in the university and gives mechanism of dispute redressal.

Its promoters the empowerment of ladies and has zero tolerance for any sort of sexual harassment. ICC diligently work toward imparting a invulnerable surroundings to students, educating and non-teaching staff. Complaint packing containers have been positioned in the university premises



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Sexual Harassment described as:

“An undesirable habits with sexual undertones if it takes place or which is chronic and which demeans, humiliates or creates a antagonistic and intimidating surroundings or is calculated to result in submission by using authentic or threatened damaging penalties and induces any one or greater or all of the following unwelcome acts or behavior (whether at once or by way of implication), namely:

- Any unwelcome physical, verbal or non-verbal behavior of sexual nature;
- Demand or request for sexual favors
- Making sexually colored remarks
- Physical contact and advances
- Showing pornography”.

Members Of Internal Complaints Committee (ICC)

Sr.No.	Name	Designation
1	Prof. Dr. Vanita Pochchi	Presiding Officer Professor Shri. Shivaji Mahavidyalaya Chikhli
2	Prof. Ulhas v. Bramhe	Professor Representative
3	Prof. Nagesh Gaikwad	Faculty Representative
4	Mr. Milind Deshpande	Faculty Staff Representative
5	Ku. Sonali Tupkar	Faculty Staff Representative
6	First year students	Ku.Vaishnavi Anil Dhakifale
7	First year students	Ku. Kajal Dilip Penkharkar
8	First year students	Ku. Priyanka Sanjay Bhutekar
9	Adv. Rekha Hanumante	NGO Representative

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Functions of the Internal Complaints Committee

The Internal Complaints Committee as soon as constituted, performs a pivotal function in the fine implementation of the provisions at the workplace.

A time-honored listing of responsibilities of the Committee is enumerated as follows:

- Implementation of the Anti-Sexual Harassment Policy at the place of business
- Submit an Annual Report (Including important points like the range of case archives at their disposal, etc.)
- Bring about consciousness about what consists of 'sexual harassment' at the place of job by way of way of workshops, posters, documents, notices, seminars, etc.
- Publicize the coverage framework successfully
- Provide the victims with a secure and reachable mechanism of criticism
- Initiation of inquiry at the earliest
- Redress the complaints in a really appropriate manner
- Provide period in-between comfort to the complainant
- Provide an possibility for conciliation anywhere viable
- Stick to the concepts of herbal justice at all levels of the lawsuits
- Whenever required, ahead the grievance to the police
- Submit the inquiry record alongside with guidelines
- Maintain confidentiality in regard to the lawsuits taking vicinity earlier than the Committee

Timeline of the Complaint

- Submission of Complaint-Within three months of the ultimate incident
- Notice to the Respondent-Within 7 days of receiving a replica of the criticism
- Completion of Inquiry-Within ninety days
- Submission of Report-Within 10 days of completion of the inquiry
- Implementation of Recommendations-Within 60 days
- Appeal-Within ninety days of the tips

We commit ourselves to a zero-tolerance coverage in the direction of sexual harassment and strengthen our dedication to making our campus free from discrimination, harassment, retaliation or sexual assault at all levels. If a student, school member or non-faculty workforce member faces any pain beneath the above-mentioned heads, he or she can immediately strategy the committee.

An aggrieved individual is required to post a written grievance to the ICC inside three months from the date of the incident, and in case of a sequence of incidents inside a length of three months from the date of the closing incident. Provided that the place such criticism can't be made in writing, the Presiding Officer or any Member of the Internal Complaints Committee shall render all lifelike help to the man or woman for making the grievance in writing. For the motives accorded in the writing, the ICC may want to lengthen the time restriction by means of a duration no longer exceeding three months, if it is cozy that the occasions have been such which averted the character from submitting a criticism inside the stated period. Friends, relatives, colleagues, co-students, a psychologist, or any different companion of the sufferer might also file the criticism in conditions the place the aggrieved man or woman is unable to make a grievance on account of bodily or intellectual incapacity or death. The complainant might also contact the committee participants via the given electronic mail ID or smart phone numbers.



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Working Rules for Internal Complaints Committee

Working Standards In compatibility of the Lewd behavior of Ladies at Work environment (Avoidance, Disallowance and Redressal) Act 2013 and the Guidelines outlined there under, the Establishment thus embraces the accompanying technique for deciding protests recorded to the Inner Objections Council (ICC) comprised under the Demonstration. The technique consents to the essential standards of regular equity and fair play and must be stuck to in all objections, however, in individual grievances, because of motivations to be expressed recorded as a hard copy, the ICC maintains whatever authority is needed to make special cases for the method expressed hereunder.

1. Any wronged lady might make, recorded as a hard copy, a grievance of lewd behavior at work spot to the ICC, inside a time of 90 days from the date of occurrence and in the event of a progression of episodes, inside a time of 90 days from the date of last occurrence. 6 duplicates of a composed grumbling ought to be submitted to the Board or any of its individuals alongside rundown of witnesses and supporting records. Extra records and rundown of witnesses can be submitted to ICC at a later stage during the procedure for Inner Grievances Board.

Given that where such grievance can't be made recorded as a hard copy, the Directing Official or some other individual from the ICC will deliver all sensible help to the person for submitting the question recorded as a hard copy.

Given further that the ICC to the motivations to be kept recorded as a hard copy, can broaden as far as possible not surpassing three months, assuming it is fulfilled that the conditions were such which kept the lady from documenting an objection inside the said period.

2. Any grumbling got by the individuals ought to be promptly sent to the Managing Official, and this should be informed to other board individuals at the earliest and not later than 3 days and a gathering ought to be called for examining the matter.

3. The Board of trustees will examine and settle on its ward to manage the case or reject the objection at first sight and prescribe to the Foundation that no move is expected to be made regarding this situation.

4. Notice will be given to the respondent inside 7 working long periods of receipt of the objection and 10 working days will be given for accommodation of answer (alongside the rundown of witnesses and records.)

5. The Board will give help to the wronged lady, in the event that she so decides, to document a police objection corresponding to an offense under Indian Reformatory Code.

6. The Board may, prior to starting a request, in line with the wronged lady, do whatever it may take to settle the matter among her and the respondent through assuagement.



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7. No financial settlement will be made as the premise of placation. Where a settlement has been shown up at, the ICC will record the settlement so showed up and advance something very similar to the business for essential consistence.

8. The Board of trustees will give the duplicates of the settlement as recorded under (7) to the distressed lady and the respondent. Where a settlement is shown up at, no further request will be led by the ICC.

9. In the event that pacification is viewed as not doable, notice will be given to the two players for hearing.

10. The Advisory group might guide the Recorder to guarantee the wellbeing and assurance of the oppressed lady if and when required.

11. As an interval measure, ICC might suggest a) The exchange of the bothered lady or the respondent to one more segment or Division as considered fit by the Panel.

- award pass on to the oppressed lady up to a time of 90 days or
- limit the respondent from practicing any managerial power or oversight or scholarly assessment of the bothered lady.
- award such other alleviation to the bothered lady as the case might require.

12. The Board of trustees will continue to submit investigation into the question as per the arrangements of the help rules material to the respondent thinking about lewd behavior as wrongdoing.

13. The Directing Official will gather the main becoming aware of the enquiry. The respondent, the abused lady, and the observers will be hinted no less than 7 working days ahead of time recorded as a hard copy of the date, time and setting of the enquiry procedures. The resulting procedures might be on an everyday premise, to be chosen by ICC.

14. The Board of trustees will give sensible open door to the bothered lady and the respondent for introducing and shielding her/his case.

15. The Board of trustees may out of the blue during the enquiry procedures, block the eye to eye assessment of the respondent and the distressed lady as well as their observers keeping in view the need to safeguard the wronged lady or the observers from confronting any serious wellbeing or potentially security issues.

16. The Board might call any individual to show up as an observer assuming that it is of the assessment that it will be in light of a legitimate concern for equity. The oppressed lady/respondent needs to present the composed answer before the council inside the predetermined time given.

17. The Board will reserve the option to bring, however many times as required, the respondent, bothered lady as well as any observers with the end goal of valuable declaration or potentially explanations.

18. The Board will have the ability to gather any authority papers or records relating to the bothered lady as well as the respondent.

19. The past sexual history of the wronged lady will not be examined into as such data will be considered insignificant to an objection of inappropriate behavior.



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20. The Board of trustees will reserve the option to end the enquiry procedures and to give an ex-party choice on the objection, should the respondent fall flat, without legitimate ground, to be available for three continuous hearings met by the Directing Official.

21. The oppressed lady and the respondent, or any one individual on her/his benefit, will reserve the option to look at composed records of the accounts with the prohibition of witnesses' names and personalities. Any individual named by the bothered lady as well as the respondent on her/his sake will be (just) either an understudy, or an individual from the intellectual or non-instructing staff. No individual who has been viewed as at legitimate fault for lewd behavior will be acknowledged as a chosen one. The distressed lady/respondent ought to illuminate the Directing Official explicitly assuming that they wish to practice this right. The Directing Official will permit admittance to such records on a particular date to be suggested something like two days ahead of time to every one of the gatherings concerned. Never in time, nonetheless, could the concerned gatherings at any point take these archives outside the workplace.

22. The wronged lady and the respondent will be liable for introducing their observers before the Council. In any case, assuming that the Board is persuaded that the shortfall of both of the gatherings to the questions is on substantial grounds, the Council will conclude that specific gathering of the Panel for a period not surpassing five days. The gathering so dismissed will be directed from that point, regardless of whether the individual concerned neglects to show up for the said concluded gathering without earlier suggestion/legitimate ground.

23. All procedures of the ICC will kept in compose. The record of the procedures and the assertion of witnesses will be embraced by the people worried as well as the board individuals present in badge of validness thereof. In the event that the minutes can't be decreased recorded as a hard copy that very day, as sound recording of the procedures might be made, and the composed procedures will be validated on a next accessible open door.

24. Assuming that the wronged lady wants to delicate any archives via proof, the Board of trustees can supply genuine duplicates of such reports to the respondent. Also, if the respondent longings to delicate any reports in proof, the Advisory group will supply genuine duplicates of such records to the distressed lady.

25. In the occasion the Panel believes that valuable declaration is required, the Directing Official will forward to the people concerned an outline of the procedures and consider a time span of seven days to submit such declaration, face to face or recorded as a hard copy, to the Board.

26. The bothered lady and the respondent will have the right of interrogation, everything being equal. Nonetheless, such questioning will be directed as composed questions and reactions by means of the Board as it were. The respondent will reserve no option to straightforwardly interview the distressed lady or her observers.



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27. The respondent/bothered lady might submit to the Board, a composed rundown of inquiries that he/she wants to posture to the oppressed lady/witness. The Board (ICC) will hold the option to refuse any inquiries that it has motivation to accept to be insignificant, wicked, hostile, disparaging or orientation uncaring.

28. Amicus Curie can be called for aiding the panel if and when required.

29. Subsequent to closing its examination, the Board of trustees will present an itemized contemplated report to the Foundation.

30. Assuming that the Board finds no legitimacy in the claims, it will answer to the Foundation.

31. In the occasion the Board finds that the allegation(s) against the respondent have been demonstrated, it will prescribe the idea of move to be made by the Organization. The accompanying activities might be suggested:

a. A composed expression of remorse

b. Caution

c. Censure or rebuff

d. Keeping of advancement

e. Keeping of pay rise or additions

f. Going through a guiding meeting

g. Completing of local area administration

h. Ending the respondent from administration

I. Some other discipline as per the help rules relevant to the respondent

32. At the point when the Council comes to the end result that the charge against the respondent is vindictive or the oppressed ladies or some other individual submitting the question has submitted the question realizing that it generally will be bogus or the wronged ladies or some other individual submitting the question has delivered any fashioned or deceiving report, it might prescribe to the Establishment to make a move against such misrepresentation.

33. Nothing blocks the Establishment authority from taking comprehension of any new reality or proof which might emerge or be brought before it during the pendency of the request procedures or even after the correspondence of the discoveries to fitting Foundation specialists.

34. On the off chance that the allegation(s) is/are demonstrated against the respondent, the Board of trustees might guide the Organization to guarantee the installment of pay to the bothered lady by the respondent. The assurance of pay to the wronged lady will be chosen in light of the accompanying realities:

i. The psychological injury, agony, enduring and profound misery caused to the abused lady.

ii. The deficiency of vocation opportunity because of the occurrence of lewd behavior.

iii. Clinical costs caused by the casualty for physical or mental treatment



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iv. The pay and monetary status of the respondent

v. Possibility of such installment in lump sum or in portions

35. The Organization specialists will record a consistence report to the Council in something like 30 days of issuance of such suggestion.

36. ICC will have the essential abilities to take notice of occurrences of lewd behavior as well as orientation bad form in the Foundation grounds and act against a similar in such way as it considers proper.

37. The personality of the oppressed lady, respondent, witnesses and procedures of the Panel and its suggestions and the move made by the Foundation will not be distributed, imparted or spread the word for general society, press or media in any way and it will be outside the domain of the Right to Data Act, 2005.

38. No lawful expert will be permitted to address either the bothered lady or the respondent in procedures before the Objections Advisory group.

39. The Board has the abilities of a common court in the accompanying cases

I. Bringing and implementing the participation of any individual connected with the episode.

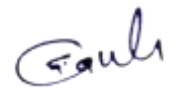
ii. Requiring the revelation and creation of any reports

iii. Some other matter connecting with the occurrence as chosen by the Panel occasionally.

40. The abused lady or respondent might favor an enticement for the skillful power.



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