



S.N.D.T. College of Arts & S.C.B. College of Commerce & Science for Women Mumbai-400020

Internal Complaints Committee (ICC)

Government of India proclaimed "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on 9.12.2013 which replaced Apex Court's Vishakha Guidelines of 1997. In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

As per the guidelines of UGC and the Supreme Court, a Committee against Sexual Harassment/ (ICC) Internal Complaints Committee has been established at our college to provide a healthy and congenial atmosphere to the staff and students of the College. The cell has been established to spread awareness on women-centric issues. With this view in mind, the cell organizes activities pertaining to women's issues emanating time to time in society and the media, sensitizing gender consciousness.

Our College follows a Zero Tolerance Policy towards sexual harassment. The ICC is formed as per the directives issued by Maharashtra State Commission for Women (MSCW) and University Grants Commission (UGC).

***Objectives of internal complaint committee**

- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To encourage participation of NGO's working in the area of women's development.
- To disseminate knowledge about rights and laws related to women.

*According to the Supreme Court guideline, **Sexual harassment can be defined** as "unwelcome" sexually determined behaviour (whether directly or by implication) as:

- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually coloured remarks;

- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court).

***Roles and Responsibilities of Internal Complaints Committee**

If any female employee (faculty member, student or non-teaching staff member) approaches a committee member either through the complaint box placed in front of the college office or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires an inquiry, it will be conducted, and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in the campus.

***Complaint mechanism: how and to whom**

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 consideration or as a violation of her rights. On receiving such complaints any action shall be taken by the cell to resolve the issue. The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

***The Process for Complaint and Inquiry**

Step I: An aggrieved woman should give a written complaint either in person or through post or email. It should be submitted to the 'Prevention of Sexual Harassment and Atrocities against Women Committee' within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

Step II: On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

Step III: If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

Step IV: The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

Step V: Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

***Possible actions that can be taken against the accused if found guilty:**

Depending upon the severity of the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour

- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

***Caveat**

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non-genuine reason.

***Action against frivolous complaint** : —ICCs will make provisions that the provisions for the protection of employees and students from sexual harassment do not get misused. Provisions against false or malicious complaints are made. If the ICC concludes that the allegations made were false, 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 provisions of sub- regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

***Members of the Internal Complaints Committee are as follows:**

Sr.No	Name of the member	Designation
1.	Dr. Vandana Sharma	Presiding Officer
2.	Ms. Chitra Lele	Member
3.	Dr.Sonakshi Vichare	Member
4.	Dr. Preeti Shrivastava	Member
5.	Ms. Sonali Deshbhratar	Member
6.	Ms.Ragini Kate	Office Superintendent
7.	Mr. Walchand Sawant	Senior Clerk
8.	Ms. Pranali Shah	Member(NGO)
9.	Ms.Chetna Dhariwal	Student Member



[Handwritten Signature]

Principal

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