



Shri Marutrao Ghule Patil Shikshan Sanstha's

JIJAMATA COLLEGE OF SCIENCE AND ARTS

At. Dnyaneshwarnagar, Po. Bhende (Bk). Tal. Newasa, Dist. Ahmednagar

PIN- 414605; Phone: 02427-255304 Fax: 02427-255809

Permanently affiliated to Savitribai Phule Pune University, Pune

(Id/No PU./AN/S/043/1992), **ISO 9001: 2015 Certified College**

Winner of Pune University's Best Rural College Award & Accredited at 'B+' Grade

Website: www.jijamatacolleg.ac.in; **E-mail:** principal.jijamatacollege@gmail.com



Late Marutraoji Ghule Patil

1930 -2002

Principal Dr. Saswade R.R. (M.Sc. Ph.D.)

Reference No.JCS&A/2020-21

Dated: 01/09/2020

Guidelines for functioning of Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) is a committee established by organizations to address and resolve complaints related to sexual harassment at the workplace. 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

Composition of the Internal Complaints Committee:

- Principal of the college as President
- Physical Director as Secretary.
- One Representative of Education Society.
- Six members out of which, one Hostel Rector, four from teaching staff with at least one women's representative and one non-teaching representative.

Functioning:- 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. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. 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. 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 Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.

Who can approach ICC for help?

Any female employee (faculty member, student or non-teaching staff member) of the College can seek redressal from the ICC.

Definition of Sexual Harassment: "Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

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

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

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

Inquiry process:

- 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 findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it.

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 PLAN

The College will look into the following aspects through its proactive staff and student activities:

- Create awareness about Sexual Harassment of Women at the Workplace.
- Create a safe workplace by ensuring respectful and dignified behavior, and sensitization of all individuals on a regular basis.
- Conduct activities related to cybercrime, women safety and security.
- Promote gender parity at the governance level through the student Code of Conduct.
- Ensure equal and unbiased measures for everyone for their teaching and learning activities.
- Develop women leadership skills in order to lead change.
- Promote effective communication on women's rights and gender equality.
- Provide a path for open and transparent discussions with faculty members of the appropriate gender for related issues and complaints under the mentor-mentee system.
- Develop a sustainable ecosystem for women entrepreneurship.

DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

- 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 about
- 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



A handwritten signature in blue ink, consisting of a stylized 'S' or similar character.

PRINCIPAL

**Jijamata College of Science & Arts
Bhende, Tal. Newasa, Dist. A'Nagar**



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Incharge Principal Prof. Dr. Landge Patil S. R. (M.A. Ph.D.)

Reference No.JCS&A/2023-24

Dated: 01/11/2023

**Internal Complaint Committee
(From Academic Year 2023-2024)**

Sr.No.	Name	Designation
1	Dr. Landge Patil S. R	President (Principal)
2	Dr. Wakchaure D. S.	Secretary
3	Dr. Mhaske N. K.	Edu. Society Representative
4	Dr. Naval R. M.	Member (Teaching Faculty)
5	Dr. Kale S.B.	Member (Teaching Faculty)
6	Dr. Sayyad N. R.	Member (Rector)
7	Dr. Arle R. N.	Member (Teaching Faculty)
8	Dr. Mrs. Bhosale M. G.	Member (Women Representative, Teaching Faculty)
9	Shri Ghodechor B. R.	Member (Non-Teaching Faculty)



INCHARGE PRINCIPAL
Jijamata College of Science & Arts
Dnyaneshwarnagar Tal. Newasa
Ahmednagar