

Clarification on Metric ID: 5.1.4

**Provide Required Supporting Documents as per
SOP for chosen Option**

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Internal Complaint Committee

**Implementation of guidelines of
statutory/ regulatory bodies**

UGC REGULATION

INTERNAL COMPLAINT COMMITTEE



भारत का राजपत्र

The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।
 - (2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।
 - (3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएँगे।
2. परिभाषाएँ:- इन विनियमों में—बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-
 - (अ) “पीड़ित महिला” से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;
 - (ब) “अधिनियम” से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);
 - (स) “परिसर” का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैन्टीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

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- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा/53]

जसपाल एस. संधु, सचिव, यूजीसी

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
 - (2) They shall apply to all higher educational institutions in India.
 - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
 - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
 - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps , cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

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- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;


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- (l) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;
Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) "workplace" means the campus of a HEI including-
- Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.'

3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual


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harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.


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- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. Grievance redressal mechanism.—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

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- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;”

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) **Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.**
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one –third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

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- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. The process for making complaint and conducting Inquiry – The ICC shall comply with the procedure prescribed in these Regulations and the Act. for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

7. Process of making complaint of sexual harassment - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

8. Process of conducting Inquiry- (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the


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case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. Interim redressal-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

11. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. 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)


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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.

12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
- (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
- (c) withholding any grant allocated to the institution;
- (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
- (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
- (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
- (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
- (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
- (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC


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**INDIRA MAHAVIDYALAYA,
KALAMB
DIST. YAVATMAL**

**POLICY DOCUMENT ON INTERNAL
COMPLAINT COMMITTEE (ICC)**

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
INDIRA MAHAVIDYALAYA, KALAMB

DIST. YAVATMAL, MAHARASHTRA 445401
Tele. (07201) 226147/226129 NAAC Accredited B+ Grade
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Date: 22/02/2020

Policy Document on Internal Complaint Committee (ICC)

The principles of justice, humanity and dignity should be dispensed irrespective of caste, creed, social status and gender of a person. Therefore, in keeping with the ethics of institution and in accordance with the instructions of various statutory bodies an Internal Complaints Committee was established. 'Grievance' may be related to any of the employee's dissatisfaction /disagreement with any aspect of the College activities and services including those of other employees or persons. Employee or Person member of the academic staff or an officer or non-teaching staff of the College who are on the rolls of the College.

1. **Aim.** The aim of these committee is to create and maintain an effective, timely, fair and equitable grievance handling system for its employees, students. In this, following shall be the key operative principles:
 - a) To develop a culture of understanding, addressing and providing quick Redress to any grievances and take steps to prevent recurrence of such incidents;
 - b) To set in place a grievance handling system that is student / employee focused;
 - c) To ensure that any grievance is resolved promptly, objectively Sensitivity and in complete confidentiality as best as possible;
 - d) To ensure that the views of each complaint and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
 - e) To ensure that there is a consistent response to grievances.
2. To bring about transparency in administration and to ensure an unhindered process of teaching and learning in institution and to address the grievances of all the stakeholder (students, teaching staff and administrative staff), it is important to establish an Internal Complaint Committee to weed out any aggrievement, which may arise due to biasness on the basis of religion, caste, colour, gender, linguistic origin or region or age.
3. **Types of Grievance** (The list is not comprehensive / exhaustive and issues as other may emerge would also form part of it)
 - (1) **Faculty Grievances**
 - a) Against an action of Peer Group, Head of Department & Dean.
 - b) Against the conduct of any officer or support staff.
 - c) Matters related to service conditions, performance appraisal, promotion, pay and allowances etc.
 - d) Facilities at work place.
 - e) Against library functioning.
 - f) Against common services such as transportation, canteen, medical facilities etc.
 - (2) **Staff grievances**
 - a) Grievances against Human Resource, Administration & Finance departments

- b) Action of any member of the faculty or staff.
- c) Against the reporting officer.
- d) Common services such as transportation, canteen, medical, etc.
- e) Facilities at work place.

(3) Student Grievances:

I. Grievances of Academic Nature

- a) Academic content, quality, Course material
- b) Class scheduling / time table
- c) Issues related to student progress such as internal assessment, attendance norms, relaxation, progression to next class etc.
- d) Inadequacy / non-availability of learning resources such as library & journals, lab equipment, IT facilities, maintenance issues, etc.

I. Grievances against Faculty (Including Heads of Departments)

- a) Academic delivery and quality.
- b) Classroom conduct.
- c) Regularity and punctuality.
- d) Any discrimination / victimization of students.

II. Registration and Examination Related

- a) Registration and Examination Related.
- b) Mid-semester, End-semester, Supplementary examination related issues.
- c) Grading / results, De-barred / year-back.

III. Non –Academic Grievances (Amenities and Services)

- a) Deficiency in common services such as transportation, canteen, medical, etc.
- b) Any deficiency in extra-curricular activities and facilities.
- c) Student financial aid.
- d) Student travel concession.
- e) Identity card related.

IV. Accounts Related Grievances

- a) Fees and dues
- b) Fees concessions
- c) Scholarships
- d) Refunds

V. Student to Student Grievances

- a) Conflicts between students of same course / class
- b) Intra College conflicts
- c) Inter College conflicts

4. Procedure for Internal Complaint

(1) Informal resolution before an issue becomes a formal grievance

- (a) Complainants will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions / counselling.
- (b) Grievances of the faculty and staff shall, as far as possible, be resolved by their respective reporting authority.

(2) Grievance handling and resolution mechanism

- (a) Matrix for Internal Complaint mechanism for faculty and staff is attached to these regulations.
- (b) The grievance Redressal mechanism has three levels of Grievance Redressal of which, Level-III is the Appellate Authority.
- (c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority, as specified in the Matrix.

(3) Procedure & stages in Grievances Handling

The following procedure can be utilized by faculty members / staff to submit a grievance of any kind, as specified under clause 6 above.

- (a) Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority.
- (b) The authority concerned will start the Redressed process within two working days of receipt of the matter
- (c) The designated authority may allow an opportunity to the complainant to formally present his / her case along with the relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant.
- (d) The Authority concerned will then endeavour to resolve the grievance as soon as possible, but within maximum of 5 days and convey the outcome / action taken to the complainant or forward the same to level – 2 authority.
- (e) The Level 2 authority, may get the matter investigated through a designated subcommittee, if so, considered necessary to arrive at a decision.
- (f) Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- (g) The complainant may approach / appeal to the next higher level / Appellate authority in case he / she receives no response from either level 1 or level 2 handling officer, or where the complainant finds the response not being satisfactory.
- (h) The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
- (i) The decision of the Appellate Authority will be final, and no further appeal will be entertained under any circumstances.

5. Safe guarding Confidentiality

- (a) It will be ensured by all authorities that the complainant and the respondent are not victimized or discriminated against.
- (b) Implementation of this procedure will be done without prejudice to either party.
- (c) At all stages of this procedure, a full explanation in writing for decisions and actions taken as part of the process will be provided, if so, requested by the complainant or the respondent.
- (d) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- (e) Records concerning grievances handled under this process and their outcomes shall be maintained for a period of one year.
- (f) There will be no cost to the complainant for utilizing this grievance and appeals process.


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Internal Complaint Committee

**Organization Wide Awareness and
Undertakings on Policies with Zero
Tolerance**

Awareness Program: Awareness About Code of Conduct of College

**INDIRA MAHAVIDYALAY,
KALAMB, DIST-YAVATMAL**
**INTERNAL COMPLAINT
COMMITTEE**


**AWARENESS ABOUT
CODE OF CONDUCT
OF COLLEGE**



Key speaker
Prof. Nutan Malvi

**CO-ORDINATOR -
DR. MADHURI RAKHUNDE**

**DATE-04/02/2023
TIME- 01 PM**


VENUE - SMART CLASSROOM


Dr. Madhuri P. Rakhunde
Professor
Indira Mahavidyalaya Kalamb
Dist. Yavatmal

REPORT	
Name of the Program	Awareness About Code of Conduct of College
Date	04/02/2023
Venue	Smart Classroom, Indira Mahavidyalaya, Kalamb
Name of the Resource Person	Prof. Nutan Malvi
<p>Awareness about code of conduct of college was organized in indira college for the staff and students. Awareness program for staff and students creates an annual action plan to create awareness on the code of conduct through motivational sessions and guest lectures in addition to that, awareness programs and guest lectures were organized to focus on aspects controlled to become responsible for becoming responsible citizens during the study of college. In this program, the rules of college, vision and mission and value as well as ethics, human value and professional ethics, discipline and friendship, health and cleanliness, anti-raging, led qualifications and citizenship, discussed the Prof. Nutan Malvi chairperson of this program vice principle Saroj Rakhadive, the arranged of the program Dr. Madhuri Rakhunde has done. The majority of students and professors and staff were present at the program.</p>	
 Co-ordinator IQAC Indira Mahavidyalaya Kalamb	 Dr.Madhuri P. Rakhunde Professor Indira Mahavidyalaya Kalamb Dist.Yavatmal

Awareness About Code of Conduct of College – Program Photo




Dr. Madhuri P. Rakhunde
Professor
Indira Mahavidyalaya Kalamb
Dist. Yavatmal

Awareness Program: Orientation of Female Students for Safety Measures

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's

INDIRA MAHAVIDYALAYA, KALAMB

DIST. YAVATMAL, MAHARASHTRA 445401

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Internal Complaint committee

Student Notice

Date: 04/01/2020

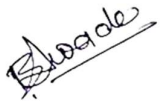

Subject: Orientation of Female Students for Safety Measures

Key Speaker: Prof. Sheetal Raut

This is to inform all the staff and students that a pledge program is arranged in view of " Orientation of Female Students for Safety Measures " at 1.00p.m. on 06/01/2020 in the Seminar Hall. All are asked the present




Dr. Madhuri P. Rakhunde
Professor
Indira Mahavidyalaya Kalamb
Dist. Yavatmal

REPORT	
Name of the Program	Orientation of Female Students for Safety Measures
Date	06/01/2020
Venue	Seminar Hall, Indira Mahavidyalaya, Kalamb
Name of the Resource Person	Prof. Shital Raut
<p>The program was conducted on the Orientation of female students for safety measures by the internal complaint committee. Prof. Shital Raut guided the students. She told some rules and terms of security. personal safety is an important issue for everyone, but especially for women. The actions listed below are small-scale habits practiced on a daily basis. They are not enough for safety, but are a first line of suggested awareness techniques.</p> <p>Take Self-Defense Training</p> <p>Unfortunately, no matter how diligently we practice awareness and avoidance techniques, we may find ourselves in a physical confrontation. If available, it is suggested to take self-defence training. Other considerations for self -defence are lawful carrying and possession of self -defence devices. The orientation of the program. Dr. Madhuri Rakhunde has been done. Chairperson Saroj Lakhadive has been given. Also, the majority of students and professors of the college were present in this program.</p>	
 Co-ordinator IQAC Indira Mahavidyalaya Kalamb	 Dr. Madhuri P. Rakhunde Professor Indira Mahavidyalaya Kalamb Dist. Yavatmal

Orientation of Female Students for Safety Measures- Program Photo




Dr. Madhuri P. Rakhunde
Professor
Indira Mahavidyalaya Kalamb
Dist. Yavatmal

Internal Complaint Committee

**Mechanisms for submission of
online/offline students' grievances**

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
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Complaint / Suggestion Box



Infront of the college office, a complaint / suggestion box is placed

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Co-ordinator
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Kalamb

P. B. M. M.
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Indira Mahavidyalaya
Kalamb Dist. Yavatmal

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
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Complaint / Suggestion Box



Inside the Library, a complaint / suggestion box is placed

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Kalamb

P. B. Mandake
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Indira Mahavidyalaya
Kalamb Dist. Yavatmal

Department Specific Meetings



Class Meetings Led by Class Teacher



S. S. Joshi
Co-ordinator
IQAG
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Kalamb

P. B. Mandake
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Kalamb Dist. Yavatmal

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Mechanisms for Submission of Online/Offline Student's Grievances

The college has created a simple and effective online and offline mechanism for students to register complaints regarding student grievances.

Online Grievance Submission:

shitalraut123@gmail.com

Mechanism of Internal Complaints Committee

The college has established an Internal Complaints Committee (ICC) in accordance with the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

Informal Resolution Before an Issue Becomes a Formal Grievance

- (a) Complainants will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions / counselling.
- (b) Grievances of the faculty and staff shall, as far as possible, be resolved by their respective reporting authority.

Grievance Handling and Resolution Mechanism

- (a) Matrix for Internal Complaint mechanism for faculty and staff is attached to these regulations.
- (b) The grievance Redressal mechanism has three levels of Grievance Redressal of which, Level-III is the Appellate Authority.
- (c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority, as specified in the Matrix.

Procedure & Stages in Grievances Handling

The following procedure can be utilized by faculty members / staff to submit a grievance of any kind, as specified under clause 6 above.

- (j) Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority.
- (k) The authority concerned will start the Redressed process within two working days of receipt of the matter
- (l) The designated authority may allow an opportunity to the complainant to formally present his / her case along with the relevant documents in

support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interview with the complainant.

- (m) The Authority concerned will then endeavour to resolve the grievance as soon as possible, but within maximum of 5 days and convey the outcome / action taken to the complainant or forward the same to level – 2 authority.
- (n) The Level 2 authority, may get the matter investigated through a designated subcommittee, if so, considered necessary to arrive at a decision.
- (o) Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- (p) The complainant may approach / appeal to the next higher level / Appellate authority in case he / she receives no response from either level 1 or level 2 handling officer, or where the complainant finds the response not being satisfactory.
- (q) The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
- (r) The decision of the Appellate Authority will be final, and no further appeal will be entertained under any circumstances.

Safe Guarding Confidentiality

- (g) It will be ensured by all authorities that the complainant and the respondent are not victimized or discriminated against.
- (h) Implementation of this procedure will be done without prejudice to either party.
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- (j) While dealing with the issue, all possible confidentiality and privacy will be maintained and all records relating to such complaints will be treated as confidential.
- (k) Records concerning grievances handled under this process and their outcomes shall be maintained for a period of one year.
- (l) There will be no cost to the complainant for utilizing this grievance and appeals process.


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Internal Complaint Committee

**Timely Redressal of the Grievances
Through Appropriate Committees**

**INDIRA MAHAVIDYALAYA,
KALAMB
DIST. YAVATMAL**

**ANNUAL REPORT OF
INTERNAL COMPLAINT COMMITTEE**

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
INDIRA MAHAVIDYALAYA, KALAMB
DIST. YAVATMAL, MAHARASHTRA 445401
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All the staff member and students are hereby informed that as per UGC Guideline for the session 2022-23, with the following faculty members are nominated as a member of Internal Complaint Committee (ICC).

Sr. No.	Name	Members of Committee
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhadive	Member
3	Dr. Madhuri Rakhunde	Member
4	Prof. S. S. Raut	Member
5	Adv. Virendra Mandavkar	Legal Expert
6	Shri Kashinath Nikode	Staff Member
7	Ku. Nikita Bobde	Student Member
8	Ku. Namrata Dhote	Student Member
9	Ku. Diksha Nagose	Student Member


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Annual Report of Internal Complaints Committee (ICC) Year: 2022-23

Internal Complaints Committee (ICC) ICC has been constituted as per the 'rules and regulation and directives of various authorities to provide protection against discriminatory behaviour at workplace and redressal of associated complaints.'

This committee addresses issues of dishonour and harassment faced by students/ staff inside the college premises. The committee also advises remedial actions including punishment. The Internal Complaints Committee is striving to maintain the dignity of the college by ensuring strife free atmosphere in the college through promotion of cordial relationship along with responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute. The committee is dedicated to evolve a permanent mechanism for the prevention of humiliation exploitation and violence at institution.

In the follow up of two subsequent meetings various activities were planned. In these meetings the resolutions passed to arrange the invited talks, workshop and seminar It has been decided to promote a social and psychological environment to raise awareness about stress free environment. The committee always ensures to uphold the commitment of the institute to provide an environment free of gender bias and creating secure physical and social environment to deter any act of harassment and exploitation.


Action Taken

- The workshop, seminar and guest lecture were employed to disseminate knowledge about rights and laws to staff. Number of awareness session was organized to circulate the knowledge about redressal of complaints in a judicious manner and publicize the policy framework effectively. The invitees are deployed to orient and counsel all stakeholders.
- The college endeavoured to provide a conducive and healthy work environment where the relationship amongst the employees as well as with the employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience.

Output

The objective of committee is to ensure our employees that institution is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets with this conducive and healthy work environment committee has found that no complaints have been reported to the committee in the college campus.


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Professor
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All the staff member and students are hereby informed that as per UGC Guideline for the session 2021-22, with the following faculty members are nominated as a member of Internal Complaint Committee (ICC).

Sr. No.	Name	Members of Committee
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhadive	Teacher Member
3	Prof. M. P. Rakhunde	Teacher Member
4	Prof. Shital S. Raut	Teacher Member
5	Dr. G. P. Urkunde	Staff Member
6	Adv. Virendra Rajesh Mandavkar	Legal Expert
7	Shri Kashinath Nikode	Staff Member
8	Ku. Nikita Bobde	Student Member
9	Ku. Namrata Dhote	Student Member
10	Ku. Diksha Nagose	Student Member


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Annual Report of Internal Complaints Committee (ICC)

Year: 2021-22

To ensure the wide dissemination and gender-based violence perpetrated against employees of all cadre, an Internal Complaint Committee is formed in the campus as per the directions of Parent University and various authorities. The committee aims to act decisively against all gender-based violence humiliation and exploitation perpetrated against employees and students of all sexes recognizing that primarily employees and students.

To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of employees in order to maintain a harmonious educational atmosphere in the institute.

In the two meetings of Internal Complaints Committee the follow up meetings has been taken on the various activities and initiatives. To ensure provision of a safe educational and work It was decided to make the environment that is free from harassment and exploitation and ensure the creation of a mechanism of complaint creation that is safe, accessible and sensitive. It was discussed to adopt stringent measures against cases reported in the institution. The committee is committed to promote a social and psychological environment to raise awareness about stress free environment. The committee made sure that the redressal of grievances was taken care by the concerning authority with praise of compromise and settlement.


Action Taken

- The workshop, seminar was employed to execute knowledge about constitutional obligations to staff. Number of awareness session was organized to circulate the knowledge about redressal of complaints within policy framework effectively. The institution is committed to providing a safe and congenial learning atmosphere for the students.
- The principal addressed all stakeholders realizing about the internal complaints and suggested parameters to avoid it. The invitees are deployed to orient and counsel all stakeholders.
- It had been taken consideration to encourage students to express their concerns freely and openly without the fear

Output

The Internal Complaint Committee facilitates the resolution of grievances in a fair and unbiased manner, maintaining necessary confidentiality. The committee always ensures to uphold the commitment of the institute to provide an environment free of gender bias and creating secure physical and social environment to deter any act of harassment and exploitation. The committee is motioning successfully and feels satisfaction to announce that there no single complaint registered in the campus.


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All the staff member and students are hereby informed that as per UGC Guideline for the session 2020-21, with the following faculty members are nominated as a member of Internal Complaint Committee (ICC).

Sr. No.	Name	Members of Committee
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhadive	Teacher Member
3	Prof. M. P. Rakhunde	Teacher Member
4	Prof. Shital S. Raut	Teacher Member
5	Dr. G. P. Urkunde	Staff Member
6	Adv. Virendra Rajesh Mandavkar	Legal Expert
7	Shri Kashinath Nikode	Staff Member
8	Ku. Sonali Thed	Student Member
9	Ku. Prajakta Zoting	Student Member


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Annual Report of Internal Complaints Committee (ICC) **Year: 2020-21**

The committee is functional with proper mechanism. To prevent discrimination and any harassment among students and employees, the committee is promoting conducive environment and congenial atmosphere for all stakeholders. The Internal Complaint Committee adopts statutory policy and sensitizes employees about their right to have safe and healthy work environment. To spread awareness about same either by way of publication, advertisement or by convening awareness programs. It has been regular exercise of committee to discuss with women employees on general issues involving challenges faced by them at workplace, if any and workshops on various aspects of the Act is organized.


In the view of lockdown in the period of COVID-19 the two virtual meetings were arranged. the policies for addressing internal complaints have set and put forward to authority. The orientation session was decided to aware about the preventions of complaint and creates the conducive environment.

Action Taken

- Internal Complaints Committee (ICC) facilitated the resolution of grievances in a fair and impartial manner.
- The complaint committee always care for cooperation and honour involving the feeling of grace dealing with the substantive function connected with the grievance, maintaining necessary standard operatives the new network was established to put the grievances in written form his or send through e-mail on also.

Output

The committee found congenial atmosphere within campus hence there no single complaint or issues recorded in the campus.


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All the staff member and students are hereby informed that as per UGC Guideline for the session 2019-20, with the following faculty members are nominated as a member of Internal Complaint Committee (ICC).

Sr. No.	Name	Members of Committee
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhadive	Member
3	Prof. M. P. Rakhunde	Member
4	Dr. G. P. Urkunde	Staff Member
5	Prof. S. S. Raut	Member
6	Adv. Virendra Mandavkar	Laws Expert
7	Shri Kashinath Nikode	Staff Member
8	Ku. Sonali Thed	Student Member
9	Ku. Prajakta Zoting	Student Member


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Annual Report of Internal Complaints Committee (ICC)

Year: 2019-20

Internal Complaints Committee (ICC) ICC has been constituted as per the 'rules and regulation and directives of various authorities to provide protection against discriminatory behaviour at workplace and redressal of associated complaints. This committee addresses issues of dishonour and harassment faced by students/ staff inside the college premises. The committee also advises remedial actions including punishment.

The committee is functional with proper mechanism. and conducted two meetings decide the policies and procedures to prevent discrimination and any harassment among students and employees, the committee is promoting conducive environment and congenial atmosphere for all stakeholders. The Internal Complaint Committee adopts statutory policy and sensitizes employees about their right to have safe and healthy work environment. it has been decided to spread awareness about same either by way of publication, advertisement or by convening awareness programmes.

Action Taken


- It had been regular exercise of committee to discuss with women employees on general issues involving challenges faced by them at workplace, if any and workshops on various aspects of the Act is organized.
- To increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving harassment at work place by convening meetings so that employees can come up in open and share their views and ideas.
- The committee would also assist complainants if required. The provision has been made by the committee of written apology to develop bond of good behaviour. Before initiating an inquiry, the ICC may, at the request of the aggrieved person, take steps to arrive at a settlement between the parties. However, no means of settlement can be made as the basis of such conciliation. In every session orientation session and awareness programmes are organized.

Output

The cordial and supporting in all aspects, so that each employee has an enriching experience. The objective of committee is to ensure our employees that institution is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

Due to conducive and healthy work environment where the relationship amongst the employees as well as with the employer. The committee has really announced that there no single complaint or issues recorded in the campus.


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All the staff member and students are hereby informed that as per UGC Guideline for the session 2018-19, with the following faculty members are nominated as a member of Internal Complaint Committee (ICC).

Sr. No.	Name	Members of Committee
1	Prof. R. M. Wath	Chairman
2	Prof. S. Y. Lakhadive	Member
3	Prof. N. R. Thawale	Member
4	Dr. G. P. Urkunde	Staff Members
5	Ku. A. V. Bhojar	Staff Members
6	Adv. Sonali Ambalkar	Legal Expert
7	Ku. Vaishnavi Pampattiwar	Student Member
8	Ku. Renuka G. Barde	Student Member


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Annual Report of Internal Complaints Committee (ICC) Year: 2018-19

To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of employee in order to maintain a harmonious educational atmosphere in the institute.


The subsequent meetings had been conducted to outline the mechanism to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. To encourage the employee to express their grievances / problems freely and frankly, without any fear of being victimized. It was decided to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Action Taken

- The committee advised the entire employee to refrain from inciting student's teachers and college administration.
- In the follow up meetings of some oral grievances were reported at the department level and resolved it with praise of compromise and settlement.

Output

With the systematic mechanism, Internal Complaint Committee coordinates, monitor and ensure redressal within the stipulated time. It takes the seriousness of grievance the and follow them up regularly till their final disposal. Committee has found that no complaints have been reported to the committee.


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**INTERNAL COMPLAINT COMMITTEE
MEETING NOTICE**

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
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**Internal Complaint Committee
Notice - I**

Date: - 29-09-2022


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 15-10-2022 at 1.30p.m. at principal chamber with the following agenda.

Agenda

- ❖ Welcome and Introduction.
- ❖ To take the necessary action on any complaint.
- ❖ To arrange a guest lecture of an awareness about code of conduct of college.
- ❖ Any other issue with the permission of chairman.

Copy Submitted to Director

Copy to: Notice Board, All Committee Members, All HODs


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**Internal Complaint Committee
Notice - II**

Date: - 09-01-2023


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 11-01-2023 at 12.30p.m. at principal chamber with the following agendas.

Agendas

- ❖ Confirmation of the minutes of the previews meeting.
- ❖ Active member for the committee should be to select the mentor for the care and academic concentration on the allotted students.
- ❖ To discuss and take the review of activities during the current academic year.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - I**

Date: - 13-09-2021


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 21-09-2021 at 12.30pm at NAAC room with the following agendas.

Agendas

- ❖ To outline the activities for the session 2021-22
- ❖ To aware all the stake holders regarding safety measures and disciplinary parameters among the campus.
- ❖ To decide policy and statutory regulations for mapping the complaints.
- ❖ To celebrate the International Women's Day and constitution day.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - II**

Date: - 21-10-2021


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 23-10-2021 at 12.30p.m. in ICT room with the following agendas.

Agendas

- ❖ Confirmation of the minutes of the previews meeting.
- ❖ To bring awareness about code of conduct.
- ❖ To enhance the facilities of girl's common room.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - I**

Date: - 09-12-2020


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 12-12-2020 at 2.15p.m. at smart classroom with the following agendas.

Agendas

- ❖ To outline the activities for the session 2020-21
- ❖ Take the activity during current year.
- ❖ To prepare annual report.
- ❖ To prepare action taken report.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - I**


Date: - 15-07-2019

All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 17-07-2019 at 12.45p.m. at principal cabin with the following agendas.

- ❖ To decide the activities for the session 2020-21
- ❖ To organize activity about gender equality.
- ❖ To organize a guest lecture on legal provisions for rights and responsibility.
- ❖ To celebrate International Women's Day and constitution day.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - II**

Date: - 01-12-2019


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 03-12-2019 at 12.15p.m. at smart classroom with the following agendas.

Agendas

- ❖ Confirmation of the minutes of the previews meeting.
- ❖ To prepare action taken report.
- ❖ To prepare annual report.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - I**

Date: - 18-07-2018


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 21-07-2018 at 12.30p.m. at smart classroom with the following agendas.

Agendas

- ❖ To discuss the activities for the session 2018-19
- ❖ To organize orientation program on behavioural aspects among the campus.
- ❖ The concerned would be intimated about the nonfunctioning sanatory napkin vending machine.
- ❖ To review the basic amenities for staff and students.
- ❖ To appoint an advocate for legal consultation, if need be.
- ❖ Any other issue with the permission of chairman.

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**Internal Complaint Committee
Notice - II**

Date: - 01-03-2019


All the member of Internal Complaint Committee are hereby informed that a meeting is schedule on dated 02-03-2019 at 12.20p.m. at smart classroom with the following agendas.

Agendas

- ❖ Confirmation of the minutes of the previews meeting.
- ❖ To provide the access for staff and students.
- ❖ To put the girl's suggestion box / complaint box.
- ❖ To take the necessary action on any complaint.
- ❖ To celebrate International Women's Day and constitution day.
- ❖ Any other issue with the permission of chairman.

Copy Submitted to Director

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**INDIRA MAHAVIDYALAYA,
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**MINUTES OF THE MEETING
INTERNAL COMPLAINTS COMMITTEE (ICC)**

Dr. Yashwant Moreshwar Donde Sarwajanik Shaikshanik Trust's
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Internal Complaint Committee
I – Minutes of the Meeting
Year:2022-23

Date: - 15/10/2022

The first meeting the of session 2022-23 was held on 15 October 2022 at 1.30p.m. in the principal chamber.
The meeting followed by taking the agenda

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Prof S. Y. Lakhadive welcome the gathering.

- ✓ The secretary of the Internal Complaint Committee welcomed all the members and introduced its intension.
- ✓ It was decided to take an immediate action on any complaint about sexual harassment.
- ✓ I t was decided to organized lecture of an expert in law that is an advocate to orient the students regarding antiaging, discipline, health and cleanliness.
- ✓ There was no other issue

The meeting concluded with vote of thanks by Diksha Nagose and regard to all the members present.



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Internal Complaint Committee
II – Minutes of the Meeting
Year: 2022-23

Date: - 11/01/2023

The first meeting the of session 2022-23 was held on 11 January 2023 at 12.30p.m. in the principal chamber.
The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Prof S. S. Raut welcome the gathering.

- ✓ The secretary read the minutes of the meeting and the same were confirmed by the chairperson.
- ✓ The committee should be selected active member with prior discussion.
- ✓ The details review of the activities organized during the current year was taken by the secretary. The chairperson and the members expressed their satisfaction towards the activities and the function of the committee.
- ✓ There was no other issue

The meeting concluded with vote of thanks by Diksha Nagose and regard to all the members present.



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Internal Complaint Committee

I – Minutes of the Meeting

Year: 2021-22

Date: - 15/10/2022

The first meeting the of session 2021-22 was held on 21 September 2021 at 12.30p.m. in the NAAC room. The meeting followed by taking the agenda.

Member present: All committee members, Lady Faculties, All UG/PG Students

The committee member Prof. S. Y. Lakhadive welcome the gathering.

- ✓ Members discussed potential activities for the academic session
- ✓ The need for increased awareness among students, faculty, and staff about safety measures and disciplinary parameters was emphasized. It was decided to create and display posters around campus, outlining key safety protocols and disciplinary guidelines.
- ✓ The Chair stressed the importance of having a clear and efficient system for handling complaints. Members discussed existing policies and identified areas for improvement.
- ✓ Plans for celebrating International Women's Day and Constitution Day were discussed.
- ✓ There was no other issue

The meeting concluded with vote of thanks by Diksha Nagose and regard to all the members present.



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Internal Complaint Committee
II – Minutes of the Meeting
Year: 2021-22

Date: - 23/10/2021

The first meeting the of session 2021-22 was held on 23 October 2021 at 12.30p.m. in the ICT room. The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Prof. S. Y. Lakhadive welcome the gathering.

- ✓ The secretary read the minutes of the meeting and the same were confirmed by the chairperson.
- ✓ Members discussed the importance of raising awareness about the college's code of conduct.
- ✓ The current state of the girls' common room was discussed, and areas needing improvement were identified. Suggestions included adding more seating, improving lighting, ensuring regular cleaning, and providing essential amenities like sanitary supplies and a first-aid kit
- ✓ There was no other issue

The meeting concluded with vote of thanks by Diksha Nagose and regard to all the members present.



Dr. Madhuri P. Rakhunde
Professor
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Dist. Yavatmal

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Internal Complaint Committee
I – Minutes of the Meeting
Year: 2020-21

Date: - 12/12/2020

The first meeting the of session 2020-221 was held on 12 December 2020 at 2.15p.m. in the smart classroom. The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

- The committee member Prof. S. Y. Lakhadive welcome the gathering.
- ✓ The details of the activity organized during the current academic year was taken by the secretary. The chairperson and the members expressed their satisfaction towards the activities and the function of the committee.
 - ✓ The annual report for Prof. R. M. Wath was prepared and send to the concerned committee.
 - ✓ The action taken report of the whole academic year was prepared
 - ✓ There was no other issue

The meeting concluded with vote of thanks by Sonali Thed and regard to all the members present.



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Internal Complaint Committee

I – Minutes of the Meeting

Year: 2019-20

Date: - 17/07/2019

The first meeting the of session 2019-20 was held on 17 July 2019 at 12.45p.m. in the principal cabin. The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Prof M. P. Rakhunde welcome the gathering.

- ✓ The expert lecture of Prof. Shital Raut was organized on 6 January 2020
- ✓ To the topic orientation of female student for safety measures
- ✓ The International Women's Day celebrated on 8 March 2020 and celebrating 26 November 2019 constitution day.
- ✓ There was no other issue

The meeting concluded with vote of thanks by Sonali Thed and regard to all the members present.



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Internal Complaint Committee
II – Minutes of the Meeting
Year: 2019-20

Date: - 30/11/2019

The first meeting the of session 2019-20 was held on 3 December 2019 at 12.15p.m. in the smart classroom. The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Prof M. P. Rakhunde welcome the gathering.

- ✓ The secretary read the minutes of the meeting and the same were confirmed by the chairperson
- ✓ The action taken report of the whole academic year was prepared
- ✓ The annual report for Prof. R. M. Wath was prepared and send to the concerned committee.
- ✓ There was no other issue

The meeting concluded with vote of thanks by Sonali Thed and regard to all the members present.



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Internal Complaint Committee

I – Minutes of the Meeting

Year: 2018-19

Date: - 19/07/2018

The first meeting the of session 2018-19 was held on 21 July 2018 at 12.30p.m. in the smart classroom. The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Dr. G. P. Urkunde welcome the gathering.

- ✓ Prof. R.M. Wath given the special address to all the students and faculty members regarding the prevention of sexual harassment.
- ✓ Member secretary Dr. G. P. Urkunde discussed about prevention of sexual harassment act 2013
- ✓ Prof. N. R. Thawale presented videos related to prevention of sexual harassment.
- ✓ Vaishnavi Pampattiwar commerce student expressed her thoughts.
- ✓ The committee noted that no complaint of sexual harassment has been received from any woman employee and girl students.

The meeting concluded with vote of thanks by A. V. Bhojar and regard to all the members present.



Dr. Madhuri P. Rakhunde
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Internal Complaint Committee

II – Minutes of the Meeting

Year: 2018-19

Date: - 27/02/2019

The first meeting the of session 2018-19 was held on 2 March 2019 at 12.20p.m. in the smart classroom. The meeting followed by taking the agenda.

Member Present: All Committee Members, Lady Faculties, All UG/PG Students

The committee member Prof M. P. Rakhunde welcome the gathering.

- ✓ The secretary read the minutes of the meeting and the same were confirmed by the chairperson
- ✓ Prof. R.M. Wath given the special address to all the students and faculty members regarding the prevention of sexual harassment.
- ✓ The suggestion box meant for girl's complaint will be opened as per the schedule and decision taken in current academic year.
- ✓ It was decided to take and immediate action on any complaint about sexual harassment.
- ✓ The International Women's Day celebrated on 8 March 2019 and 26 November 2018 celebrated constitution day.

The meeting concluded with vote of thanks by Renuka Barde



Dr. Madhuri P. Rakhunde
Professor
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