

Shri Shivaji Education Society Amravati's
Science College,
Congress Nagar, Nagpur-440012



Internal Complaint Committee

**Zero Tolerance
Policy against
Sexual Harassment**

Shri. Shivaji Education Society Amravati's Science College, Congress Nagar, Nagpur is a coeducational institution providing equal opportunities to all. Men and women work together in a congenial atmosphere. Therefore, in keeping with the norms of this institution, the instructions of the National Commission for Women and the directives of the Hon'ble Supreme Court Judgment on the subject of sexual harassment of women in the workplace, an Internal Complaints Committee for taking into account the complaints of sexual harassment of women staff and students and all stakeholders at working place.

INTERNAL COMPLAINTS COMMITTEE

As Per UGC (Prevention, Prohibition and Redressal of sexual harassment of Women Employees and Students in Higher Educational Institutions) regulations, 2015 the Internal Complaints Committee ICC is as under:

Presiding Officer

Prof. Rashmi Urkude – 9423131358

Members

- Prof. R.N. Deshmukh - 9923879464
- Mrs. Anupama Mendhe - 9049862948
- Adv. Asavari Palsodkar - 9890057347
- Dr. A. G. Bhivgade - 9960670232

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

1. Physical contact and advances
2. Demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing pornography; and Other unwelcome physical, verbal, or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women in the Workplace are as follows:

1. To develop a policy against sexual harassment of women at the Institute.
2. To evolve a permanent mechanism for the awareness, prevention, prohibition, and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
5. To promote a social and psychological environment to raise awareness of sexual harassment in its various forms.

Information regarding the Act; Rules and functions of ICC are given below.

1. Complaints regarding Sexual Harassment must be made in writing (legible handwriting) or typed on paper.
2. The nature of the complaint should be clearly stated in detail with Full name, address, Mobile number, dates and locations of incident, and other details.
3. As per the stipulation of the Act the aggrieved person can make a written complaint of Sexual harassment at the workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of the last incident.
4. Details of the respondent including name, designation, and reporting structure between complainant and respondent if any (whether subordinate, colleague, or superior).
5. Drop the complaints in the complaint box **OR** the written complaint should be handed over to any internal member of the ICC. Do not state any fact that is false or incorrect, such complaints would be punished as per law.

Procedure for filing of complaint

1. Complaints regarding Sexual Harassment must be made in writing (legible handwriting) or typed on paper.
2. The nature of the complaint should be clearly stated in detail with Full name, address, Mobile number, dates and locations of the incident, and other details.
3. As per the stipulation of the Act the aggrieved person can make a written complaint of Sexual harassment at the workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of the last incident.
4. Details of the respondent including name, designation, and reporting structure between complainant and respondent if any (whether subordinate, colleague, or superior).
5. Drop the complaints in the complaint box **or** the written complaint should be handed over to any internal member of the ICC. Phone numbers of all committee members are displayed on the board of ICC in the corridor and entrance lobby of the college.
6. Do not state any fact that is false or incorrect, such complaints would be punished as per law.