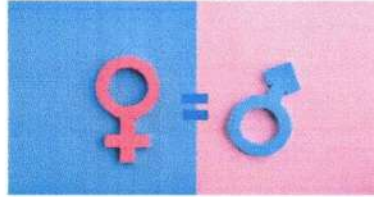




**Rayat Shikshan Sanstha's**  
**Savitribai Phule Mahila Mahavidyalaya, Satara.**  
**INTERNAL COMPLAINT CELL (ICC)**



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Rayat Shikshan Sanstha's Savitribai Phule Mahila Mahavidyalaya Ê Satara has constituted Internal Complaints Cell( ICC) in pursuance of guidelines issued by Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace (prevention ,prohibition & Redressal) Act, 2013 ,Anti Sexual Harassment Cell (Internal Complaints Cell ) is re- constituted as under to deal with complaints relating to sexual harassment at Work place.

**✚ Objectives:-**

- To Prevent sexual harassment by promoting gender amity among staff, student and employees.
- To create a secure physical and social environment for women.
- To conduct periodical programs on women empowerment
- To promote social and psychological environment that will raise awareness about sexual harassment.
- To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment .

**✚ ICC Committee Composition. -**

Sr.	Name of the faculty	Designation	Position	Contact number
1	Dr. Shivling Menkudal	Principal	President	9822013048
2	Mrs.Pratibha Ghatage	Assistant professor	Secretary	9850915023
3	Dr.Jayshree Ashal	Assistant professor	Member	9172918149
4	Mrs. Latika Patil	Assistant professor	Member	869808862
5	Ad. Varsha Deshpande	Legal Advisor	Member	9822072056
6	Mrs. Rajashri Deshpande	Alumini	Member	
7	Mrs.Madhive Shinde	Alumini	Member	
8	Mr.Uday Chavan	Social worker	Member	9423865444

## **DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE ( ICC )**

1. Taking to all possible steps and measures to prevent Sexual harassment in the institution and on the campus.
2. Crating a safe environment on the camps for women employees and student.
3. Conducting workshop ,actives and lecture to create awareness among the staff and student .

Conducting workshop , activities and lecture to create awareness among staff and student about: -

- What constitutes sexual harassment at the workplace
  - The provisions of the POSH Act
  - The ICC, its duties and how to file a complaint
- 
- Promote measures aimed at achieving gender equality ,removal of gender bias or discrimination , sexual harassment and acts of gender- based violence.
  - Organize awareness Programmes and campaigns for the benefit of all
  - Members of the College on sexual harassment and gender-based discrimination.
  - Fulfil the directives of and guidelines issued by the supreme Court to create an academic and work environment that is free of sexual harassment and gender-based discrimination.
  - Receive and redress complaints received form any member of the
  - College ( including students, research scholars' staff , hostel residents
  - And outsiders on college premises) alleging sexual harassment by
  - Other members of the college.
  - Take sou-moto cognizance of any act of sexual harassment or gender-based discrimination.



**Rayat Shikshan Sanstha's**

**Savitribai Phule Mahila Mahavidyalaya, Satara.**

**INTERNAL COMPLAINT CELL (ICC)**

**Policy of Internal Complaints Committee.**

**Policy Statement :-**

Internal complaints committee (ICC) is a Mandatory committee that every employer required to constitute within the organization.in the scenario wherethe employerhas branch offices , he/ she need to have an ICC as each such branch office to address the issues of sexual harassment.

It is also mentioned according to the provision of the POSH ACT - harassment of women at Workplace Act of 2013 ,9<sup>th</sup> December 2013 (Prevention,Prohibition, and Redressal)

It is also mentioned in University Grants commission Prevention, Prohibition, and Redressal of sexual harassment of women employees and student in higher educational institutions Regulation , 2015- 2<sup>nd</sup> May 2016.

Anti-Sexual Harassment Cell assures all the complaints of the student teaching and no-teaching staffs are treated with dignity and respect and the complaints shouldbe maintained Confidential.

As per the guidelines of UGC, NAAC and the supreme court , an Anti-Sexual Harassment Cell has been established by Savitribai Phule ManilaMahavidyalaya to provide a healthy and Congenial atmosphere to the student of the College .

**Grievance redressal mechanism:-**

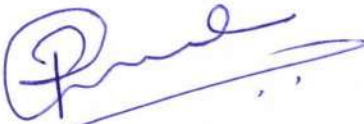
The ICC shall have the following composition

- 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 college) at the educational institution, nominate by the Executive Authority.
- b) 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(0).
- c) Provide further that in case the other offices or administrative units of the workplace do not have a senior level women employee, the presiding officer shall be nominated from any other of the workplace of the same employer or other department or Organization.”
- d) Two faculty members and two non-teaching employees preferable Committed to the causes of women or who have hand experience in social work or have legal knowledge, nominated by the Execution Authority.
- e) Campus and/ or facilities and to take further action in the regard.
- f) Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance ;

**Procedure for filling complaint with ICC Savitribai phulemahilamahavidyalay, Satara.**

Complaints regarding the Sexual Harassment must be made in written (legible handwriting) or typed on paper.

- Nature of complaint should be clearly stated detail with dates and locations.
- As per stipulations of The Act aggrieved person can make a written complaint of sexual harassment at workplace within a period of three months form the date of incident and in case of serious incidents, within a period of three months form the date of last incident.
- The complaint must be no case of anonymous and the aggrieved and persons and address should be legible.
- As per Sexual Harassment of women at workplace(prevention, prohibition and Redressal)Rules,2013, in case the aggrieved woman is unable to make a complaint may be filled inter alia by her relative or friend or her coworker or an officer of the National Commission for Woman or State Women's or any persons who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any internal member of ICC-STC.



Co-Ordinator  
Internal Quality Assurance cell  
Savitribai Phule mahilamahavidyalay, Satara.



Principal  
Savitribai Phule Mahila Mahavidyalaya  
SATARA.





**Rayat Shikshan Sanstha's**  
**Savitribai Phule Mahila Mahavidyalaya, Satara.**

**INTERNAL COMPLAINT CELL**  
**COMPANT FORM**

**Part- A( Information about Complaint)**

1. Name of the complaint:
2. Faculty/Non-teaching Staff/Student( If any student Mentions in class)
3. Mobile number:
4. Email ID:
5. Aadhaar No:
6. Address:
7. Day & Date

**Part B (Information about Accused/Respondent)**

1. Name(S) of Accused/Respondent:
2. Designation (S) of Accused/Respondent: Faculty/Non-teaching staff/ Student. (If student mention in the class)

➤ **Brief Description about complaint**

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I hear by declare that the information provided above is correct. I shall be responsible for furnishing any wrong information.

Complaint Signature

Complaint Received by:

Name of Faculty:

Designation

Mobile no:

Signature: