



ग्राम्यजनहितं परमं ध्येयम्

Pravara Medical Trust's

Arts, Commerce and Science College, Shevgaon

Tal. - Shevgaon, Dist.-Ahmednagar, Pin-414502

Internal Complaint Redressal Policy

Internal Complaints Committee Policy

❖ Introduction:

Pravara Medical Trust's Arts, Commerce and Science College, Shevgaon is committed to providing a safe work environment and to protect dignity of women. This policy outlines the framework for the prevention, prohibition and redressal of sexual harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The Policy intends to ensure that no woman Employee is subjected to sexual harassment at workplace. "Women Employee" as referred to in this Policy includes all women employees of Arts, Science and Commerce College, Shevgaon.

This policy applies to all employees, faculty, students, and any person visiting the institution's premises.

❖ Definitions:

Sexual Harassment is

- Includes any unwelcome acts or behavior, whether direct or implied, such as:
 - Physical contact or advances
 - A demand or request for sexual favors
 - Making sexually colored remarks
 - Showing pornography
 - Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

❖ Objectives of the Internal Complaint Committee (ICC):

- Prevent and prohibit sexual harassment in the institution.
- Redress complaints in a fair, transparent, and timely manner.
- Recommend actions to prevent similar incidents.

❖ **Responsibilities of the ICC:**

- Accept and review complaints of sexual harassment.
- Conduct investigations through formal inquiry processes.
- Recommend suitable actions or penalties.
- Create awareness and organize training on gender sensitization.

❖ **Complaint Procedure:**

- **Filing a Complaint:** Any aggrieved individual can file a complaint with the ICC within 3 months of the incident. The complaint must be in writing and include details of the incident(s).
- **Confidentiality:** The ICC ensures the privacy and confidentiality of the complainant throughout the process.

❖ **Inquiry Process:**

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action/s to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it.

❖ **Resolution and Actions:**

Based on the inquiry findings, the ICC may recommend:

- Apology from the respondent
- Counseling sessions

- Disciplinary action (e.g., suspension, termination, or other penalties as per institutional guidelines)

❖ **Rights of the Complainant and Respondent:**

- Both parties will have an equal opportunity to present their case.
- Neither party will face discrimination or retaliation during or after the process.

❖ **Penalties for False Complaints:**

If the ICC finds that a complaint was filed with malicious intent or based on false evidence, appropriate disciplinary action may be taken against the complainant, following due process.

❖ **Monitoring and Review:**

The ICC will submit an annual report to the college management detailing.

❖ **Actions that can be taken against the accused if found guilty:**

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

- Warning
- Written apology
- Bond of good behavior
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

❖ **Preventive Measures:**

- Display information about the ICC, its members, and contact details prominently on campus.
- Encourage a culture of mutual respect and zero tolerance toward harassment.