



Mechanism of Internal Complaint Committee

❖ Complaint Procedure

1. Filing a Complaint:

Any aggrieved individual can file a complaint with the ICC within 3 months of the incident. The complaint should be in writing and include details of the incident.

2. 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 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:

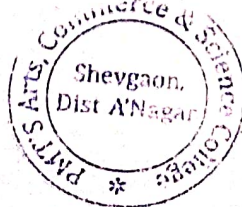
Apology from the respondent

Counseling sessions

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

❖ Rights of the Complainant and Respondent

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



Principal
Arts, Comm & Sci College
Shevgaon, Dist Ahmednagar