



Shri Shivaji Education Society Amravati's

SHRI SHIVAJI SCIENCE AND ARTS COLLEGE

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 2.82)

ISO: 9001-2015



Dr. Omraj S. Deshmukh
Principal

Hon'ble Shri Harshvardhan P. Deshmukh
President

Shri Shivaji Science & Arts College Chikhli, Dist. Buldana Internal Complaint Committee Policy document

The Internal Complaints Committee (ICC) is established in Shri Shivaji Science & Arts College, Chikhli, Dist. Buldana, on 23rd June 2020 under the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015. It comprises students a Presiding Officer, two or three faculty members from each faculty, and one outside member from a non-governmental organisation or association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Objectives of Internal Complaints Committee:

- To provide a safe and secure work environment to every female worker and girls students
- To take consistent action for prevention, prohibition and redressal of complaints received regarding sexual harassment and gender discrimination of women personnel at the workplace
- To make recommendations to the management to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees.
- To forceful implementation of the policies relating to the prevention of sexual harassment
- Strive to resolve complaints by the aggrieved complainant, and henceforth, recommend actions to be taken by the employer.

ICC, Shri Shivaji Science & Arts College, Chikhli, Dist. Buldana, deals with cases of sexual harassment of the students or employees in the college and provides mechanism of dispute redressal.

It promotes the empowerment of women and has zero tolerance for any kind of sexual harassment. ICC diligently work towards providing a secure environment to students, teaching and non teaching staff. Complaint boxes have been placed in the college premises.

Sexual Harassment defined as:

“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 induces any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
- Demand or request for sexual favors
- Making sexually colored remarks
- Physical contact and advances
- Showing pornography”.

Internal Complaints Committee Members

Sr. No	Name Of Member	Designation	Mail ID and Phone No.
1	Prof. Shalini Katole Professor Department of Electronics	Presiding Officer	shalinikatole@gmail.com 7066590850
2	Prof. Meena Nikam Professor Department of Zoology	Member Secretary	meenanikam66@gmail.com 9890844050
3	Prof. R. P. Gawai Professor Department of Commerce	Member	drrgawai@gmail.com 9552248729
4	Dr. S. M. Kalakhe Asst. Professor Department of Economics	Member	dr.sunitakalakhe@gmail.com 9730530766
5	Dr. M.E. Jadhav Asst. Professor	Member	<u>muktijadhav@gmail.com</u> 9921274072

	Department of Computer		
6	Dr. Jyotitai S. Khedekar External Member Senet Member & Social Worker	Member	jyoti.solanki@gmail.com 7776858747
7	Ms. Kalyani V. Bhutekar Student, B.Sc.(Zoology) Student Representative	Member	bhutekarkalyani@gmail.com 9325398303

Functions of the Internal Complaints Committee

The Internal Complaints Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace.

A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti-Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises 'sexual harassment' at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings
- Whenever required, forward the complaint to the police
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee

Timeline of the Complaint

- Submission of Complaint-Within 3 months of the last incident
- Notice to the Respondent-Within 7 days of receiving a copy of the complaint
- Completion of Inquiry-Within 90 days
- Submission of Report-Within 10 days of completion of the inquiry
- Implementation of Recommendations-Within 60 days
- Appeal-Within 90 days of the recommendations

We commit ourselves to a zero-tolerance policy towards sexual harassment and reinforce our commitment to making our campus free from discrimination, harassment, retaliation or sexual assault at all levels. If a student, faculty member or non-faculty staff member faces any discomfort under the above-mentioned heads, he or she can directly approach the committee.

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 Complaints Committee shall render all reasonable assistance to the person for making the complaint in writing. For the reasons accorded in the writing, the ICC could extend the time limit by a period 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, a 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.

The complainant may contact the committee members through the given e-mail ID or phone numbers.

Email ID: iccshivajicollege@gmail.com

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf
(UGC Regulations of Sexual Harassment Act)

AKatole
(Prof. Shalini A. Katole)
Presiding Officer
ICC



SDeshmukh
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana



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President

सिएस/ फॉर्मली/ ६८४

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प्रति,
 मा. सचिव,
 श्री शिवाजी शिक्षण संस्था, अमरावती

विषय :- "अंतर्गत वाद समिती" (Internal Complaint Committee) चे गठन

संदर्भ :- पत्र क्र.जा.क.पि / अधि-५/१०६/२०२२ दि. १३/०१/२०२२

महोदया,
 उपरोक्त संदर्भा नुसार आमच्या महाविद्यालयात सोबत दर्शविलेल्या यादीप्रमाणे
 "अंतर्गत वाद समिती" चे मार्गदर्शन तत्वानुसार गठन करण्यात आलेले आहे.
 आपणास माहीतीसाठी कळवित आहोत.

धन्यवाद

आपला विश्वासु

osdeshmukh

(डॉ.ओमराज एस. देशमुख)

श्री शिवाजी विज्ञान व कला महाविद्यालय
शिखली जि. बुलडाणा

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 २९/१२/२०२२
 आवक लिपीक,
 श्री शिवाजी शिक्षण संस्था
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President

To ,

Dr. Jyotitai S. Khedekar
 Senet Member and Social worker
 Chikhli Dist. Buldana

Date:- 23 / 06 / 2020

Subject :- Nomination letter of member in Internal Complaint Committee

Respected /Madam

Consequent upon the constitution of the Internal Complaint Committee, the Competent Authority by exercising power under the section 4 (1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has constituted the Internal Complaint Committee to provide protection against sexual harassment to the women at workplace, for the prevention and redressal of complaints pertaining to the sexual harassment of the women at workplace and attend to all the matters incidental to the same.

The Competent Authority has desired to selected you as the member Non government society (NGOs) the as per the existing terms conditions.

In view of the above , you are requested to kindly acceptance our invitation , so as to enable this office to proceed with the procedure

The presiding officer and every member of the committee shall hold office for such period, not exceeding three years, from the date of constitution.

The Internal Complaint Committee, shall in each year, meet at designated interval, and prepare and annual report under the section 21 of the Act. read with Rule 14 which shall have the details of the cases filed, if any.

Os deshmukh
 Principal
PRINCIPAL
 Shri Shivaji Science & Arts
 College, Chikhli, Dist. Buldana