Ref. No. SRCEO/ICC-Policy/2127J

Date: 25/2/2016

INTERNAL COMPLAINTS COMMITTEE (ICC)

Guidelines for Sexual Harassment of women at workplace under Prevention, Prohibition and Redressal Act, 2013.

1. Code of conduct for work place :

Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the well being of all women employees at the work place the following code of conduct has been prescribed:-

1.1 It shall be the duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place.

1.2 Sexual harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:

i. Eve-teasing
ii. Unsavory remark
iii. Jokes causing or likely to cause awkwardness or embarrassment
iv. Innuendos and taunts
v. Gender based insults or sexiest remark
vi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
vii. Touching or brushing against any part of the body and the like
viii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
ix. Forcible physical touch or molestation.
x. Physical confinement against one's will and any other act likely to violate one's privacy.

2. The mechanism for redressal : It is described as under

2.1 Any aggrieved woman may make, in writing, a complaint of sexual harassment at Work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted.

2.2 Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

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2.3 If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the organization and hand over the same in person or in a sealed cover.

2.4 The ICC or, as the case may be, may before Initiating inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.

2.5 Where a settlement has been arrived at under sub-section *(1)*, the ICC, shall record the settlement so arrived and forward the same to the employer.

2.6 The ICC, shall provide the copies of the settlement as recorded under sub-section *(2)* to the aggrieved woman and the respondent.

3. Punishment for false or malicious complaint and False Evidence

Where the ICC of the Campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Competent authority , to take action against the woman or the person who has made the complaint under ,sub-section (2) of section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, **in such a manner as may be prescribed.**

3.1 Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

4. Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons in charge shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

5. Submission of Report's by Internal Complaint Committee:

5.1 The Internal Committee shall in each calendar year prepare, in Prescribed form and prescribed time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

5.2 The Institute shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the Institute or where no such report is required be prepared, intimate such number of cases, if any, to the District Officer.

6. The Role of ICC:

- To act as Inquiry Authority on a complaint of sexual harassment.
- To ensure that complainant and witnesses are not victimized or discriminated because of their complaint. To take proactive measures towards sensitization of all those.

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- To exercise of the powers conferred by Section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government notified Rules on 9th December, 2013.

The composition of ICC – shall be as under :

Table 1 – Composition of ICC -

Sr.No.	Name of the Member	Designation
1	Prof. Dr.Shweta Mishra	Presiding Officer
2	Prof. (Mr.) Sunil Deokule	Faculty Member
3	Prof. (Ms.) Priya Patil	Faculty Member
4	Prof.Harish Marati	Faculty Member
5	Prof.(Mrs)Swati Bhangale	Faculty Member
6	Mr. Ankush Kanche	Non Teaching Member
7	Ms.Geeta Unhale	Non Teaching Member
8	Ms. Vidya Nalawade	UG Student Representative
9	Mr.Yuvraj Awate	PG Student Representative
10	Mrs Kaveri Kamathe	Counselor

Frequency:

Committee will meet twice in a year or as and when required.

Prof. Dr. A. D. Desai
Principal

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