

INTERNAL COMPLAINTS COMMITTEE

ACTION PLAN

Gender awareness and sensitization would help in curbing the gender biases prevailing in the society. So ICC aimed at sensitizing young minds to bring attitudinal changes in their behavior and which would help in empowering girls to achieve their goals.

Keeping these points in view, following activities will be organized annually by ICC:

- (i) Session on “Gender Sensitization “during Student Induction Program
- (ii) Talk by doctor for female students on “Teenagers Concerns”
- (iii) Quiz Contest on Gender Equity
- (iv) Seminar /Physical fitness activity on International Women’s Day, (8 March).

Besides female students, the female faculty and staff members will also be invited to participate in above activities.



AICTE NOTIFICATION LINK

<https://www.indianemployees.com/gazette-notifications/details/all-india-council-for-technical-education-gender-sensitization-prevention-and-prohibition-of-sexual-harassment-of-women>

Objectives of the Internal Complaints Committee

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE to organize workshops affecting women in general and especially in the following areas:
 - Sensitization and gender equality on campuses
 - Issues of women arising from societal concern

Guidelines: It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing any pornography, or

Any other unwelcome physical, verbal or non-verbal conduct of sexual nature where any of these acts is committed in circumstances

Definitions for reference:

Complainant: can be a person who has been subject to Sexual Harassment and / or any Person reporting an incident of Sexual Harassment. A third party can also be a Complainant; however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged/reported to have committed an act of Sexual Harassment.

Preventive Measures : Nanakram Bhagwandas Science College had conducted a few workshops on Sensitization on Sexual Harassment of Women at Workplace. The Committees meet regularly & Minutes of the Meeting ("MoM") of the same will be prepared

At the end of every calendar year an annual report containing all the details like the number of complaints filed, the stage of each Complaint and the number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.

Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:

- a) To sensitize employees about their right to have safe and healthy work environment
- b) To spread awareness about same either by way of publication, advertisement or by convening meetings
- c) To discuss with women employees on general issues involving challenges faced by them at workplace, if any and workshops on various aspects of the Act
- d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;
- e) The Committee would also assist Complainants if required to file a Complaint

Reporting of Sexual Harassment Complaints: Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organization or vendor by way of any action or words should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

What are the possible actions that can be taken against the respondent?

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

Complaint Mechanism

A person who has been subject to Sexual Harassment may make in writing a Complaint email to nbsc1954@gmail.

Can utilize complaint box/drop box, where the same will be verified daily basis.

Staff or student can meet any of ICC member personally or can call.

Confidentiality: Ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a “need to know” basis.

However, the ICC members and / or Employer shall not be held responsible under the present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals. Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

Inquiry process: A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.

The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.

In the event any Complaint is received, the following procedure shall be followed by the ICC:

An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.

The enquiry proceedings convened by ICC should always be minute and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.

On submission of report the ICC shall consider the report at the earliest and, on being satisfied with the need, may order full enquiry into the Complaint.

It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.

The ICC will study the findings and shall then proceed to deal with the Complaint by the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.

However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for the closure of the Complaint accordingly. Further, in the event, the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.

Thereafter, the ICC will present the decision including the handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with a recommendation to the HR head of the respective business.

In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of a minimum of 9 members of the committee. Circumstantial evidence also would play an important role during the decision-making process by the Committee.

The employer may seek clarification from the ICC on the recommendation and will implement the same.

The final decision shall be communicated to the Complainant and the Respondent.

An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

Professional Consequences of Violation of the Policy

Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.

In the event any criminal proceedings are to be initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer. The organization shall not tolerate any form of retaliation against employees for bringing bonafide complaints or providing information about harassment.

However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.

If any act of sexual harassment occurs as a result of an act or omission by any third party or outsider, the respective Employer will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.



SELF DEFENCE



GENDER SENSATIZATION



ANTI RAGGING AWARENESS

OFFICE ORDER: 08/2021
Internal Complaints Committee (ICC) for Academic Year 2022-23

References:

- (a) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) **Act, 2013**
- (b) **AICTE Notification** No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016.**

1. The Internal Complaints Committee (ICC) is hereby reorganized according to the norms specified in the **Act, 2013 & Regulations, 2016 {References (a) & (b) above}** as under:-

Internal Complaints Committee (ICC)

S.No	Name of Officer	Nomination Type	Mobile Number
1	Smt.K.L.Madhuri	Teaching Staff Representative	9849210254
2	Smt.D.Snehalatha	Teaching Staff Representative	9849469962
3	Srikanth Sawant	Teaching Staff Representative	7993456661
4	Smt.Priyanka	Office Incharge	9030712372
5	Nitin Prasad Mishra	Non Teaching Staff Representative	9966415343
6	Miss T.Ujwala	Student Representative	9014153236
7	Miss.S.Soumya	Student Representative	9381893219

2. Roles and Responsibilities (ICC)

- (a) To deal with complaints received from women employees and students. Based on the complaints, ICC shall carry out an enquiry, attempts to resolve the problem through counseling, recommend appropriate punitive action against perpetrators to the competent authority and provides assistance to the victims. The issues shall be dealt with diligence and with due confidentiality.
 - (b) To act as Inquiry Authority on a complaint of sexual harassment.
 - (c) To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
 - (d) To address issues concerning women specific needs at the workplace.
 - (e) To organize various activities such as lectures and discussions promoting gender equality and gender amity.
 - (f) To take proactive measures towards sensitization of all those, whose workplace is NBSC on the rules of Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - (g) The detailed modalities are covered under AICTE Notification No. F.AICTE/ WH/ 2016/ 01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016**
3. The committee will be responsible for redressal of complaints and take proactive measures to exterminate the problem.
 4. The above Committee will be responsible to the Director.
 5. This Office Order supersedes the previous Office Orders 12/2021 dated 8 Jun'21 & 12/2021 dated 27 Jun'21 in this regard.

REPORT: NO CASES DETECTED

Copy to:

All concerned members - ICC

OFFICE ORDER: 08/2021
Internal Complaints Committee (ICC) for Academic Year 2021-22

References:

- Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) **Act, 2013**
- **AICTE Notification** No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016.**

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3. The committee will be responsible for redressal of complaints and take proactive measures to exterminate the problem.

4 The above Committee will be responsible to the Director.

5. This Office Order supersedes the previous Office Orders 12/2020 in this regard.

REPORT: NO CASES DETECTED

Copy to:

- All concerned members - ICC
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NANAKRAM BHAGWANDAS SCIENCE COLLEGE

Ref/ Dir/ 12 /2020

OFFICE ORDER: 12/2020

Internal Complaints Committee (ICC) for Academic Year 2020-21

Ref: Office Order 12/2020.

Online interactive session conducted for students In order to ensure the compliance of AICTE Notification No. F. AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations 2016.

Director

OFFICE ORDER: 12/2020

Internal Complaints Committee (ICC) for Academic Year 2020-21

References:

- (a) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 - (b) AICTE Notification No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations, 2016.
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2	Smt.D.Snehalatha	Lecturer	9849469962
3	Smt.Priyanka	Office Incharge	9030712372

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 4. The above Committee will be responsible to the Director.
 5. The above Order supersedes the previous Office Order 10/2019 dated 7th DEC19 in this regard.

Copy to:

- All concerned members - ICC

NANAKRAM BHAGWANDAS SCIENCE COLLEGE

Annexure - A

Institute's Proctorial Board – Responsibilities

- To keep regular vigilance in maintaining the discipline
- To monitor the indiscipline cases in the campus and also formulate a policy for the same.
- To keep the records of indiscipline cases.
- To propose/ undertake required anti-ragging measures.
- To prepare anti-ragging committee/ squad/ team for proper vigilance.
- To prepare a team of students (02 from each branch) as anti-ragging team members.
- To prepare and display the relevant posters/ banners at relevant places regarding indiscipline act/ punishment.
- To prepare notices of the decisions approved by Director.

Director