



STANDARD OPERATING PROCEDURES (SOP)

INTERNAL COMPLAINS COMMITTEE

Sexual harassment as defined in the Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 includes any one or more of the following 'Unwelcome acts or behaviour

- (i) physical contact and advances
- (ii) a demand or request for sexual favours;
- (iii) making sexually coloured remarks;
- (iv) showing pornography
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. This would also include online harassment via internet, SMS and social network sites. Further, the following may also amount to sexual harassment:
 - (i) Implied or explicit promise of preferential treatment
 - (ii) Implied or explicit threat of detrimental treatment
 - (iii) Implied or explicit threat about present or future employment status
 - (iv) Interference with work or creating an intimidating or offensive or hostile work environment
 - (v) Humiliating treatment likely to affect health or safety.

1. At Indira Gandhi Kala Mahavidyalaya, Ralegaon the Internal Complaints Committee is committed for providing a work and study place which is free of any sexual harassment.

2. It is to be noted that all female members of Indira Gandhi Kala Mahavidyalaya, Ralegaon students, teaching and non-teaching staff (permanent, contributory CHB and temporary) will come under the purview of this policy.

3. Any instance of sexual harassment will be dealt with promptness and sensitivity.

4. The college will respect the confidentiality of the individuals reporting and the accused of the sexual harassment to the maximum extent possible.

5. Intentionally providing false information will lead to disciplinary action and a penalty will be levied on the complainant.

6. The process of the complaint or inquiry is as follows:

a. An aggrieved student/woman of the staff should give a written complaint either in person or through post or email. It should be submitted to the 'Internal complaints Committee' (ICC) within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.

b. On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. The inquiry report will be submitted within 10 days from the date of completion of the inquiry.

c. If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.

d. The college management will act on the recommendations of IC within 60 days of the submission of the inquiry report.

e. Appeal against the decision of the IC is allowed within 90 days of the recommendation

S. For a detailed information please refer to the Handbook on Sexual Harassment of Women at workplace by Ministry of Women & Child Development

Preventive measures:

a. The Internal Committee will meet regularly. Minutes of the Meeting of the same will be prepared and submitted on quarterly basis/as decided by the Committee to the Principal.

b. At the end of the academic year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished.

c. Sensitization programmes/workshop/webinar/seminars/competitions will be conducted in order to achieve the following goals:

1. To sensitize employees about their rights to have a safe and healthy work environment in the college premises.
2. To sensitize girl students about their rights to have a safe and healthy study environment.
3. To create awareness that the internal committee would assist complainants if required to file a complaint.

d. the college has taken following steps for safety and security in Campus

installed CCTV surveillance system


- Installed suggestion box
- Online complain form on college website
- Instruction during Induction programme for newly admitted students
- Common room for girls
- Display of instruction & banners about zero tolerance policy about sexual harassment.

Members of the Internal Complains Committee

Sr. No.	Name of the faculty	Designation	Position
1.	Dr. S.V. Agarakar	Principal	Chairperson
2.	Miss. R. N. Kumre	Assistance professor	Presiding Officer
3.	Mr. S. V. Gore	Assistance professor	Member
4.	Mr. Datta Ingole	Non-teaching staff	Member
5.	Ms. Pranali S. Kumare	Student	Member
6.	Ms. Chaitali P. Wani	Student	Member
7.	Mrs. Bhavana Jivan Khangar (Hastak)	NGO	External member
8.	Ms. Gaytri B. Borkute	Advocate	External member


Co-ordinator
Internal Quality Assurance Cell
Indira Gandhi Kala Mahavidyalaya
Ralegaon




PRINCIPAL
Indira Gandhi Kala Mahavidyalaya
Ralegaon Dist. Yavatmal