



TILAK EDUCATION SOCIETY'S

J. K. COLLEGE OF SCIENCE & COMMERCE

(Recognised by Govt. of Maharashtra & Affiliated to University of Mumbai)

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INTERNAL COMPLAINT COMMITTEE POLICY

Preamble:

Tilak Education Society, which has established J. K. College of Science and Commerce, has pledged to promote equality of opportunity and to foster a culture where all employees, students, and visitors are treated with respect and dignity and are allowed to work and study without fear of victimization or harassment. Assuring and developing a climate where respect for the dignity of other staff, students, and visitors is valued is the responsibility of all College members. They should act in accordance with the policy's instructions during their everyday work or study. There will be no tolerance for offensive behavior.

Any sort of harassment is a serious offense that carries a penalty under the College's disciplinary laws. In accordance with the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, the institution is committed to providing a safe and welcoming environment for students and women at the workplace.

Goal:

Preventing sexual harassment to provide a secure learning environment for female students. Creating awareness related to sexual harassment among all students.

Objectives:-

- To create standards and recommendations for laws prohibiting sexual harassment
- To provide guidelines and tactics to stop sexual harassment.
- To Form the Internal complaint committee for the prevention and redressal of sexual harassment and gender-based violence in the Campus.
- To organize a gender sensitization awareness programme.



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- To implement the written complaint through proper reporting and their follow-up procedures.
- To swiftly resolve allegations of sexual harassment and discrimination with the goal of providing aid to the harmed

What is Sexual Harassment?

For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Verbal or Physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumors, Gossip or Jokes.
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials.
- Unwanted physical contact, Ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive).

The following is also sexual harassment and is covered by the committee

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



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Internal Complaints Committee assures all the complaints of the students, teaching and non-teaching staff are treated with dignity and respect and the complaints should be maintained confidential.

False Reporting: Intentionally making a false report or providing false information is grounds for indiscipline.

Internal Complaints Committee (ICC)

- The Internal Complaints Committee (ICC) was formed as per **Order DO. No. F. 91- 3/2014 (GS) Pt. 1 of the UGC dated 28/01/2015** and in pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
- Internal Complaints Committee (ICC) is reconstituted to provide a healthy and congenial atmosphere to the staff and students of the College.
- Member selection is crucial because, in most cases, committee members find it extremely challenging to diligently carry out their duties as heads or members of the Committee, against the superiors, if they hold a position of power at work inferior to that of the accused.

The Internal Complaints Committee must keep in mind that for proper operation, it requires comprehensive orientation.

- It cannot operate in the same way as a court of law.
- When the complainant complains, her personal and professional lives are on the line.
- A woman finds it challenging to discuss anything sexual. As a result, there may be a significant amount of time between the harassment and the actual complaint.
- It must process complaints in confidence and according to a strict timeline.
- It must present a yearly report on sexual harassment to the relevant government agency.

How to Register a Complaint?

The complaints w.r.t the above points can be made to the committee by female Staff and student in the following manner:

- The female Staff and student can make a complaint, in writing, to the Internal Complaints committee within a period of 3 months from the date of the incident.
- **The Internal Complaint form is available at the Administrative Office or it can be Downloaded from the college official website.**



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- The complainant should clearly write down her identity, i.e, name, group, division, and office premises, to ensure fast and fruitful results and to solve the problems in a positive way.
- The committee is giving complete assurance to the employees & female students that these details will be kept strictly confidential and will not be discussed outside, by any of the members of the committee.
- The committee also ensures to take action as per UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.



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