



Internal Complaints Committee (ICC) for girl students and women employees

Roles and Responsibilities

Objective:

- To work for Prevention, Prohibition and Redressal of Sexual harassment of women (girl students and female staff) at workplace (in the college premises)
- To make girl students and female staff aware of the rules and regulations of ICC
- To spread awareness of the Cell

Mechanism:

- Formation of Internal complaints committee (ICC) as stated by Maharashtra State Commission for Women, as follows:
 - Presiding Officer (1 No.): Women faculty member employed at Senior level (Not below Associate Professor)
 - Faculty Members (2 No.)
 - Non-teaching employees (2 No.)
 - Students (2): Undergraduate (1 No.) and Masters (1 No.)
 - External Member (1 No.): from NGO
 - Every ICC member shall serve the office for 3 years
 - 1/3 of the members may be changed every year
 - At least 50% of the ICC shall be women.
- Display of list of committee members and their contact details in the college premises as well as on the Institute website <https://kbtcoe.org/committees/>
- Facility to provide complaint/suggestion

- In writing in person or through “Sakhi Boxes” kept in the Institute campus at Ground floors of A, B and C Buildings in prescribed format available on the Institute website
- Online through email id icc@kbtcoe.org or on the Institute Grievance Redressal Portal <https://kbtcoe.org/grievance-form/>

Functions:

- Frequency of meetings: minimum 4 per academic year
- Checking complaint received from email or through “Sakhi box”. “Sakhi box” is checked on first Saturday of each month. In case it is not a working day, then it is checked on the next working day.
- Submission of report of sexual harassment related complaints to Honorable Collector, Nashik after every six months with the following details:
 - No. of complaints received
 - Status of complaints (if any)

Redressal Mechanism:

- **Scrutiny of Complaints**
 - The complaints of the following nature are dismissed:-
 - Complaints which are illegible (unreadable, scribbled) or vague (unclear, imprecise, ambiguous), anonymous
 - Complaints involving no deprivation (denial) of women rights
- If the aggrieved (hurt) person requests for conciliation (resolution), then try conciliation. If conciliation is unsuccessful, then ICC makes enquiry report with recommendations. Copy of complaint is sent to respondent.
- Then either allegation (claim) is proved, not proved or is false (malicious). If allegation is not proved, executive authority takes decision.

- **Process for Redressal**

The process to resolve the complaints is shown below:

