



**Mahatma Gandhi Vidyamandir's
Maharaja Sayajirao Gaikwad Arts, Science and Commerce
College Malegaon Camp, Dist. Nasik**

**Internal Complaint Committee (ICC)/WGRC
Standard Operating Procedure**

Preamble:

To implement the UGC act for prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions Regulations, 2015, the Internal Complaint Committee (ICC) is established in M.S.G. Arts, Science and Commerce College Malegaon Camp. The committee forms to give the protection against the Sexual Harassment of Women employee and students in the campus place.

Objectives of the cell:

- To hand out the issues of gender based violence.
- To promote awareness about sexual harassment through various educational initiatives that encourages and fosters a respectful and safe campus environment.
- To provide information regarding counselling, redressal cell functioning and support services on our campus.
- To conduct regular meetings and organisation of different functions regarding the awareness about women rights.
- To provide and ensure platform for accepting a complaints & ensure the resolution of grievance with confidential and supportive environment.

Standard Operating Procedure

- All complaints received through online or offline addressed to the ICC/WGRC, its coordinator, members or other office administrative person of the Maharaja Sayajirao Gaikwad shall be received by the ICC.
- Then the complaints will classify by ICC as i) academic ii) Non-academic iii) Related to the teaching/practical iv) related to canteen service v)



Related to common room facilities vi) harassment by other student or staff etc.

- The complaints are scrutinized in order to check if it is a matter of sexual harassment of women at workplace and comes under the view of sexual harassment of women at workplace (Prevention, Prohibition and Redressal) / POSH Act, 2013 or not.
- Only the complaints that fall under the mandate of ICC are entertained and entered into to the ICC.
- Other remaining complaints are considered as grievances under Grievance Redressal Cell.
- The Enquiry Committee members are the members of the ICC.
- After receiving the complaint, the cell take action within a week.
- The all procedure of enquiry is to be completed within the time of 90 days.
- The cell will call the complainant for a personal meeting in a given date to present her case.
- The members of the Cell will discuss the complaint and a give a notification to the respondent with remark to provide the clarification within 10 days after receiving the notification.
- After receiving the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to come before the Committee to defend his/her case.
- If the case comes under the province of the Cell, an enquiry committee will be set up and do the needful for amicable settlements. The Committee will submit a report and recommend the nature of action to be taken at the earliest by the appropriate authority.
- The complainant will be informed about the same by the appropriate authority if incase complaint will falls out of the scope of the cell.
- On the recommendation of the committee the Principal decides initiate future action.
- In the cases such as rape, molestations, continuous mantel pressures, life threatening etc. with proven allegations are placed before the Governing Body by the Principal, on recommendation of the ICC.
- The Governing Body finally decides to refer such cases to the higher authority for appropriate departmental action including filling of FIR in Police Station, Cases in courts etc.



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