



# Asmita College of Arts & Commerce For Women

● Affiliated to Mumbai University ●

Accredited by NAAC with 'B' Grade

E-mail : eoeasmitacollege@yahoo.com

ASMITA COLLEGE CHOWK, KANNAMWAR NAGAR NO. 2, VIKHROLI (EAST), MUMBAI - 400 083.

## Policy & Procedure Internal Complaints Cell

The ICC aims to look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue. The Act has outlined the constitution of the committees, the process to be followed for making a complaint and conducting inquiry into the complaint in a time bound manner.

### Objectives:

The Internal Complaint Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of the college. Its mandates are:

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advise complainants of means of resolution as specified by the legislation. To ensure fair and timely resolution of sexual harassment complaints.
- To provide counselling and support services on campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
- To avoid sexual harassment and to encourage the general well-being of female students, teaching and non-teaching women staff of the College.
- To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places



*[Signature]*  
Principal  
Asmita College of Arts & Comm. For Women  
Vikhroli (E), Mumbai - 83.



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- To provide guidelines for the remedy of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the college.

The committee seeks to inform the campus community of their right to a respectful work and learning environment.

## Functions of the committee

### Preventive steps.

1. To facilitate a safe environment that is free of sexual harassment
2. To provide behaviours that creates an atmosphere that ensures gender equality and equal opportunities

### Remedial steps

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary
3. To make arrangements for appropriate psychological, emotional and physical support in the form of counselling, security and other assistance to the victim if so desires

### Procedure to be followed by the committee

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.



*Principal*  
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- The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
- The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

- a. Warning
- b. Written Apology
- c. Bond of good behavior



  
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- d. Adverse remarks in the confidential report
  - e. Suspension f. Dismissal
  - g. Any other relevant mechanism
- If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.
  - If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

*[Signature]*  
Principal

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