

“Dissemination of Education for Knowledge, Science and Culture.”

– Shikshanmaharshi Dr. Bapuji Salunkhe

Shri. Swami Vivekanand Shikshan Sanstha's

## **VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**

2130 E, Tarabai Park, Tal. Karveer, Dist. Kolhapur 416 003 UGC Recognition Under

2 F & 12(B) UGC Act 1956 Affiliated to Shivaji University, Kolhapur (M.S.)

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## **Policy of Internal Complaints Committee & Prevention of Sexual Harassment of Women Committee**

### **Introduction**

Vivekanand College, Kolhapur (Autonomous) and its residence facilities have zero tolerance for sexual harassment. Vivekanand College, Kolhapur (Autonomous) is Sexual harassment free. Students are informed about the ICC and their key elements and procedures and they are assured a sexual harassment free campus. As per guidelines framed by Hon'ble Supreme Court of India in Vishakha Versus the State of Rajasthan and the Statute ratified vide Convention the Government of India, the Ministry of Law and Justice has constituted “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013” (“the Act”), and made it effective from December 09, 2013. The committee ensures prevention, prohibition and redressal (if there is any case) of cases of sexual harassment.

### **The Objectives of ICC**

The aim of this Policy is to promote a social, physical and psychological environment through the following objectives.

- To create and ensure a safe work environment that is free of sexual harassment, particularly of women employees students
- To maintain an atmosphere of equality and gender justice
- To publicize sexual harassment policy of Vivekanand College, Kolhapur (Autonomous) with the names and phone numbers of members of our college's ICC.
- To take note of complaints of sexual harassment of women employees, to conduct enquiries, and to provide assistance
- To redress complaints of sexual harassment of women employees, recommend penalties and action against the accused, if necessary
- To recommend to the concerned authorities, follow-up action and to monitor the same
- To prepare Annual Reports



## Definitions Related to Sexual Harassment

**Woman Stakeholders:** Any woman employed by Vivekanand College, Kolhapur (Autonomous) whether regular, temporary, ad-hoc, or on a daily wage basis including probationers, trainees, interns, students, contract workers, consultants, volunteers and or persons addressed by any title, engaged by Vivekanand College, Kolhapur (Autonomous) .

**Aggrieved Person:** Any woman stakeholder who alleges to have been subjected to any act of sexual harassment. An aggrieved woman stakeholder who files a complaint of sexual harassment under the Act/this Policy.

**Respondent:** Any person (employed, associated and visiting Vivekanand College, Kolhapur (Autonomous) ) against whom the aggrieved woman has complained.

**Workplace:** Includes all offices and centres of Vivekanand College, Kolhapur (Autonomous), all instances reported within Vivekanand College, Kolhapur (Autonomous) and in any place visited by its employees/students/interns arising out of, or during the course of employment/training/internship, including during travel in transport provided by Vivekanand College, Kolhapur (Autonomous) .

**Presiding Officer:** Chairwoman of the Internal Complaints Committee (ICC)

## What is Sexual Harassment

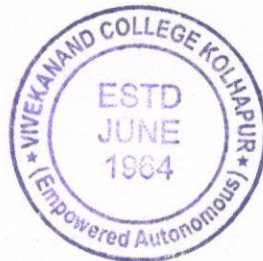
The Act defines Sexual Harassment as any one, or more of the below mentioned unwelcome sexual acts or behaviour whether directly, or indirectly, as:

- Physical contact and advances: assault, staring, or directing unreasonable attention at a woman in day-to-day dealings.
- A demand or request for sexual favors: is made a condition for a woman's employment, career progress, promotion etc. whether by words or actions, thereby creating a hostile environment.
- Making sexually colored remarks: derogatory statements, slurs, jokes of an inappropriate nature to a woman.
- Showing pornography: sexual visuals, sexual audios, or obscene material to a woman.
- Any other unwelcome physical, verbal/non-verbal conduct of a sexual nature.
- Transmitting any message by mail, telephone, e-mail, social media etc. which is obscene, lewd, suggestive or blatantly sexual in nature.



### **Complaints' Handling Process:**

- Any aggrieved woman stakeholder may make a complaint of sexual harassment at her workplace, to the ICC in writing, within a period of 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of last incident.
- The ICC may for reasons to be recorded in writing, extend the time limit for a further period of 3 months, if in the opinion of the ICC, circumstances existed which prevented the aggrieved woman stakeholder from filing her complaint.
- Where an aggrieved woman stakeholder is unable to make a complaint in writing, the Presiding Officer, or any Member of the ICC shall render all reasonable assistance to the woman stakeholder to make her complaint in writing.
- Where the aggrieved woman stakeholder is unable to make a complaint on account of her physical incapacity, a complaint may be filed by a relative or friend, or a co-worker, or an officer of the National Commission for Women or the State Women's Commission; or any person who has knowledge of the incident, with the written consent of the aggrieved woman stakeholder.
- Where the aggrieved woman stakeholder is unable to make a complaint on account of her mental incapacity, a complaint may be filed by a relative or friend, or a special educator, or a qualified psychiatrist or psychologist, or the guardian, or the authority under whose care she is receiving treatment or care, or any person who has knowledge of the incident, jointly with any of the above.
- Where the aggrieved woman stakeholder for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent.
- Where the aggrieved woman stakeholder is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.



### ICC Policy:

- On receipt of a complaint from an aggrieved woman stakeholder (Complainant), the ICC shall intimate the date, time and place of the hearing of the complaint to the Complainant and the Respondent.
- At the time of filing the complaint, the Complainant shall submit to the ICC six copies of the complaint, along with supporting documents and names and addresses of witnesses, if any.
- On receipt of such complaint, the ICC shall provide one copy of such complaint to the Respondent within 7 working days of its receipt of the complaint (with the consent of the Complainant).
- If the Complainant fears victimization and does not want to disclose her identity, then on the request of the Complainant, the ICC Presiding Officer may frame charges in writing, based on the complaint letter received from the Complainant and send the same to the Respondent.
- The Respondent shall file his reply along with a list of documents, names, and addresses of witnesses, within 10 working days of receipt of the complaint.
- The ICC shall investigate a complaint in detail, using procedures in conformity with the principles of natural justice.
- The ICC shall provide reasonable opportunity to the Complainant and the Respondent to present and defend her/his case, respectively.
- The ICC shall have the right to summon as many times the Complainant, or the Respondent, or witnesses for the purpose of supplementary testimony or any clarification.
- The ICC shall have the right to terminate the enquiry or to give an ex-parte decision on a complaint, if the Respondent or Complainant fails to be present for 3 consecutive hearings, without sufficient cause. Such termination or ex-parte order may not be passed without giving a notice in writing 15 days in advance to the concerned party.
- A quorum of 3 members is required to be present for an IC proceeding to take place.
- Additionally, the ICC shall meet every quarter to ensure effective implementation of the Policy and to monitor effective/timely redressal of complaints, if any.
- Neither the Complainant nor the Respondent shall be allowed to bring any legal practitioner to represent them in their case at any stage of the proceedings before the IC.
- The IC must complete its investigation within a period of 90 days.




## Additional Initiatives taken by VCK

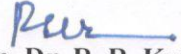
Additional programs are organised for women empowerment and to create healthy atmosphere in the campus such as Guest lectures by key authorities related to the issue of sexual harassment by lawyers, police officers, social workers etc.

A program was organised by ICC of our college to make students understand the Modus Operandi of 'Nirbhaya Squad'

### Internal Complaint Committee (ICC)

Sr. No	Name of Member	Representation Category	Contact No
1	Dr. Urmila Khot	Presiding Officer	9552572013
2	Ms. Varsha Pawar	Faculty Member	9823717300
3	Dr. Kavita Tiwade	Faculty Member	9049507535
4	Dr. Neeta Patil	Librarian	9595911284
5	Mr Satish Upalavikar	Faculty Member	9890027651
6	Mr..Dhanvde S.K.	Office Superintendent	9588641743
7	Ms. Tanuja Shipurkar	NGO Member	7370323032
8	Ms. Pooja Patil	Student Representative (PG)	9075058033
9	Ms. Rutika Kamble	Student Representative (UG)	9273053052

  
Dr. Urmila Khot  
Presiding Officer

  
Prin. Dr. R. R. Kumbhar

Principal  
PRINCIPAL  
VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)

