

POLICY OF INTERNAL COMPLAINT COMMITTEE (ICC)

The Anjuman Ishate- Taleem's Education Society is committed to create and maintain a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. Every member of the College should be aware that while the Anjuman Ishate Taleem's Beed Educational society being the Minority Institution is committed to the right to freedom of expression and association, it strongly supports gender equality.

OBJECTIVES OF THE POLICY

The Institution has set up an Internal Complaints Committee (ICC) under the Sexual Harassment Act. The goal of the Sexual harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that she can continue to study and develop without further impediments. This is very important to recognize for two reasons. One, in relation to how cases are resolved, in that redressal does not necessarily have to be punitive and instead may be educational, (depending it is openly discussed at forums which are attended by both teachers and students; women students are encouraged to speak up freely in class or elsewhere. In this background the College Sexual harassment policy has the following objectives:

1. To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institution level.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the institution to provide an environment free of gender-based discrimination.
5. To create a secure physical and social environment which will deter acts of sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

The following constitute sexual harassment:

1. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation or evaluation of a person's engagement in any College activity.
2. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/ or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.
3. When a person/s uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- **By a member of the institution against any other member of the institution**

CONSTITUTION OF ICC

- Senior woman faculty member shall be the Chair-person of ICC.
- Few faculty members.
- One Student Representative.

POWER AND DUTIES OF ICC

Preventive

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.
3. To publicise the policy widely, especially through website and notice boards.
4. To publicise the names and phone numbers of members of the committees.

5. To plan and carry out programmes for gender sensitisation (through workshops, seminars, posters, film shows, debates, skits) either independently or with the assistance of the Gender Sensitising Committee.

Remedial

1. The mechanism for registering complaints should be safe, accessible and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To recommend to the concerned authorities follow-up action and monitor the same.
4. To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
5. To seek medical, police and legal intervention with the consent of the complainant.
6. To make arrangements for appropriate psychological and emotional support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

PROCEDURE FOR REGISTERING COMPLAINTS

- All complaints must be brought by the complainant in person directly to ICC.
- If the complainant wishes, she/he can be accompanied by a representative.
- The Principal can refer any complaint to ICC.

ENQUIRY PROCEDURES

1. The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
2. After the report has been finalised, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her.
3. The ICC after the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.

4. In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
5. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.
6. The ICC must submit its report to the Principal.
7. The entire process of enquiry should be completed within three months.

This is hereby clarified that Institution shall comply the guidelines of the Apex court in Vishakha case and provisions of the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and rules made there under other laws of the land made in this regard.