



# **SEVA BHARATI MAHAVIDYALAYA**

## **POLICY DOCUMENT ON WOMEN'S CELL & INTERNAL COMPLAINTS COMMITTEE (ICC)**

KAPGARI, JHARGRAM, W.B., 721505

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(A multi-faculty college affiliated to Vidyasagar University and funded by UGC & Govt. of W.B.)

**Vill. & P.O.-Kapgari: P.S.-Jamboni: Dist.-Jhargram (W.B.): Pin.-721505**

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## PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF WOMEN'S CELL & INTERNAL COMPLAINTS COMMITTEE (ICC), SEVA BHARATI MAHAVIDYALAYA

As per UGC Regulations (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions ), 2015, it has been mandated that it is the duty of all employers to prevent and stop any kind of sexual harassment in campus and to offer resolution, settlement and prosecution of any sexual harassment acts, particularly following Vishaka guidelines (JT 1997 (7) SC 384), and take necessary steps as and when required so as to promote and develop a conducive academic environment and ensure respect and dignity of all stakeholders. Seva Bharati Mahavidyalaya strongly believes in gender justice on campus and hence set down norms of respect, non-discrimination and the unacceptability of any abuse of power along with debate, discussions and dialogue.

A. As per UGC guidelines, Seva Bharati Mahavidyalaya authority, the following terms are defined in this manner:

### i) GENDER DISCRIMINATION:

Gender discrimination, as outlined by University Grant Commission (UGC), guidelines in India refers to any unequal treatment or bias against individuals based on their gender, which can manifest in various within educational institutions. The UGC guidelines aim to promote gender equality and prevent any form of discrimination in higher education setting. Gender Discrimination and gender stereotypes are supported and promoted by those having sexist attitudes. Sexism refers to a prejudice or discrimination on the grounds of sex, particularly against women. It is an attitude or mindset that exercises male control over female, headship for the man and subordination for women, and such attitudes justifies discrimination and violence against women. Sexism restricts promotion of dignity and worth of women and denies their contribution to society, as well as makes their rights and opportunities conditional, which results in vulnerability. Discrimination also occurs in workplace which includes denial of employment to women due to women's reproductive role, or rigidity in attitude which may hinder the reproductive role of women (such as non-flexible work hours & timings, denial for maternity leave etc.)

### ii) SEXUAL HARASSMENT:

'Sexual Harassment' is a pervasive and serious issue that affects individual in various settings, including work place educational institutions and public spaces.it encompasses a range of unwelcome behaviours of a sexual nature, including verbal remarks, physical means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes anyone or more or all of the following unwelcome acts or behaviour (whether directly or by implication)', namely,

- a. Any unwelcome physical, verbal or nonverbal conduct of sexual nature,
- b. Eve teasing or gender-based insults,
- c. Forcible physical touch or molestation,
- d. Demand or request for sexual favours,
- e. Making sexually coloured remarks,
- f. Showing pornography or other offensive/ derogatory pictures, cartoons, pamphlets or sayings.
- g. Jokes or taunts likely to cause awkwardness or embarrassment.

Sexual harassment may also indicate implied or explicit promise of sexual favours, or detrimental treatment in the conduct of work. It involves creating an intimidating offensive or hostile learning environment and humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the person concerned.

### iii) ENSUING GENDER AMITY:

Gender Amity refers to a social framework aim to fostering harmonious and equitable relationship between individuals of different genders .it emphasizes mutual respect, equality, and cooperation, breaking down traditional gender berries and stereotypes that often perpetuate discrimination and inequality. The key motto of Women's Cell and ICC is to ensure Gender Amity. Gender amity implies gender sensitivity and gender justice. Gender sensitivity refers to long-term awareness and insights into the state of other sex and gender and develops a non-judgmental & appreciative attitude to women. Gender justice implies ensuing non-hierarchical and non-discriminative perspective towards women.

### B. Composition of ICC:

Complying with the UGC guidelines, the Governing Body of Seva Bharati Mahavidyalaya, has formed an Internal Complaints Committee (ICC) under sub regulation (1) of regulation 4 of UGC regulations. The tenure of ICC is three years. The purpose of the committee is to investigate as well as recommend actions on acts of sexual harassment of any kind, against any individual.



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## **ICC will have the following composition (i.e. October, 2019):**

- 1.** Dr . Deba Prasad Sahu, Chairman,  
Principal, Seva Bharati Mahavidyalaya
- 2.** Dr . Neetu Dutta, Convener  
Assistant Professor, Department of Physical Education
- 3.** Dr . Sonali Mukherjee, Jnt. Convener  
Assistant Professor, Department of Sanskrit
- 4.** Dr . Samit Kumar Maity, Member  
Assistant Professor, Department of English
- 5.** Dr . Alope Sen Burman, Member  
Assistant Professor, Department of Physical Education
- 6.** Shri Suprakash Das, Member  
SACT-2, Department of Physical Education
- 7.** Shri Navendu Bera, Member  
SACT-2, Department of Anthropology
- 8.** Shri Anil Hembram, Member  
SACT-1, Department of Santali
- 9.** Mrs. Soma Adak, Member.  
SACT-2, Department of History
- 10.** Mrs. Sujata Paria, Member  
SACT-1, Department of Bengali
- 11.** Shri Tanmoy Sarkar, Member  
SACT-2, Department of English
- 12.** Shri Shyamal Bej, Member  
Non-Teaching Staff
- 13.** Shri Bidyut Mandal, Member  
NTS Non-Teaching Staff

## **C. Objectives of Women Cell & ICC, Seva Bharati Mahavidyalaya:**

- i) To prevent sexual harassment at a work place by creating an environment that is free from such misconduct.**
- ii) To address and resolve complaints of sexual harassment promptly and effectively, ensuring justices and fairness.**
- iii) To maintain the confidentiality of the complainants and ensure protection against retaliation or victimization.**
- iv) To conduct regular training and awareness programmes on sexual harassment, legal rights, and the procedure for filing complaints.**
- v) To understand and progressively engage with issues of gender.**
- vi) To develop, implement, and monitor policies related to the prevention. prohibition, and redressal of sexual harassment.**
- vii) To initiate dialogue and promote gender awareness within the campus.**
- viii) To provide necessary support and assistance to victim of sexual harassment including counselling and legal aid if require**
- ix) To organize workshops/seminars at regular intervals relating to gender awareness and gender sensitization.**

## **D. Functions of ICC:**

**The main functions of ICC are:**

- I. Receive and address complaints,**
- II. Conduct investigations**
- III. Documentation and dissemination**
- IV. Provide support**
- V. Mediation and resolution**
- VI. Report findings**
- VII. Awareness and training**



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## **E. Responsibilities of the ICC:**

The responsibilities of the Internal Complaints Committee are:

- To provide assistance if any employee or student chooses to file a complaint.
- To provide mechanism of dispute redressal and dialogue and anticipate as well as address issues through just and fair conciliation without undermining the rights of the complainant.

To protect the safety of the complainant by not disclosing or revealing the person's

identity. To ensure that the victims or witnesses are not victimized or discriminated against while dealing with the problems of sexual harassment. iv.

V. To ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in a protected activity.

## **F. Process for making Complaint:**

The ICC shall comply with the UGC Regulations (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, for making a complaint and inquiring into the complaint in a time bound manner.

i. An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of last incident.

ii. In case where such complainant cannot be made in writing, the Presiding Officer or any member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.

iii. In case where the aggrieved person or the victim is unable to make a complaint on account of physical or mental incapacity or death, the victim's friends' or colleague or relatives or co-student or any other associate of the victim may file the complaint in such situations.

iv. The victim or any stakeholder may lodge/file a complaint through email at [sevabharati.mahavidyalaya@sbmahavidyalaya.in](mailto:sevabharati.mahavidyalaya@sbmahavidyalaya.in)

## **G. Process of Conducting Inquiry:**

Any female stakeholder, facing issues of gross violation and sexual discrimination may report to the Women's Cell & ICC, Seva Bharati Mahavidyalaya. All proceedings of ICC must be documented and the inquiry team must take adequate measures to keep the procedure confidential. ICC must ensure that the rights, dignity and privacy of all parties are ensured and safeguarded. The complainant must put their complaint in writing or verbally to the any of the concerned member. The victim may also report to any teacher/Head of the Department, who may forward the case to the Women's Cell & ICC.

i. The ICC shall, upon receipt of the complaint, may send one copy of the complaint to the respondent within a period of seven days of such receipt.

ii. Upon receipt of any written complaint, the respondent shall file his/her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

iii. The inquiry has to be completed within a period of 90 days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Presiding Officer and the Principal.

iv. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as the basis of conciliation. The Principal shall facilitate the conciliation process through ICC.

v. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

## **H. Punishment and Compensation:**

If any employee is found guilty of sexual harassment, he/she shall be punished in accordance with the service rule of Department Of Higher Education, West Bengal.

In case a student is found guilty of sexual harassment of any kind, the College may,

i. Withhold privileges of the student such as access to the library, auditorium, halls of residence, transportation, scholarships, allowances and identity card.

ii. Suspend or restrict entry into the campus for a specific period.

iii. Expel and strike off name from the institutional roll, including denial of readmission, if the offence so warrants.

iv. Award reformatory punishments like mandatory counselling, and, or performance of community services.

In special cases, the aggrieved person is also entitled to a payment of compensation. The Principal, Seva Bharati Mahavidyalaya shall issue directive of payment of the compensation recommended by the ICC, which may be recovered from the offender. The compensation payable shall be determined on the basis of:-

1. Mental trauma, pain, suffering and distress caused to the aggrieved person.
2. The loss of career opportunity due to the incident of sexual harassment.
3. The medical expenses incurred by the victim for physical, psychiatric treatment.
4. The income and status of the victim.
5. The feasibility of such payments in lump sum or in instalments.

## **I. Actions against Frivolous Complaints:**

ICC, Seva Bharati Mahavidyalaya ensures protection of employees and its students against false or malicious complaints. If the ICC concludes that any allegation made is false/malicious or the complaint made is untrue, the complainant shall be liable to be punished as per UGC regulations.