



"Education through self-help is our motto" - Karmaveer

RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

Rayat shikshan Sanstha's

Balwant College, Vita

Internal Complaints Committee (ICC)

Policy of Internal Complaints Committee (ICC)

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

Policy Statement

Internal Complaints Committee (ICC) is a mandatory committee that every employer is required to constitute within the organization. In the scenario where the employer has branch offices, he/she needs to have an ICC as each such branch office to address the issues of sexual harassment.

It is formed according to the provisions of the POSH ACT- Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal)

It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions Regulations, 2015- 2nd May 2016.

Anti-Sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential.

As per the guidelines of UGC, NAAC and the Supreme Court, an Anti-Sexual Harassment Cell has been established by Balwant College, Vita to provide a healthy and congenial atmosphere to the staff and students of the College.





"Education through self-help is our motto" - Karmaveer

RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303

Resi. : 272096

Website : www.balwantcollege.edu.in

E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

Objectives of ICC Committee:

- i. To receive any complaints from students/staff regarding sexual harassment.
- ii. To conduct a systematic enquiry on receiving any complaints from aggrieved students/staff & submit a detailed report.
- iii. To investigate the case based on the complaint relating to sexual harassment within 90 working days.
- iv. To issue the inquiry report within 10 days from the date of completion of the inquiry. To develop guidelines and norms for a policy against sexual harassment.
- v. To develop principles and procedures for combating sexual harassment.
- vi. To work out details for the implementation of the policy.
- vii. To prepare a detailed plan of actions, both short and long term.
- viii. To organize gender sensitization awareness programmes.
- ix. To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- x. To advise complainants of the informal and formal means of resolution as specified by the Cell.
- xi. Deal with cases of discrimination and sexual harassment against women, in a timebound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- xii. Recommend appropriate punitive action against the guilty party.
- xiii. To provide information regarding counselling and support services on our campus.



Scanned with OKEN Scanner

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

Vision Of ICC Committee: We envision a safe environment and protection against sexual harassment of women at Balwant College, Vita and for redressal of complaints of sexual harassment and to ensure gender equality in Balwant College, Vita.

Mission of ICC Committee:

1. To provide safe workplace.
2. To develop a policy against sexual harassment for women at Balwant College, Vita.
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 Institute to provide an environment free of gender-based discrimination.
5. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
6. To create a secure physical and social environment to deter any act of sexual harassment.
7. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at Balwant College, Vita.



"Education through self-help is our motto" - Karmaveer

RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

- Taking all possible steps and measures to prevent sexual harassment in the institution and on the campus.
- Creating a safe environment on the campus for women employees and students.
- Conducting workshops, activities and lectures to create awareness among staff and students about-
 - What constitutes sexual harassment at the workplace
 - The provisions of the POSH Act
 - The ICC, its duties and how to file a complaint
- Promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender-based violence.
- Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender-based discrimination.
- Fulfil the directives of and guidelines issued by the Supreme Court to create an academic and work environment that is free of sexual harassment or gender-based discrimination.
- Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on college premises) alleging sexual harassment by other member(s) of the College.
- Take suo-moto cognizance of any act of sexual harassment or gender-based discrimination on the College



"Education through self-help is our motto" - Karmaveer

RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303

Resi. : 272096

Website : www.balwantcollege.edu.in

E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA - 3.11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

➤ campus and/or facilities and to take further action in this regard.

➤ Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;

❖ **Cases of Sexual Harassment-**

1. Sharing sexually inappropriate pictures or videos clips, such as pornography sexual entertainment, or obscene gifs, with fellows-workers.

2. Sharing suggestive letters, notes, or messages, etc

3. Displaying inappropriate sexual images or banners in the working environment

4. Giving Inappropriate sexual signals

5. Staring in a suggestive manner with wrong intentions.

6. Offering sexual remarks about the appearance, attire, or body parts of an individual.

7. Improper contacting includes squeezing, patting, scouring, or intentionally brushing up against someone else.

8. Posing sexual inquiries, like requests about somebody's sexual history or their sexual direction.

9. Offering hostile remarks about somebody's sexual direction or sex character.

10. Asking an individual about their sexual life activities, likes dislikes of their sexual orientation.

11. Commenting on something offensive about someone's sexual gender or even identity.





"Education through self-help is our motto" - Karmaveer

RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

12. Touching, grabbing, or any other physical contact without consent.

13. Comments with sexual meanings.

14. Cracking sexual jokes or sharing sexual stories, comments, personal questions, etc.

15. Making an obscene phone call or indecently exposing oneself.

Grievance redressal mechanism. —

The ICC shall have the following composition-

a. A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority.

b. Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o).

c. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization."

d. two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.





"Education through self-help is our motto" - Karmaveer

RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

- e. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- f. One member from non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Complaint mechanism: how and to whom

In the college, in every category i.e., students, teachers and employees many women have been working. Hence the women cell has been formed to carry out the directives of the Supreme Court and any case related with women harassment can be reported in this cell. A complaint can only be given cognizance if it is made in writing. In the complaint it should also be made clear that how she was sexually harassed or how her harassment could be determined according to the parameters fixed by the Supreme Court and which matter has to be taken into consideration or as a violation of her rights. On receiving such complaints any action shall be taken by the cell to resolve the issue.





RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303

Resi. : 272096

Website : www.balwantcollege.edu.in

E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**

Dr. More R.S.

M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3.11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

Mechanism of ICC on Sexual Harassment

1. The mechanism for registering complaints is safe, simple and easily accessible
2. A complaint of discrimination or sexual harassment may be lodged by the victim.
3. If the complainant wishes, she can be accompanied by her staff member or neighbour.
4. All complaints made to any committee member must be received and recorded by the member, who shall then inform the chairperson about the complaint, who in turn shall call for a meeting of the committee.
5. Within three days of the receipt of a complaint, the ICC on Sexual Harassment must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint, may hear the complaint and the defendant and/or any other relevant person to determine whether an enquiry by the committee is to be instituted. If the committee considers it necessary to hear the defendant at the preliminary stage, it shall start the enquiry process.
6. If the committee against sexual harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the committee





RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963

■ **GP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

meeting. The Committee shall make the same available to the complainant in writing.

7.If the committee finds an employee of the Institute involved in sexual harassment of the complainant, then immediately it recommends disciplinary action in the form of dismissal and any other relevant mechanism.

If the committee finds a student of the Institute is involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of suspension for a specific period of time or expulsion from the institution.

Procedure for filing a Complaint with ICC Balwant College, Vita

Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.

- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of The Act the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.





RAYAT SHIKSHAN SANSTHA'S

BALWANT COLLEGE, VITA

बळवंत कॉलेज, विटा

A/p- VITA -Tal.Khanapur, Dist. Sangli (M.S.) PIN- 415311

(Affiliated to SHIVAJI UNIVERSITY, KOLHAPUR)

☎ : (02347) Office : 299303
Resi. : 272096

Website : www.balwantcollege.edu.in
E-mail : balwantcollege_7207@yahoo.com

FOUNDER : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

■ **PRINCIPAL :**
Dr. More R.S.
M.A., M.Phil., Ph.D.

Ref. No.

Date :

■ **NAAC : GRADE - A**
CGPA -3-11

■ **DST-FIST Funded**
College

■ **RUSA Funded**
College

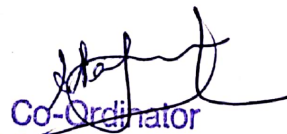
■ **ISO. 9001:2015**
Certified

■ **Govt. Approval No.-**
Sr.- UKF.1563,
Dt.11-09-1963


■ **ZP Sangli C-11**
H.S.C. Code No. :
J 22.05.001

■ **Govt. Approval No.**
Jr.- HSC/1077/
64250/XX.XXI,
Dt.15-04-1977

- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any internal member of the ICC- STC.


Co-Ordinator

Internal Quality Assurance Cell
Balwant College, Vita.


PRINCIPAL
Balwant College, Vita
Dist-Sangli.



BALWANT COLLEGE, VITA

INTERNAL COMPLAINT COMMITTEE

COMPLAINT FORM



Part -A (Information about Complainant)

1. Name of the Complainant:
2. Faculty/Non-teaching Staff/Student (If Student Mention Class):
3. Mobile Number:
4. Email ID:
5. Aadhaar No:
6. Address:
7. Day & Date:

Part-B (Information about Accused/Respondent)

1. Name(s) of Accused/Respondent:
2. Designation(s) of Accused/Respondent: Faculty/Non-teaching Staff/Student
(If Student Mention Class):

➤ **Brief Description about complaint:**

.....

.....

.....

.....

.....

I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information.

Complainant Signature

Complaint Received by:

Name of Faculty:

Designation:

Mobile No:

Signature: