



ESTD. : 1968

(Reaccredited by NAAC with – 'B' Grade with a CGPA of 2.32)

An ISO Certified College for ISO 9001 : 2015 & ISO 14001 : 2015

Post – Egra : Dist – Purba Medinipur (West Bengal) : Pin – 721429.

President : Mr. Tarun Kumar Maity, M.L.A., W.B.

Principal : Dr. Dipak Kumar Tamili.

☎ : 03220-244073, Website - www.egrassbcollege.ac.in : E-mail – info@egrassbcollege.ac.in

Date :

PROCEDURE AND DIRECTIVES FOR FUNCTIONING OF INTERNAL COMPLAINTS COMMITTEE (ICC), EGRA S.S.B COLLEGE

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 as well as avert 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. Egra S.S.B College believes in gender justice on campuses and hence set down norms respect, non-discrimination and the unacceptability of any abuse of power along with debate, discussions and dialogue.

A. As per UGC guidelines & that admitted by Egra S.S.B. College authority, the following terms are defined in this manner:

i) Sexual harassment:

"Sexual harassment' means 'an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication)', namely,

- I. Demand or request for sexual favours,
- II. Forcible physical touch or molestation
- III. Making sexually colored remarks
- IV. Showing pornography or other offensive/derogatory pictures, cartoons, pamphlets or sayings
- V. Eve teasing or gender based insults Any unwelcome physical, verbal or nonverbal conduct of sexual nature,
- VI. Any unwelcome physical, verbal or non-verbal conduct of sexual nature,
- vii 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.

ii) Ensuing Gender Amity:

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 Egra S.S.B College 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. The ICC will have the following composition (w.e.f October, 2019):

Name of Member	Designation / Status
1. Prof. Moumita Das	Presiding Officer
2. Prof. Mamtaj Khatun	Member of IQAC
3. Dr. Shilpishree Giri	Secretary T.C.
4. Dr. Aloy Chand Biswas	Co-ordinator, IQAC
5. Smt. Subhra Singha Das	Non-teaching Staff
6. Mr. Debidas Tripathy	Administrative Staff
7. Dr. D. K. Tamili (Principal)	Administrative Staff
8. Miss Shrutika Pradhan	Assistant Teacher of a High School (Outside Member)
9. Miss Popi Kamilya	Student Member (Dept. of Botany)
10. Miss Sasti Maity	Student Member (Dept. of Botany)
11. Miss Aneswa Payra	Student Member (Dept. of Zoology)

C. Objectives of ICC, Egra S.S.B College:

- i.) To organize workshops/seminars at regular intervals relating to gender awareness and gender sensitization.
- ii) To provide support and create an environment for sharing anxieties, problems and difficulties faced by stakeholders on account of gender and sexuality.
- iii) To initiate dialogue and promote gender awareness within the campus.
- iv) To check happening of sexual harassment at workplace and neighboring areas.
- v) To organize programmes on health, hygiene, personal counseling and gender awareness.
- vi) To understand and progressively engage with issues of gender.
- vii) Identify discriminatory attitudes or behaviors towards female student/employee.
- viii) To build self esteem develop sense of dignity among the girl students and female employees.
- ix) To offer counseling and alertness relating to legal issues to women stake holders.
- x) To create awareness regarding women's rights and health attentiveness.

D. Functions of ICC:

The main functions of ICC are:

- i. To provide information's/consultation on gender amity to any student or employee who seeks it.
- ii. Take proactive steps towards health management of all stakeholders, particularly women.
- iii. To organize seminar/workshops on legal rights of women.
- iv. Organize awareness lectures/workshops/seminars on various women-related issues.
- v. Organize health awareness programmes such as stress-control or prevention of AIDS etc.
- vi. Documentation and dissemination
- vii. Deal with cases and prevent occurrences of sexual harassment.
- viii. Promotion of gender equity.

E. Responsibilities of the ICC:

The responsibilities of the Internal Complaints Committee are

- i 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.
- ii To ensure that the victims or witnesses are not victimized or discriminated against while dealing with the problems of sexual harassment.
- iii. To protect the safety of the complainant by not disclosing or revealing the person's identity.
- iv. To provide assistance if any employee or students chooses to file a complaint.
- 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. The victim or any stakeholder may lodge/file a complaint through email at egrasscollege.ac.in.
- 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. 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.

G. Process of Conducting Inquiry:

Any female stakeholder, facing issues of gross violation and sexual discrimination may report to the ICC, Egra S.S.B College. 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 ICC.

i. 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.

ii. The 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.

iii. 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.

iv. 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.

v. 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.

H. Punishment and Compensation:

If any employee is found guilty of sexual harassment, he/she shall be punished in accordance with the service rules 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 warrants.

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

In special cases, the aggrieved person is also entitled to a payment of compensation. The Principal, Egra S.S.B. College 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

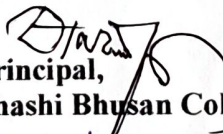
- i. Mental trauma, pain, suffering and distress caused to the aggrieved person.
- ii. The loss of career opportunity due to the incident of sexual harassment.
- iii. The medical expenses incurred by the victim for physical, psychiatric treatment.
- iv. The income and status of the victim.
- v. The of such payments in lump sum or in installments.

I. Actions against Frivolous Complaints:

ICC, Egra S.S.B College ensures protection of employees and its students against false or malicious complaints. If the 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.

Egra S.S.B College
ESTD-1968
Purba Medinipur.




Principal,
Egra Sarada Shashi Bhusan College
Principal
EGRA S.S.B. COLLEGE
Egra + Purba Medinipur