

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science and Commerce,
Baramati
(Autonomous)

College Grievance Redressal Mechanism

- The student's grievance and redressal cell are established in order to maintain a healthy working atmosphere amongst staff, students and parents. This cell aims to look into the grievances lodged by any student.
- Students can approach the cell to register their grievances and complaints regarding academic matters, financial matters, canteen services, library issues and other services offered by the institution.
- Any form of dissatisfaction faced by the students can be communicated to the cell. The grievance and redressal cell also looks into matters of physical, mental or sexual harassment faced by the students in the institution's premises.
- Anyone with a genuine grievance may approach the convener or any member of the grievance cell.
- Complaint boxes have been installed in the college campus in which the students, who want to remain unidentified, can place in writing their grievances and their suggestions for improving the academics/administration in the college.
- Grievances may also be sent through phone to the convener of the student's grievance and redressal cell like Dean, Vice-Principal, Principal etc.
- The cell after receiving the complaints redresses the grievances promptly and judiciously.
- As a result of this redressal mechanism, the college has pleasant environment and ethical work culture with friendliness and mutual understanding among the students and faculties.
- Notices were Displayed to inform students about parking facility, use of footpath and necessity of ID card on student portal and notice board.
- To notify students about missing items like purse, ID, adhar card, keys, jewellery, mobile etc by displaying notice on notice board and student portal which is signed by Hon. Vice-Principal/Principal.
- After identification of missing items by the belonged person it was handover to him/her.


Principal
Tuljaram Chaturchand College
Baramati

Principal



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INTERNAL COMPLAINT COMMITTEE (ICC)

The Internal Complaint Committee (ICC) is an obligation under the Act (Prevention, Prohibition and Redressal) 2013. Internal Complaint Committee is an initial in-house body which must be approached for filing of complaints relating to sexual harassment by the aggrieved women. The committee works in pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 with reference to Act, 2013.

❖ **Objectives of ICC**

1. To provide the protection to the women against the sexual harassment at the workplace.
2. To Implement the policy relating to Prevention of Sexual Harassment or resolving complaint and recommending the action to the employer.
3. To uphold the commitment of the institute to provide an environment free of gender based discrimination.
4. To create a secure, physical and social environment to deter any act of sexual harassment.
5. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
6. To creating a safe and fearless environment for women at workplace.

❖ **Who can approach ICC for help?**

Any woman employees (faculty member, non-teaching staff member) and students of Tuljaram Chaturchand College of Arts, Science and Commerce can seek redressal from the ICC.

❖ **Definition of Sexual Harassment:**

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

1. Physical contact and advances.
2. A demand or request for sexual favor.
3. Making sexually colored remarks (including jokes) .
4. Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc.(Containing 'indecent representation of women').
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
6. Eye-teasing.
7. Unsavoury remarks.



8. Jokes causing or likely to cause awkwardness or embarrassment.
9. Innuendos and taunts.
10. Gender based insults or sexist remarks.
11. Unwelcome sexual overtone in any manner such as over telephone (obnoxious calls) and the like.
12. Touching or brushing against any part of the body and the like.
13. Forcible physical touch or molestation.
14. Physical confinement against one's will and any other act likely to violate one's.

❖ **Under the Act, the following also count as sexual harassment:**

1. Implied or explicit promise of preferential treatment in her employment.
2. Implied or explicit threat of detrimental treatment in her employment.
3. Implied or explicit threat about her present or future employment status.
4. Interference with her work or creating an intimidating or offensive work environment for her.
5. Humiliating treatment likely to affect her health or safety.

❖ **What are the possible actions that can be taken against the accused if found guilty?**

Depending upon the severity of the case, punitive action may take any of the following forms:

- **Warning**
- **Written apology**
- **Bond of good behavior**
- **Adverse remark in the Confidential Report**
- **Stopping of increments/promotion**
- **Suspension**
- **Dismissal**
- **Any other relevant actions**

❖ **Inquiry process:**

1. The inquiry shall be completed within a period of 90 days from the date of the complaint.
2. The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
3. If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
4. The Principal shall act upon the recommendation within 60 days of receiving it.



❖ **False Reporting:**

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non genuine reason.

❖ **PROCEDURE TO BE FOLLOWED BY THE COMMITTEE**

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case.
6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.



13. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

