



Society for Computer Technology & Research's

PUNE INSTITUTE OF COMPUTER TECHNOLOGY

S. No. 27, Near Trimurti Chowk, Dhankawadi, Pune – 411043.

Internal Complaints Committee (ICC)

Constitution:

Internal Complaints Committee -Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions

Rule for formation of Committee:

As per the rules and policies laid down under NOTIFICATION in Gazette released by “MINISTRY OF HUMAN RESOURCE DEVELOPMENT (All India Council for Technical Education)”, New Delhi, the 10th June, 2016 ,No. F. AICTE/WH/2016/01.—All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.

Role & Responsibilities:

- To ensure the smooth functioning and compliance as per notification in gazette.
- Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the women employees and the students, and modify its ordinances and rules in consonance with the requirements of the Act;
- Publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation

Mechanism for submission of offline/online student grievances:

The students/ employees are given free hand to submit their grievances & complaints related to sexual harassment. They can submit their complaint in anyone of the given method:



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ONLINE:

- **Email Submission/ Phone Calls:**

Complaints can be raised through Email Ids of the members. Complaints can even be informed through phone calls to the members which are available on web site. Necessary actions are being taken upon receipt of complaints as per the rules.

OFFLINE:

- **Redressal Complaint Box:**

The complaint box is kept in the college campus, the students can write & drop his/her grievances & complaints in the box provided. Periodically the complaints will be collected & analysed.

Redressal Mechanism of the grievances adopted

As per the notification of Ministry of Human Resource Development (All India Council for Technical Education) No. F. AICTE/WH/2016/01 Institute has adapted following redressal mechanism -

The registered complaint on sexual harassment matter will be confirmed on the receipt. The received complaint will be assessed & authentication will be checked. After authentication & validation the received complaint will be forwarded to the concern committee to enquire & submit the report. The oral complaint received through phone will be addressed only after taking a written complaint. The anonymous complaint submitted by the student will not be entertained.

- (1) To send one copy of the complaint to the respondent within a period of seven days upon receipt of the complaint.
- (2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- (3) The inquiry has to be completed within a period of ninety 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 Executive Authority of the technical institute. Copy of the findings or recommendations shall also be served on both parties to the complaint.



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(4) The Executive Authority of the technical institute shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the technical institute within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the technical institute decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the technical institute shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The technical institute shall facilitate a conciliation process through ICC or GSCASH, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention. (8) The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.