

# **SR & BGNR Govt. Arts & Science College(A),**

## **Khammam**

In pursuance of UGC(prevention ,prohibition and Redressal of Sexual Harassment of women employees and women students in Higher Educational Institutions) Regulations 2015, the existing Sexual Harassment Redressal committee(SHRC) is renamed as Internal complaints committee (ICC)as under to deal with complaints relating to sexual harassment at workplace.

The constitution of Internal Complaints Committee(ICC) for receiving the complaints of sexual harassment of women is mandatory for all Departments.

Internal Complaints Committee(ICC) is a body that envisions to receive complaints on sexual harassment at the college from aggrieved women ,as well as to inquire into and the recommend the employer on the action required and pursuant to its inquiry of such complaint made.

SR&BGNR GOVERNMENT ARTS &SCIENCE COLLEGE(A),KHAMMAM has zero tolerance against disrespect and exploitation of women. The Internal Complaints Committee of the college was established according with provisions of “The Sexual Harassment of women at Workplace (Prevention , Prohibition and Redressal) Act 2013” for effective enforcement of human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

### **Objectives:**

1. To organize women sensitization awareness program.
2. To provide a safe environment that is free from sexual harassment.
3. To provide social and psychological environment that will raise awareness about sexual harassment.
4. To create secure physical and work environment for women.
5. To recommend appropriate punitive action against the guilty.
6. To prevent discrimination and sexual harassment against women.

### **Role of the Committee:**

1. To create and ensure a safe work environment that is free from sexual harassment especially for girls and women.

2. To take note of complaints of sexual harassment of women employed, to conduct enquiries and to provide assistance.
3. To recommend to the concerned authorities, follow-up action and to monitor the same.
4. To maintain an atmosphere of equality and gender justice.

#### **MEETINGS:**

At least once in a semester and as and when necessary.

#### **Functions:**

- Conduct preliminary enquiry of all reported cases and/or complaints relating to sexual harassment at work place involving all sections of members of faculty , staff and students of the institute.
- Submit the preliminary enquiry report to the principal along with all documents and recommendations of possible punishment if any.
- Evolve and suggest make to preventive measures.
- In case of allegations are not in the nature of sexual harassment, ICC may refer such complaint to the Grievance Redressal cell.
- If ICC concludes that the allegations made over false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry ,the complaint shall be liable to be punished as per the relevant provisions of the afore mentioned UGC regulation 2015.

#### **RESPONSIBILITIES OF THE COMMITTEE:**

If any student approaches a committee member either through the complaint box placed in front of the administrative block of the college or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires any enquiry, It will be conducted and matter will be sorted within one week from the date of complaint .The committee will take the responsibility to ensure that no such incidents occurs in the campus.

#### **PROCEDURE UPON FILING OF COMPLAINT:**

1. Meeting is held if a complaint received by any member.



2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of internal complaints committee.
4. The issue will be discussed and finalized within seven days.
5. The minutes of the file will be filed.

**ACTION PLAN:**

- ✓ Counsel the affected students /women employees overcome the trauma.
- ✓ Display current laws and affairs about Sexual Harassment and Gender Discrimination in key places in the campus.
- ✓ Conduct awareness programs and campaigns for the benefit of the students and the staff community.

  
**PRINCIPAL**  
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