



Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC), Saltora Netaji Centenary College has been constituted under Section-3 of UGC act-1956 for the sexual harassment of women at the workplace for prevention, prohibition, and redressal. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

The committee addresses complaints such as discriminatory behaviour and sexual harassment lodged by any member of the college which he or she observes or becomes aware of. The committee also advises the authority to take necessary remedial actions including punishment against the offender. The committee consists of representatives from the faculty members, non-teaching staff, students and local community.

The composition and existing official members are as follows:

Chairperson: Shampa Debnath (Associate Professor, Department of Philosophy)

GB Member: Dr. Saswati Sinhababu (University Nominee)

Faculty members: Dr. Sandip Tikait (Assistant Professor, Department of English)

Madhumita Pal. (SACT, Department of Sanskrit)

Non-teaching member- Pradip Chatterjee (Library Assistant)
Student Member – Rima Bhattacharjee
Secretary, Girls' Common Room – Kajal Mondal
Local Member: Dr. Anushree Dasgupta (Medical Officer, Saltora BPHC.)

Objectives of ICC:

The ICC is formed mainly to execute the prevention of sexual harassment policy outlined by the UGC/Supreme Court. Therefore, the committee upholds the following objectives:

- To prevent and prohibit incidents of sexual harassment of female employees and students in the college.
- To sensitize the female employees and students about the fundamental rights to have a safe and healthy environment in the college.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To develop a policy against sexual harassment of women at the Institute.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.

Scope:

Since the ICC is formed to look into the matter of internal complaints, it has exclusive power to receive and address complaints from any of the female members of students, teaching and non-teaching staffs of the college.

Procedure The internal complaint committee shall adopt the following steps to resolve/ sort out the offences

Step – 1. The complaint must be lodged with the college authority by the aggrieved person(s) or directly register your complaints related to Sexual Harassment with any member of the College Internal Complaints Committee (Mobile numbers and Email-Id's are provided).

Step – 2. The college authority will forward it to ICC for necessary step.

Step – 3. The ICC will look into the matter (s)/ incidents (s) in a meeting and adopt a resolution for conducting an enquiry into the incident (s).

Step - 4. After enquiry, the ICC will recommend the following steps

- Apology for light offence.

- Expulsion from the college for a few days if the offence is not so serious.
- Refer the case(s) to the college authority in case of serious offence.
- Refer the case(s) to the legal authority by the college authority if needed.

The ICC is formed mainly to execute the prevention of sexual harassment policy outlined by the UGC/Supreme Court. Therefore, the committee upholds the following objectives:

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows:

Background & Rationale:

Sexual harassment infringes on the following two fundamental rights provided by the Constitution of India: One is the right of a woman to gender equality under Article 14 and the other is the woman's right to life and live with dignity under Article 21.

Supreme Court provided clear guidelines for dealing with sexual harassment in 1997. These guidelines which are legally binding and must be enforced include definition of sexual harassment at the workplace, prevention of such harassment, disciplinary action against the erring employee, and employer's responsibility in ensuring a harassment-free workplace.

The Committee for Managing Gender Issues has been set up as the Internal Complaints Committee was required to set up as per the Supreme Court Guidelines. This would normally limit its outcomes to resolution, settlement, or prosecution. However, ICC was set up not only to deal with complaints of sexual harassment of women in the workplace but also to focus on creating awareness, counselling and educating about gender issues. For example, specific components of induction programmes were formally introduced and are based on creating awareness and informing students about the Institute's framework for dealing with such issues. In addition, gender sensitization workshops for staff and students are also conducted in collaboration of IQAC and Women Cell.

Jurisdiction:

The policy and the rules & regulations would apply to all students, faculty and nonteaching staffs on active roles of Saltora Netaji Centenary College. The policy and the rules & regulations would also apply to service providers and outsiders who may be within the territory of the SNCC at time of commission of the act coming under the purview of the policy.

Power and Duties of the Committee:

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus.

A. Preventive

To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.

B. Gender Sensitization

Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity.

C. Remedial

The mechanism for registering complaints should be safe, accessible, and sensitive.

❖ Here it should be noted that according to the **Supreme Court guideline Sexual harassment** can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. Demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography; and
5. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
(Vishaka judgment by Supreme Court)

❖ The following points are also **considered as sexual harassment** and are covered by the committee:

- **Eve-teasing**
- **Unsavoury remarks,**
- **Jokes causing or likely to cause awkwardness or embarrassment,**
- **Innuendos and taunts,**
- **Gender based insults or sexist remarks,**
- **Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,**
- **Touching or brushing against any part of the body and the like,**
- **Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,**
- **Forcible physical touch or molestation and**
- **Physical confinement against one’s will and any other act likely to violate one’s privacy.**
- **The Committee shall meet as often as may be needed and appropriate.**

Frequency of meeting: Twice in a year (Once in a Semester) and as and when necessary.

Complaint Registration

Register your complaints related to Sexual Harassment with any member of the College Internal Complaints Committee (Mobile numbers and Email-Id's are provided).

How does one prepare a complaint?

- Write exactly what happened with details, dates, names of witnesses & documents if any.
- Be specific about the incident/s.
- Be honest as false complaints can invite penalties.
- You need to file a complaint within three months of the incident.

Downloads:

- [VISHAKHA Guidelines](#)
- [Prevention of Sexual Harassment Act](#)
- [UGC Guidelines](#)