



“येथे बहुतांचे हित”

**Welfare of Masses**

# **Internal Complaint Committee**

Marathwada Mitra Mandal's College of Commerce (MMCC)

202/A Deccan Gymkhana, Pune 411004

## **Introduction**

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted to deal with complaints relating to Sexual harassment at the work place.

## **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 favours
3. Making sexually coloured 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.

## **Under the Act, the following also count as sexual harassment for the concerned:**

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

## **Who can approach ICC for help?**

Any female employee (faculty member, non-teaching staff member) or student of Marathwada Mitramandal's College of Commerce can seek redressal from the ICC.

### **If you think you are being harassed, what should you do?**

- Send an email to [grievance@mmcc.edu.in](mailto:grievance@mmcc.edu.in)
- Your complaint will be kept CONFIDENTIAL.

### **Responsibility of ICC on receiving a complaint**

On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.

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

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

1. Warning
2. Written apology

3. Bond of good behaviour
4. Adverse remark in the Confidential Report
5. Stopping of increments/promotion
6. Suspension
7. Dismissal
8. Any other relevant actions

**Inquiry process:**

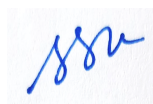
- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties. If the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

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