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INTERNAL COMPLAINTS COMMITTEE (ICC)

AND

ANTI-SEXUAL HARASSMENT CELL (ASHC)

1. About the Internal Complaints Committee

ICC and ASHC is constituted to promote a safe, secure, inclusive, respectful, and harassment-free educational and working environment for students, teaching staff, non-teaching staff, and other members of the institutional community.

The committee is responsible for the prevention, prohibition, and redressal of sexual harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

The ICC and ASHC serves as a formal institutional mechanism for receiving complaints, conducting impartial inquiries, recommending appropriate corrective measures, and creating awareness regarding sexual harassment prevention, gender sensitisation, dignity, and professional conduct.

The committee aims to ensure that individuals covered by the applicable statutory framework are provided with accessible complaint-redressal procedures, appropriate protection, confidentiality, procedural fairness, and institutional support.

2. Objectives of the Internal Complaints Committee & Anti-Sexual Harassment Cell

1. To prevent and prohibit sexual harassment within the institution.
2. To establish an accessible, confidential, and effective mechanism for receiving and addressing complaints of sexual harassment.
3. To promote gender equality, dignity, mutual respect, and equal opportunities.
4. To ensure fair, impartial, and timely inquiries in accordance with applicable statutory provisions.
5. To safeguard complainants, respondents, and witnesses against intimidation, retaliation, and victimisation.

6. To create awareness regarding sexual harassment prevention, consent, gender sensitivity, and respectful behaviour.
7. To educate students and employees about their rights and responsibilities under applicable laws.
8. To recommend appropriate corrective, protective, and disciplinary measures to the competent authority.
9. To maintain confidentiality and systematic documentation of complaints and inquiry proceedings.
10. To encourage an institutional culture based on safety, accountability, inclusion, and ethical conduct.
11. To coordinate with competent statutory authorities and relevant institutional committees when required.
12. To ensure compliance with applicable UGC regulations and statutory requirements.

3. Composition of the Internal Complaints Committee

Sr. No.	Name of Committee Member	Committee Designation	Contact Details
1	Mrs. Vidya Iyer	Convener	vgiyer17@gmail.com
2	Mrs. Bharati Gaikar	Member - Academic - 1	grbharati2609@gmail.com
3	Mr. Pramod Gupta	Member - Academic - 2	guptapramod075@gmail.com
4	Ms. Thejavati Kotian	Member - Counsellor	tkotian72@gmail.com
5	Mrs. Mayura Deshpande	Member - Office 1	mayura.n.deshpande@gmail.com
6	Ms. Priti Tandulkar	Member - Office 2	priti.rakas@gmail.com
7	Mr. Vijay R. Salve	Member - Diksha Foundation	jmftrust@rediffmail.com
8	Adv. Roshni Khattar	Member - Legal Professional	jmftrust@rediffmail.com
9	Ms. Sheetal Ganesh Gawari	Member - Parent	jmftrust@rediffmail.com
10	Ms. Sakshi Kamble (T.Y.B.A.)	Student Representative - UG	kamblemangesh826@gmail.com

4. Scope of the ICC and ASHC

The committee addresses complaints of sexual harassment falling within its jurisdiction under applicable statutory and regulatory provisions.

Sexual harassment may include:

1. Unwelcome physical contact or advances.
2. Demands or requests for sexual favours.
3. Sexually coloured remarks or inappropriate comments.
4. Showing pornography without consent.
5. Other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
6. Conduct creating a hostile, intimidating, humiliating, or offensive environment where covered by applicable law.
7. Sexually inappropriate conduct through electronic communication where applicable statutory requirements are met.
8. Conduct involving threats or adverse consequences connected with unwelcome sexual advances.

Other forms of discrimination or general grievances that do not fall within the ASHC & ICC's statutory jurisdiction shall be referred to the appropriate institutional or statutory authority.

5. Procedure for Filing and Addressing Complaints

Step 1 – Submission of Complaint

An eligible aggrieved person may submit a written complaint to the ICC through the prescribed procedure.

Assistance shall be provided where the complainant is unable to prepare the complaint in writing, as required by applicable law.

Step 2 – Registration and Preliminary Review

The committee shall receive the complaint, determine the applicable jurisdiction, and provide information regarding the prescribed process.

Step 3 – Interim Assistance and Protection

Appropriate interim protective measures may be recommended where legally permitted and necessary.

Step 4 – Conciliation, Where Permitted

Conciliation may be considered only under the conditions prescribed by applicable law and at the request of the aggrieved woman. Monetary settlement shall not form the basis of conciliation.

Step 5 – Formal Inquiry

The committee shall conduct an impartial inquiry in accordance with prescribed statutory procedures.

Step 6 – Findings and Recommendations

The committee shall prepare an inquiry report and submit findings and recommendations to the competent authority within the prescribed period.

Step 7 – Action by Competent Authority

The competent authority shall consider and implement recommendations in accordance with applicable laws, regulations, and institutional rules.

Step 8 – Appeal and Follow-up

Eligible parties may exercise applicable appeal rights. Relevant records and authorised follow-up documentation shall be maintained.

6. Statutory Timelines

Particulars	General Statutory Timeline
Submission of Complaint	Normally within 3 months of the incident or last incident in a series, subject to permitted extension
Completion of Inquiry	Within 90 days
Submission of Inquiry Report	Within 10 days after completion
Action on Recommendations	Within 60 days of receipt by the employer, as applicable
Appeal	Generally within 90 days, subject to applicable provisions

The committee shall follow applicable statutory requirements regarding complaint submission, inquiry, confidentiality, interim relief, reporting, and appeals.

7. Major Activities of the ICC and ASHC

1. Sexual Harassment Prevention Awareness Programmes.
2. Gender Sensitisation Workshops.

3. POSH Act Awareness Sessions.
4. Orientation Programmes for Newly Admitted Students.
5. Faculty and Non-Teaching Staff Sensitisation Programmes.
6. Awareness Sessions on Consent, Personal Boundaries, and Respectful Behaviour.
7. Cyber Harassment and Digital Safety Awareness.
8. Legal Awareness Workshops on Women's Rights.
9. Interaction Sessions with Qualified Legal and Social Welfare Professionals.
10. Awareness of Institutional Complaint and Support Mechanisms.
11. Campus Safety and Dignity Awareness Campaigns.
12. Training and Capacity-Building Programmes for ICC Members.

8. Institutional Commitment

JMF's Vande Mataram College of Arts, Commerce & Science is committed to maintaining an educational and professional environment founded on dignity, equality, safety, fairness, and mutual respect.

The Internal Complaints Committee & Anti-Sexual Harassment Cell supports this commitment through preventive awareness, accessible complaint mechanisms, impartial inquiry procedures, confidentiality, and appropriate recommendations to competent authorities.

The institution adopts a zero-tolerance approach towards sexual harassment and strives to create an environment in which individuals can pursue their academic and professional activities with dignity and confidence.

Through responsible institutional governance, gender sensitisation, statutory compliance, and continuous preventive measures, the ICC & ASHC contributes to a safer and more inclusive campus.

"Dignity, Equality, Safety and Zero Tolerance for Sexual Harassment."