

**Internal Complaints Committee 2023-24**  
**Social Welfare Residential Govt. Degree College for Girls**  
**Kanchikacherla ,NTR District. A.P**



**INTERNAL COMPLAINTS COMMITTEE**

**Sexual harassment of women at work Place Act 2013**

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place.

Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

**Definition of Sexual Harassment:**

Sexual harassment includes any one or more of the following unwelcome acts or behaviour

- 1: Physical contact and advances
  - 2: A demand or request for sexual Favors
  - 3: making sexually coloured remarks
  - 4: showing pornography
  5. any unwelcome messages through telephone or internet
- Functions :

The Internal Complaints Committee has two major functions : 1. Preventive 2. Remedy

### **Preventive**

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

### **Remedial**

- To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

## **Rules and Procedures :**

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary

## How to Lodge a Complaint?

All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed.
  2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.
  3. Where the Committee takes suo-moto notice.
- Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, such as the RGUKTB administration, academic and non-academic staff association etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.
  - The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
  - Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry.
  - The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable.
  - All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.
  - The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.

- The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

## Penalties:

The penalties listed below are indicative, and shall not constrain the RGUKT-B administration from considering others, in accordance with the rules governing the conduct of all members of the RGUKT-B

1. Written apology
2. Bond of good behaviour
3. Gender sensitization
4. Counselling
5. Adverse remarks in the Confidential Report
6. Debarring from supervisory duties
7. Suspension
8. Denial of membership of statutory bodies
9. Denial of re-employment
10. Stopping of increments/promotion
11. Reverting, demotion
12. Transfer
13. Dismissal
14. Withdrawal of residential facilities and prohibition from entry on the campus etc.
15. Any other relevant mechanism



Meeting with Women Staff members on 3-3-24 .No such complaints are received



V. N. Arjun  
**PRINCIPAL**  
**S.W.R.G.D.C FOR GIRLS**  
**KANCHIKACHERLA.**