



Internal Complaint Committee and Sexual Harassment Complaint Committee

ICC- POSH Act 2013

Prevention of Sexual Harassment of Women

As per the guidelines of the UGC, NAAC, and the Honorable Supreme Court, an Anti-Sexual Harassment Cell has been established in the College to foster a healthy and congenial atmosphere for the female staff members and students.

Composition

As per the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), the college has constituted an Internal Complaints Committee (ICC), named the Anti-Sexual Harassment Committee, comprising members, with a senior faculty member as the Convener.

Functions and Responsibilities of ICC - Preventing Sexual Harassment: The ICC plays a crucial role in preventing and addressing sexual harassment and other forms of gender-based discrimination.

- **Receiving and Investigating Complaints:** The ICC receives and investigates complaints of sexual harassment, ensuring a fair and confidential process.
- **Providing Assistance:** The ICC provides assistance to those who have experienced harassment, including support in filing complaints with the police if needed.
- **Recommending Action:** The ICC recommends appropriate action against those found guilty of harassment, which may include service rules for employees and disciplinary actions for students, such as withholding privileges or suspension.
- **Promoting Gender Equality:** The ICC strives to create an environment free from gender-based discrimination, fostering a culture of respect and equality.

Process of Filing a Complaint:

- **Written Complaint:** The aggrieved person must submit a written complaint to the ICC within a specified timeframe, typically three months from the incident.
- **Investigation:** The ICC conducts an investigation into the complaint, gathering information and interviewing relevant individuals.
- **Adjudication:** The ICC determines whether the complaint is valid and recommends appropriate action based on the findings.

Policy and procedures for internal complaints committee

- The majority of the committee members should be female.
- During induction of the course, students will be given information about policies and activities of the internal complaint committee.

- The Institute will operate a zero tolerance policy for any form of sexual harassment at the workplace. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

- No employee will tolerate one or more of the following unwelcome acts or behavior, experienced by a woman, whether directly or by implication, committed in woman/ on a woman/on print or via computer/ phone/ other media.

- Institution is committed to creating and maintaining a safe, secure and comfortable workplace, free from impropriety, indignity and fear, for all people at its workplace. The complaint should be made within a period of three months from the date of the incident, and, in the case of a series of incidents, within a period of three months from the date of the last incident.

- Circular for male faculty at the time of joining regarding the internal complaint committee

- The Committee shall meet once in six months and when any complaint is received by it. • An aggrieved employee/ student shall submit in writing to the Principal/ / ICC Committee for further action.
- • The Committee may direct the aggrieved person to prepare and submit a detailed statement of the incident, if the written complaint lacks exactness and required particulars, within a period of two days from such direction or such other time period that the Committee may decide.
- • The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as an original/true copy.
- • The Committee shall direct the accused student/employee to prepare and submit a written response to the complaint/allegations within a period of two days from such direction or such other time period as the Committee may decide.
- • The complaint, as received, should be taken over by the chairperson of the particular subcommittee.
- • conciliation and inquiry procedures should be carried out by the subcommittee and should begin within 4 days.
- • The Committee shall make every effort to complete its proceedings within seven days from the date of receipt of the complaint.
- • If further police investigation required, the matter will be referred accordingly.
- • If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of :

- Warning letter/Memo.
- Written apology.
- Bond of good behavior.
- Adverse remarks in the confidential report.
- Debarring from college
- Denial of re- employment/readmission.
- Stopping of increments/promotion.
- Reversion, demotion.
- Suspension/Dismissal.
- Any other relevant mechanism.

- The committee shall make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desired.

- The committee shall seek medical, police and legal intervention with the consent of the complainant and the parent/ guardian in case the complainant is a student.

- The complainant shall be issued a letter stating the actions taken within a period of ten days.
- In cases where any of the committee members are involved in the issue, they may be excluded from the particular meeting.

Email ID for online complaints: - principal@sarafcollege.org

Sexual Harassment Complaint Committee – Academic year 2026-27

1.	Principal Dr. Preeti Oza	Chairperson	principal@sarafcollege.org
2.	Dr. Seema Agrawal	Convener	seema.agarwal@sarafcollege.org
3.	Dr. Mamta Chhjer	Member	mamta.chhajer@sarafcollege.org
4.	Adv. Madhuri Sharma	Social Worker	gsgc@rajasthan.org.in
5.	Ms. Swati Dawande	Non-Teaching	swati.dawande@sarafcollege.org
6.	Ms. Jigna Kanjar	Non-Teaching	jigna.kanjar@sarafcollege.org
7.	Ms. Riddhi Sawant	Student Member	
8.	Ms. Kavya Vaze	Student Member	



Dr. Preeti Oza

Principal

Rajasthani Sammelan Education Trust
Ghanshyamdas Saraf College
(Autonomous)
Malad West, Mumbai - 400 064