



# S.N.D.T. Arts and Commerce College for Women

Estb. : 5 July 1916

Constituent College of S.N.D.T. Women's University Mumbai

Maharshi Karve Vidya Vihar, Karve Road, Pune - 411 038.

Phone : 020-25431153 • E-mail : sndtarts@pune@gmail.com • Website : www.sndtarts.ac.in

## Internal Complaints Committee (ICC)

Everybody has the right to be treated with dignity and respect and a right to safe and healthy work environment. Sexual harassment is a violation of an individuals' right to work and live with dignity. SNDT Arts and Commerce College for Women is committed to providing a place of work and study that is free of sexual harassment. Instances of sexual harassment will be taken seriously and dealt with promptly. Disciplinary action will be taken according to the nature and gravity of the behaviour reported. The College will respect the confidentiality and privacy of individuals reporting and the accused of sexual harassment to the extent possible. Care will be taken to see that complainants, witnesses and the harasser does not face victimization and discrimination during the process of enquiry. Intentionally providing false information is a ground for disciplinary action. In case of a false complaint a penalty will be levied on the complainant. All members of SNDT Arts and Commerce College for Women – students, teaching faculty, administrative staff, both contractual and temporary will come under the purview of this policy.

### **What constitutes sexual harassment?**

Sexual harassment as defined in the Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 includes any one or more of the following 'Unwelcome' acts or behaviour: (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. This would also include online harassment via internet, sms and social network sites. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment; (ii) implied or explicit threat of detrimental treatment; (iii) implied or explicit threat about present or future employment status; (iv) interference with work or creating an intimidating or offensive or hostile work environment; or (v) humiliating treatment likely to affect health or safety.

### **The Process for Complaint and Inquiry**

**Step I:** An aggrieved woman should give a written complaint either in person or through post or email. It should be submitted to the 'Prevention of Sexual Harassment and Atrocities against Women Committee' within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.





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**Step II:** On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

**Step III:** If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act. **Step IV:** The college management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.

**Step V:** Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

Committee for prevention of sexual harassment and atrocities against students and women.

(Smt. Bhakti Omkar Prabhudesai)  
Chairman

(Shri. Ashok Kokate)  
Secretary

(Dr. Anand G. Jumle)  
Principal