



**Pimpri Chinchwad Education Trust's**

**S. B. PATIL INSTITUTE OF MANAGEMENT**  
(Permanently Affiliated to Savitribai Phule Pune University)  
Sector No 26, Pradhikaran, Nigdi, Pune – 411 044



## **INTERNAL COMPLAINTS COMMITTEE 2022-23**

### **Aim:**

To create and maintain an environment free from sexual harassment in the Institute. The Institute strongly disapproves of any conduct that constitutes sexual harassment.

### **Reference:**

**Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.** As per the provisions of Section 11 of the Act, 2013 the Internal Complaints Committee shall inquire into the complaints. During pendency of inquiries, the Committee may give recommendations as may be considered necessary under the provision of Section 12 of the Act, 2013 and based on these recommendations; the Competent Authority shall take appropriate action.

### **Objectives of the Committee:**

- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women.
- To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps
- To constitute appropriate committees for purposes of gender sensitization
- To conduct enquiries into complaints of sexual harassment.
- To uphold the commitment of the institute to provide an environment free of discrimination and violence against women.

**Tenure:** 3 years

### **Frequency of Meeting:**

1. Committee will meet twice a year.
2. In case of any complaint or emergency the meeting will be called within an hour's notice.

### **Functions:**

- Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.

- Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.
- Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for Redressal.
- Undertake workshops and training programmes at regular intervals for sensitizing the members.
- Prominently display notices in various places spreading awareness about the issue of “Sexual Harassment at the institute” and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances.
- Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for Redressal of an act/s of sexual harassment.
- If found guilty, the culprits will have to face the action / trial as per the guidelines stated in the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” Government of India, Ministry of Women and Child Development, 2013.

### INTERNAL COMPLAINTS COMMITTEE

Sr. No.	Name of the Member	Representation
1	Dr. Kirti Dharwadkar	Chairperson
2	Dr. Aishwarya G	Member - Secretary
3	Dr. Padmalochana Bisoyi	Member
4	Ms. Swati Satpute	Member
5	Mr. Shubham Shinde	NGO Representative
6	Ms. Anjum Shaikh	Student Member
7	Ms. Aafreen Mujawar	Student Member
8	Mr. Onkar Rathod	Student Member

Prepared by

*Aishwarya*  
Dr. Aishwarya Gopalakrishnan  
Secretary- ICC



Approved By

*(Signature)*  
Dr. Kirti Dharwadkar  
Director, SBPIM