

**Godavari Foundation's**  
**Godavari College Of Engineering, Jalgaon**  
**Internal Complaints Committee (ICC)**

The Internal Complaints Committee (ICC) SOP outlines the procedure for preventing, prohibiting, and redressing sexual harassment of women at workplaces/educational institutions, based on the **UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015**, and the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**. Key steps include filing a written complaint within 3 months, conducting a confidential, unbiased inquiry within 90 days, providing interim relief, and ensuring a safe, gender-neutral environment.

**Purpose and Objective**

The objective of the ICC at GF's GCOE, Jalgaon is to provide a safe, secure, and gender-sensitive environment for all students, faculty and staff. The committee is dedicated to preventing, prohibiting, and redressing incidents of sexual harassment within the campus.

**Key Components of the ICC SOP:**

**a) Formation of ICC:**

- **Presiding Officer:** A woman employed at a senior level.
- **Internal Members:** one senior woman member from each department preferably committed to the cause of women or experienced in social work or legal knowledge.
- **External Member:** One member from an NGO/association familiar with issues relating to sexual harassment.
- **Student Representatives:** Two students, one from girls and one from boys, if the matter involves students.
- **Non-Teaching Staff:** One member from non-teaching staff.
- **Quorum:** Minimum 3 members, including the Presiding Officer, are required to conduct an inquiry.

**b) Procedure for Filing a Complaint**

- **Who can file:** Any aggrieved female student, staff, or faculty member.
- **Timeline:** Within 3 months of the incident (or 3 months from the last incident in a series).
- **Submission:** Written complaints can be submitted directly to the Presiding Officer or any member. (If the complainant is unable to file, her legal heirs, parents, spouse, or colleagues can file on her behalf).



- **Immediate Actions & Interim Relief:** Upon receiving the complaint, the ICC can recommend interim measures, such as transferring the complainant or respondent, or granting leave.
- c) **Inquiry Process (Procedure of Redressal)**
- **Receipt & Initial Screening:** Upon receiving a complaint, the ICC must meet within 3-5 working days. The committee will check its jurisdiction and, if necessary, conduct a preliminary inquiry to establish if a *prima facie* case exists.
  - **Conciliation:** Before initiating a formal inquiry, the ICC may, at the request of the aggrieved woman, take steps to settle the matter through conciliation (no monetary settlement).
  - **Formal Inquiry:** If conciliation is not requested or fails, the ICC shall initiate a formal inquiry.
  - **Notice to Respondent:** A copy of the complaint is sent to the respondent within 7 working days. The respondent must submit a reply within 10 working days.
  - **Investigation:** The committee will investigate, taking statements from both parties and witnesses, ensuring confidentiality.
  - **Principles of Natural Justice:** Both parties will be given a fair opportunity to present their case.
- d) **Timeline and Report**
- **Inquiry Completion:** Within 90 days from the date of complaint.
  - **Report Submission:** Within 10 days of completing the inquiry, the report and recommendations will be submitted to the Director/Principal of GF's GCOE, Jalgaon.
  - **Action Taken:** The institution must act on the recommendation within 60 days.
- e) **Punishment and Action**
- If the allegations are proven, the ICC may recommend disciplinary actions, including:
  - **For Staff:** Written apology, warning, reprimand, with holding of promotion/increment, or termination.
  - **For Students:** Counseling, community service, withholding scholarships/library privileges, suspension, or rustication.
- f) **Prevention and Awareness**
- **Sensitization:** The ICC will conduct annual workshops and awareness campaigns about POSH (Prevention of Sexual Harassment) for students and staff.



- Gender sensitization programs are conducted regularly.
- **Display:** Names of ICC members and contact details will be prominently displayed on the institute website and notice boards.

**g) Confidentiality and Protection**

- **Confidentiality:** The identity of the complainant, respondent, and witnesses shall not be published or disclosed to the public.
- **No Retaliation:** The institution strictly prohibits retaliation against the complainant or witnesses.

**h) Appeal**

- Any party unsatisfied with the recommendations may file an appeal within 90 days to the appropriate authority.



  
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Godavari College of Engineering  
and Polytechnic, Jalgaon