

॥ उत्तिष्ठत जाग्रत प्राप्य वरान्निबोधत ॥

Rashtriya Shikshan Sanstha's

NAAC Re-Accredited

**Swami Vivekanand Night College
of
Arts and Commerce**

ISO 9001 : 2015 Certified College

(Affiliated to the University of Mumbai)

Chhatrapati Bhavan, Ayre Road, Datta Nagar, Dombivli (E) 421 201.



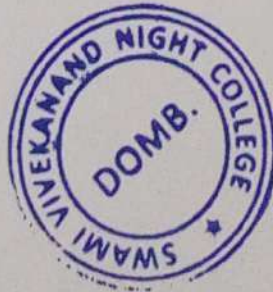
Principal - Dr. Anuja Palsuledesai

No. :

Date : 29th Sept 2020

Notice

All the teaching and non-teaching staff of the College are hereby informed to attend online Zoom meeting on Thursday, 1st October 2020 at 11 am for formation of Internal Complaint Committee of the College for the year 2020-21. The link will be shared on the Whatsapp group.



Principal

PRINCIPAL

**SWAMI VIVEKANAND NIGHT COLLEGE
OF ARTS & COMMERCE DOMBIVLI (E)**

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Principal - Dr. Anuja Palsuledesai

Ref. No. :

Minutes

Date : 3rd Oct 2020

The Zoom meeting of College staff members organised on Thursday, 1st October 2020 at 11 am for formation of Internal Complaint Committee of the College for the year 2020-21

Following members attended this meeting-

1. Dr. Anuja Palsuledesai
2. Dr. Preeti Soni
3. Dr. Suresh Chandratre
4. Dr. Amit joshi
5. Dr. Sumant Autade
6. Dr. Vijay More
7. Dr. Subhash Pandit
8. Dr. S.LShelke
9. Mrs. Kalpana Keluskar
10. Mr. S.P. Ganar

Principal Dr. Anuja welcomed all the staff members. The presiding officer of ICC Dr. P.K. Soni read the minutes of last meeting. The following members were selected as Committee members of ICC for 2020-21.

List of Members -

- | | | |
|--------------------------|---|------------------------------------|
| 1. The Presiding officer | - | Dr. P.K. Soni |
| 2. Faculty Member | - | Dr. S.L. Shelke |
| 3. Faculty Member | - | Dr. S.E. Autade |
| 4. Non teaching employee | - | Mrs. K.D. Keluskar |
| 5. Non teaching employee | - | Mr. S.P. Ganar |
| 6. Student | - | Ms. Madhuri Ranalkar (S.Y.B.A) |
| 7. Student | - | Mrs. Deepti Kavankar (SYBA) |
| 8. Student | - | Ms. Rajashree Narvekar (T.Y.B,Com) |
| 9. NGO Member | - | Dr. Swati Gadgil |

The presiding officer Dr. P.K.Soni informed that during A.Y. 2019-20 no case of sexual harassment received by the committee.

The meeting was ended with vote of thanks to the chair.

2410115, (Telefax) - 2410114 email : swaminightcollege@yahoo.in



PRINCIPAL
SWAMI VIVEKANAND NIGHT COLLEGE
ARTS & COMMERCE DOMBIVLI (E)

Swami Vivekanand Night College, Dombivli



Internal Complaints Committee (ICC) –Policy

2020-21

The college has constituted Internal Complaints Committee and to take action against the issues related to sexual harassment of women. 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. 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. All members of the College – students, teaching faculty, administrative staff, both contractual and temporary will come under the purview of this policy. An act of sexual harassment is a punishable offence. In terms of the Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013, with a view to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and redress of complaints of sexual harassment and for matters connected therewith or incidental there to, the Internal Complaints Committee has been constituted in college.

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.

Pradi
The Presiding officer



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.

Sexual harassment at workplaces is an intense problem throughout our country. However, women can seek some relief in this regard through the Internal Complaints Committee (ICC) formed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, of 2013.

The complaints received in this regard are kept confidential. The names and mobile numbers of the members of the committee are displayed on the board.

The ICC was established on 1st October 2020

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- | | | |
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| 8. Student | - | Ms. Rajashree Narvekar (T,Y,B,Com) |
| 9. NGO Member | - | Dr. Swati Gadgil |

Poojati
The Presiding officer



[Signature]
PRINCIPAL
SHRI VIVEKANAND NIGHT COLLEGE
OF ARTS & COMMERCE DOMBIVLI