

Objectives and Guideline

Internal Complaint Committee

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[Handbook.pdf](#)

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of sexual nature which makes a person feel offended, humiliated and/or intimidated. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include mainly three broad types – however the following examples are not exhaustive. These are-

Physical conduct:

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct:

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories, and joke
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct:

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Formation of Internal Complaint Committee (ICC)

Above mentioned actions violate the fundamental rights of women to equality under Articles 14 and 15 of the Constitution of India, as well as their right to life and to live with dignity under Article 21 of the Constitution. Moreover, it infringes upon their right to engage in any profession or occupation within a safe environment free from sexual harassment. Katwa College has 'Zero Tolerance Policy' towards sexual harassment of any kind. This college

always aims to provide a healthy and congenial atmosphere to the staff and students of the College. The college has constituted the Internal Complaints Committee, as per the recommendation of UGC for higher education institutions vide GB resolution Item No. 03 dated 29.09.2022. Followings are the members' list –

1. Dr. Namita Chowdhury (President) (Teaching Staff)
2. Smt. Siuli Mandi (Teaching Staff)
3. Sri Prasanta Kr. Das (NTS Member)
4. Sri Ramprasad Majhi (NTS Member)
5. Smt. Paromita Banerjee (Lawyer Member)
6. Soura Subhra Pandit (Student Member)
7. Bibhas Ghosh (Student Member)
8. Tanuja Mukherjee (Student Member)

This committee ensures a sexual harassment-free environment, zero tolerance of gender-based violence, and deals with gender sensitization program to evaluate, assist, and support for all those who are studying or working in the institute and addresses the harassment complaint.

Procedure for filling a complaint with ICC

1. Sexual Harassment complaints must be hand-written or typed on paper.
2. The nature of the complaint, as well as dates and locations, should be fully specified.
3. As per stipulation of the Act, the aggrieved person can make the written/typed complaint to Head of Institution within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
4. The complaint must not be anonymous.

Timeline as per the Act *

Submission of the complaint	Within 3 months of the date of the last incident
Notice to the respondent	Within 7 days of receiving copy of the complaint
Completion of inquiry	Within 90 days
Submission of report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of recommendation	Within 60 days
Appeal	Within 90 days of the recommendations

* Handbook on Sexual Harassment of Women at Workplace, Ministry of Women and Child Development, Govt. of India, 2015