



THE BOMBAY SALESIAN SOCIETY
DON BOSCO COLLEGE OF ARTS & COMMERCE (NIGHT COLLEGE)

DON BOSCO MARG,
YERVADA, PUNE 411 006
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Affiliated to University of Pune
ID NO. PU/PN/AC/453/2013

Internal Complaints Committee (ICC) / College Women Development Cell (CWDC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

Office Order

Composition of the Internal Complaints Committee

1. Presiding Officer, who has to be a woman employee at a senior level
2. Two Members from amongst employees, who should preferably be committed to the cause of women or who have had experience in social work or have legal knowledge.
3. One External Member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

At least half of the total Members of the ICC should be women

The constitution of the Internal Complaints Committee (ICC) for every Academic year will be shown separately on the website

On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during



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the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received

Who can approach ICC for help?

Any female employee (faculty member, student or non-teaching staff member) of Don Bosco College of Arts and Commerce (Evening), Pune, can seek redressal from the ICC.

Definition of Sexual Harassment:

“Sexual harassment” includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing ‘indecent representation of women’)
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- a) Implied or explicit promise of preferential treatment in her employment.
- b) Implied or explicit threat of detrimental treatment in her employment
- c) Implied or explicit threat about her present or future employment status
- d) Interference with her work or creating an intimidating or offensive work environment for her
- e) Humiliating treatment likely to affect her health or safety.

What are the possible actions that can be taken against the accused if found guilty?

Depending upon the severity of the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions



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If you think you are being harassed, what should you do?

Send an email to dbcevpune@gmail.com

- To know more about ICC procedures click here.
- You may also refer to <http://www.shebox.nic.in/>

Your complaint will be kept CONFIDENTIAL.

Inquiry process:

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it.

Caveat

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non-genuine reason

ANNUAL GENDER SENSITIZATION ACTION PLAN 2022-23

One of the most fundamental methods to promote gender equality is to establish a safe environment free of injustice and violence against women. Women empowerment and gender equality are critical concerns at Don Bosco College of Arts and Commerce (Evening), Pune. In keeping with the provisions of the POSH Act, every year, the College constitutes an Internal Complaints Committee (ICC) as an instrument to redress complaints of sexual harassment.



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In light of this, the College will look into the following aspects through its proactive staff and student activities:

- Create awareness about Sexual Harassment of Women at the Workplace, as laid down in the POSH Act
- Create a safe workplace by ensuring respectful and dignified behaviour, and sensitization of all individuals on a regular basis.
- Conduct activities related to cybercrime, women safety and security.
- Promote gender parity at the governance level through the student Code of Conduct.
- Ensure equal and unbiased measures for everyone for their teaching and learning activities.
- Develop women leadership skills in order to lead change.
- Promote effective communication on women's rights and gender equality.
- Provide a path for open and transparent discussions with faculty members of the appropriate gender for related issues and complaints under the mentor-mentee system.

DUTIES & RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE (ICC)

- Taking all possible steps and measures to prevent sexual harassment in the institution and on the campus
- Creating a safe environment on the campus for women employees and students
- Conducting workshops, activities and lectures to create awareness among staff and students about
- What constitutes sexual harassment at the workplace
- The provisions of the POSH Act
- the ICC, its duties and how to file a complaint
- Dealing swiftly and effectively with any reported incidents of sexual harassment on the campus, fairly and in an unbiased manner, in accordance with the provisions of the POSH Act
- Submission of Annual Reports to the relevant authority in the prescribed format and within the prescribed time

Committee Members 2022-23

Dr. P.N. Shende, Principal – Chair Person

Ms. Pearl Fernandes, Assistant Professor – Faculty Member

Mr. P.B Baisane, Assistant Professor – Faculty Member

Mr. Jagannath Kundu, Sr. Clerk – Staff Member

Ms. Mansi Pawar – Student Member

Ms. Sharon Pinto – Student Member

Ms. Payalkaur Tak – Student Member

Ms. Kiran Nagare, Assistant Professor – Secretary



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Mr. P.B Baisane, Assistant Professor – Faculty Member

Mr. Jagannath Kundu, Sr. Clerk – Staff Member

Ms. Mansi Pawar – Student Member

Ms. Sharon Pinto – Student Member

Ms. Payalkaur Tak – Student Member

Ms. Ritu Chhabra, Assistant Professor – Secretary

Dr. P. N. Shende

Principal

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