



INCLUSIVE | INTEGRATED | INNOVATIVE

creating an enlightened society.



Sarvajanic College of Engineering & Technology (SCET)

(Constituent College of Sarvajanic University)

Policy document for Internal Complaints Committee

A. Vision

To support the institution's journey toward becoming a center of excellence by ensuring a safe and respectful environment that upholds equality and value-driven academic culture free from harassment or discrimination.

B. Mission

To develop and maintain a culture of respect and equality for all. To create and ensure a safe physical and social environment for students and employees by educating them about their rights .

C. Objectives

1. As per the regulation of UGC, ICC is constituted for prevention, prohibition and redressal of sexual harassment of women employees at work place and girl's student in higher educational institutes.
2. All relevance grievances shall be addressed by ICC.
3. To uphold the institution's commitment to fostering a safe and inclusive environment free from gender-based discrimination.
4. To ensure a secure physical and social setting that prevents any incidents of sexual harassment.
5. To promote awareness and understanding of sexual harassment issues within the campus community.

D. Structure

About (Internal Complaints Committee) structure :

No.	Content	Details
1	Tenure of a member	The term of the members of the ICC is for a period of three years.
2	Frequency of a meeting	At least once in each semester.
3	Documentation	Agenda, minutes and Action Taken Reports are maintained electronically in a retrievable format

Members:

No.	Particulars	Name of a member
1	Chairperson	Dr. Shama Mulla (Presiding Officer)
2	Members	Prof. Rashmi Chouhan (Teaching Staff) Dr. Vaishali Umrigar (Teaching Staff) Ms. Tejal Surati (Non-Teaching Staff) Ms. Anjana Desai (Non-Teaching Staff)
3	Invitee	Dr. Amiben Yagnik (Social Worker)

E. Functions

Functions of (Internal Complaints Committee) of Sarvajani College of Engineering & Technology:

No.	General Guidelines
1.	Provide assistance if an employee or a student chooses to file a complaint with the police.
2.	Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complaint's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
3.	Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.
4.	Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.
5.	Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.