

DOC No.	SOP/MGMIOP/IQAC/ICC/012
Issue No.	1
Rev. No.	0
Date :	01/01/2019

SOP of Internal Complaint Committee

1. Objectives:

The objectives of the Internal Complaint Committee (ICC) are multifaceted and crucial in addressing the issue of sexual harassment of women in the workplace. Here's a breakdown:

- **Prohibition:** The ICC aims to prohibit and prevent instances of sexual harassment within the organization by creating a clear framework of rules and consequences, deterring such behaviour, and promoting a respectful work environment.
- **Prevention:** The ICC focuses on proactive measures to prevent sexual harassment through awareness programs, training sessions, and fostering a culture of mutual respect and understanding among employees.
- **Redressal:** The ICC provides a safe and confidential space for victims to report incidents of harassment, ensuring thorough investigations and fair, timely resolutions, thereby upholding the dignity and rights of the victims.

Overall, the ICC's objectives align with the broader goals of the POSH Act, 2013, to safeguard women's rights, promote workplace equality, and create a harassment-free environment where individuals can work with dignity and without fear of harassment.

2. Scope:

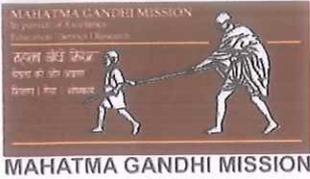
Internal Complaint Committee (ICC) primarily revolves around addressing and redressing complaints of sexual harassment within an organization, conducting gender sensitization and gender equity programs.

3. Responsibility:

The Internal Complaints Committee is vested with all the powers necessary to undertake the functions of prohibition, prevention, and redressal of sexual harassment of women at the workplace. According to the POSH Act, 2013 the ICC is –

- Empowered to initiate the inquiry on the complaint filed against sexual harassment.
- To collect the evidence and summon the witnesses.
- Recommend the measures and actions to be taken to try another such case in the future.
- Receive the complaints of sexual harassment.
- Initiate the inquiry and submit the findings from the inquiry done.
- Direct the employer to undertake required actions.
- Submit an annual report in the prescribed format.

V.P.
Principal
MGM Institute of Physiotherapy
Chhatrapati Sambhajnagar



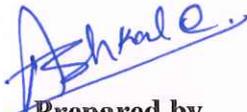
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5.2 Procedure for Conducting a Gender Sensitivity Program (GSP)

The GSP will be discussed in the ICC meeting and will follow this procedure:

1. Planning and Preparation
2. Program Design
3. Implementation
4. Follow-Up and Evaluation

6. Documents: Internal Complaint Committee (Annexure-I)


Prepared by
Member Secretary


Checked by
IQAC Coordinator


Approved by
Principal


Principal
MGM Institute of Physiotherapy
Chhatrapati Sambhajnagar

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INTERNAL COMPLAINTS COMMITTEE

Sr. No	Name	Representation	Designation
1	Mrs.Prerana Dalvi	Administrative Officer	Preceding Officer
2	Dr. Ashwini Kale	Professor	Member Secretary
3	Dr. Preeti Ganachari	Assistant Professor	Faculty Member
4	Dr. Abhishek Mishra	Assistant Professor	Faculty Member
5	Mrs.Rajashree Kolte	Office Assistant	Non-Teaching faculty
6	Mrs.Hemlata Pandav	Librarian	Non-Teaching faculty
7	Mr. Kerron Vaishnav	NGO	Member
8	Ms. Twinkle Rathod	UG Student	UG Student Representative
9	Mr. Onkar Raut	Male gender champion	Member
10	Ms. Avni Bhavsar	Female gender champion	Member


 Principal
 MGM Institute of Physiotherapy
 Chhatrapati Sambhajinagar