

R. V. Belose Education Foundation
N. K. Varadkar Arts and R. V. Belose Commerce College Dapoli

SOP Internal Complaints Committee

1. A complaint received in ICC is processed if it is a matter of sexual harassment of women at work place and comes under the preview of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time of 90 days.
3. After the complaint is received it is mandatory to take action within 7 days of receipt of the complaint.
4. The Complainant is requested by the Enquiry Committee to appear before the Committee in a given date to present her case.
5. A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.
6. After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee on a given date to defend his case.
7. If the Enquiry Committee is of the opinion that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
8. The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
9. The Enquiry Committee also request the Complainant through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days' time.
10. The concerned department is also requested to provide CCTV Camera footage of the incident if any through the Proctor of institute to the Enquiry Committee of ICC.
11. The Enquiry Committee also request the Respondent through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days' time.
12. The witness/es are requested by the Enquiry Committee to appear before the Committee in a given date to present the case.
13. The Enquiry Committee after hearing the witness/es again request the Complainant as well as the respondent to appear before the Committee in different dates for further clarification in the case.
14. After going through all the documents and witness the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
15. The Complainant as well as the Respondent is also intimated through a letter regarding the submission of report to the higher institutional authority.
16. All the files and reports are kept confidential in the office of the Internal Complaints Committee.