

**SADHANA EDUCATION SOCIETY'S
SMT KAPILA KHANDVALA COLLEGE OF EDUCATION
(Autonomous)
Juhu Rd, Santacruz west, Mumbai 54**

Description of reporting mechanism for PSEA through ICC

The Internal Complaints Committee (ICC) and the women's grievance cell at KKCE is set up with the aim to address grievances of sexual harassment. The responsibilities of the ICC, the mechanism for making complaint of sexual harassment and conducting the inquiry is listed comprehensively in the UGC's Ordinance document, viz. Ord. XV-D- Sexual Harassment, Appendix-A University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. (Available on the college website: https://www.kkcoe.edu.in/wp-content/uploads/2022/09/25022021_Ord-XV-D-Sexual-Harassment-Appendix-A.pdf)

The relevant sections are reproduced below as it appears in the document. The entire document appears on our website publicly as well.

Section 5 - Responsibilities of Internal Complaints Committee (ICC)

The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) 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;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

(e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Section 6 - The process for making complaint and conducting Inquiry

The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner.

The HE shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

Section 7 - Process of making complaint of sexual harassment:

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period." Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

