



Prasanta Chandra Mahalanobis Mahavidyalaya

111/3, B.T. Road (Bon-Hooghly), Kolkata – 700108

ISO 9001:2015 Certified Institution

Website: www.pcomm.edu.in

Internal Complaints Committee

Policy Document

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Executive Summary

Prasanta Chandra Mahalanobis Mahavidyalaya, a Govt.-aided institution affiliated to West Bengal State University has now already itself as a premier institute offering multidisciplinary undergraduate courses in the region. The college has been committed in offering the best academic ambience to the young learners for their academic development as well as for their holistic development. One of the stated objectives of the institution is that the campus will be conducive to the overall growth of the students. No wonder the institution aims at creating equitable, fearless and participative engagement of students in curricular and co-curricular activities. It is with this objective in mind we have developed and put in place a policy document with regard to the prevention of ragging in


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the campus.

The college boasts of 16 academic departments and offers necessary academic assistance and exposure to the students. The college is committed to imparting quality education to the learners aspiring for higher education and is thus very sensitive to the needs of the students. There has been remarkable development in the arena of infrastructure and adequate care has been taken to supplement traditional teaching learning mechanisms with ICT-enabled teaching methodologies. The college endeavours to instil the desire for excellence among the learners by offering necessary support services as well as helps in preparing the students to face the challenges of life. We have been very alert to the psycho-social issues of our young learners for whom regular counselling sessions as well as extra-curricular activities are organised. With a host of young dynamic teachers along with a number of experienced faculties, the college strives relentlessly to impart quality education to the students. While we are fully aware of certain infrastructural lacunae, we are happy to provide facilities like separate Common Rooms for boys and girls, gymnasium and a playground. The lush green campus of the college beautified with a small lake garlanding the space offers nothing less than a picturesque spectacle to the visitors. The teachers of the college with their zeal for teaching and research are a treasure of the institution and they display their enthusiasm for attaining excellence not only in their respective branch of study but also in their sensitive and caring approach to the students. The healthy, cooperative relationship between teachers and students not only makes learning fun but also offers a life-

changing experience to the young learners. The sincere and cooperative approach of the office staff helps in running the administration smoothly. The different units of the college have been working in a collaborative manner to lead the institution towards realising the vision of the college.

Vision and Mission

Vision :

To make higher education accessible, gender-neutral, value-based, environment-friendly, inclusive and job-oriented through a synergy of all the stakeholders of the institution

Mission:

- To ensure quality education by adopting various quality control measures recommended by IQAC and other Bodies.


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- To inculcate and promote scientific, democratic, progressive approach in learners by opting for supplementary co-curricular activities to strengthen the traditional curricular framework
- To engage with the local community for initiating meaningful change in the neighbouring area
- To strive for excellence and to get prepared for responding to the challenges by making use of the state-of-the-art technology in the day to day functioning of the institution
- To ensure holistic development of the learners by offering customised academic, psychosocial and skill-based training
- To promote gender-neutral, research-oriented and democratic academic ambience by adopting transparent, technology-based, environment friendly and participatory mechanisms.
- To encourage and promote multidisciplinary approach in the domains of teaching- learning and research

Institutional Approach: Zero Tolerance Towards Sexual Harassment

To ensure gender equality, it is essential to create a safe work environment that is free from gender based discrimination. Any form of sexual harassment violates basic human rights. Every individual deserves a workplace that is secure in all ways.

Our college follows a Zero Tolerance policy towards sexual harassment. The Internal Complaints Committee has been formed as per the directives of the University Grants Commission and West Bengal State Commission for Women.

The Internal Complaints Committee aims to address complaints of sexual harassment lodged by any student, member of the faculty or staff of the college. The Committee closely abides by the mandatory guidelines laid down for every stakeholder of the college by the Sexual Harassment Act (Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013) and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015 on 02.05.2016. The Committee provides a sound mechanism to redress the grievances pertaining to sexual harassment at workplace.

Policy Statement

“Prasanta Chandra Mahalanobis Mahavidyalaya is committed to providing a place of work and study that is free of sexual harassment. Everybody has the right to be treated with dignity and respect and a right to safe and healthy work environment. Sexual harassment is a violation of an individuals’ right to work and live with dignity. The


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college will maintain a Zero Tolerance Policy for any such instances”. Instances of sexual harassment will be taken seriously and dealt with promptly.

About the ICC

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same sex) that has the purpose or effect of either unreasonably interfering with an individual’s dignity, work or academic performance or creates an intimidating, hostile, or offensive working on educational environment.

Sexual harassment constitutes to gross violation to right to equality and dignity for any gender. The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & Others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of “Fundamental rights” under Article 14, 15 and 21 of the Constitution of India, and amount to a violation of the “Right to Freedom” under Article 19(1) (g). In 2013 the Government of India notified the “SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION PROHIBITION AND REDRESSAL) ACT, 2013” from April 2013 published in “THE GAZETTE OF INDIA” -NEW DELHI, TUESDAY, APRIL, 23, 2013/ VAISAKHA 3, 1935 (SAKA).

The Internal Complaint Committee (ICC) of Prasanta Chandra Mahalanobis Mahavidyalaya was reformed in the year 2020 as per the guidelines of POSH Act. 2013 and UGC. The Internal Complaint Committee has been formed in order to provide protection to the students and employees against sexual harassment at work place and thereafter for the prevention and redressal of complaints of sexual harassment.

Encompassment Under Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include mainly three broad types – however the following examples are not exhaustive:

Physical conduct:


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- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct:

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and joke
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct:

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Responsibilities of the College

- Wherever required, appropriately subsume the spirit of the above definition in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students and modify its ordinance and rules in consonance with the requirements of the Regulations;
- Publicly notify the provisions against sexual harassment and ensure their wide dissemination and sensitize the students, faculty members and employees regarding the sexual harassment guidelines
- Organize training programs or as the case maybe, workshops for, faculty and students, (Measures for Ensuring the Safety of Women and Programs for Gender Sensitization on Campuses) of the Institution, to


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sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enriched in the Act and under these regulations;

- Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- Publicly commit itself to a zero-tolerance policy towards sexual harassment;
- Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro harassment
- Include in its prospectus and display prominently in suspicious places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complains pertaining to sexual harassment, contact details of the members of Internal Complaints Committee, complaints procedures on.
- Provide counselling services to the complainant through Psychological Counselling Cell

Information Regarding Acts, Rules and Functions of the Internal Complaints Committee

- <http://www.shebox.nic.in/assets/site/main/images/Sexual-Harassment-at-Workplace-Act.pdf>
- <http://www.shebox.nic.in/assets/site/main/images/Sexual-Harassment-at-Workplace-Rules.pdf>
- <http://www.shebox.nic.in/assets/site/main/images/Handbook%20on%20Sexual%20Harassment%20o>

Working of ICC

- All complaints will be dealt with confidentiality.
- Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- All students and staff are bound to obey the rules specified in the College Manual and any complaint regarding the same is not under the purview of the ICC
- The Committee maintains a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.


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- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom a complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an “Enquiry” shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof. In case the complaint is found to be false, the complainant shall, if deemed fit, be liable or appropriate disciplinary action by the Management.

Procedure of Filing Complaint

- Any student/staff of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the ICC of the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal.
- Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.
- An aggrieved person can submit a complaint through the following link:
<https://forms.gle/R1ZGiYB69Yp8DopD8>

Conclusion

The ICC will closely work in accordance with the updates available on <https://saksham.ugc.ac.in/Home> and the ICC has been constituted as per the UGC Guidelines and the structure is as follows:


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Post
Presiding Officer
Faculty Member Representative
Faculty Member Representative
Non-Teaching Employee Representative
Non-Teaching Employee Representative
NGO Representative (External Member) Lawyer Representative (External Member)
Student Representative (Dept of Arts)


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Student Representative (Dept of Commerce)

Student Representative (Dept of Science)


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