	MAHATMA GANDHI MISSION MEDICAL COLLEGE & HOSPITAL AURANGABAD	Doc. No	SOP/MGM/GLM/6.2
		Issue No	01
	SOP of Internal Complaint Committee [ICC]	Rev. No.	00
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1. OBJECTIVE

- 1.1 To ensure compliance of Sexual Harassment Act of Govt. of India.
- 1.2 To create & maintain a healthy environment for women at workplace in MGM MCA.
- 1.3 To sensitize all teaching, non teaching staff and students both UG/ PG about this act, and the various meaning and implications of sexual harassment.
- 1.4 To sensitize all about the expected behavior from professionals and staff and redressal mechanisms if any staff feels that they are sexually harassed.
- 1.5 To display names of ICC committee for knowledge of employees and students.

2. SCOPE

The management and all the teaching and non teaching staff, students UG/ PG of MGM MCA.

3. RESPONSIBILITY


- 3.1 Member Chairperson – scheduling the meeting and all documentation of committee.
- 3.2 All members of the committee.

4. POLICY

- 4.1 The Gender Harassment committee is empowered with the task of orienting and sensitizing all teaching, non teaching staff and students of the medical college about the “Sexual Harassment Act of Govt. of India” and the various meaning and implications of sexual harassment.
- 4.2 The Gender Harassment committee is also expected to sensitize all about the expected behavior from professionals and staff and redressal mechanisms if any staff feels that they are sexually harassed.

5. PROCEDURE

- 5.1 The committee shall deal with sexual harassment cases as per the guidelines of the law pertaining to the Sexual Harassment of Women at Workplace Act - 2013.
- 5.2 The Sexual Harassment Committee shall receive all complaints related to sexual harassment at work place of students, teaching and nonteaching staff of the institute.
- 5.3 The committee shall conduct awareness program on sexual harassment law.
- 5.4 The committee will sensitize all teaching, non teaching staff and students both UG/ PG about this act, and the various meaning and implications of sexual harassment

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5.5 The committee shall sensitize all about the expected behavior from professionals and staff and redressal mechanisms if any staff feels that they are sexually harassed.

5.6 ICC may before initiating an inquiry at the request of the aggrieved woman, take steps to settle matter between her and the respondent through conciliation.

5.7 The committee shall review the nature (severity) of complaint(s) and thoroughly investigates the complaint, interviews the complainant and respondent, gathers all possible relevant information about the complaint, correlate the similarity and differences in statement of complainant as well as respondent.

5.8 The committee shall write a report after a detailed review and discussion, and submit the report to the dean for further action.

5.9 Member Chairperson shall conduct meeting within the time frame as mandated by govt, after receipt of the written complaint under the guidance of chairman and submit the MOM & reports to the IQAC-A & Dean.

5.10 In case of no complaint then it shall conduct quarterly meeting to discuss preventive measures, assess existing preventive and monitoring systems, minute the meeting and submit it to IQAC-A.

6. PROCEDURE:

The committee will adhere to the following Do's and Don'ts while dealing with a complaint -

DO'S -

- 6.1 Create a healthy meeting environment.
- 6.2 Use body language that communicates complete attention to the parties.
- 6.3 Treat the complainant with respect.
- 6.4 Discard pre-determined ideas.

7. PROCEDURE

DON'TS -

- 7.1 Get aggressive.
- 7.2 Insist on a graphic description of the sexual harassment.
- 7.3 Interrupt in between interview or explanation.
- 7.4 Discuss the complaint in the presence of the complainant or the respondent.

8. ANNEXURES