



**Pune District Education Association's  
Shankarrao Ursal College of Pharmaceutical Sciences &  
Research Centre, Kharadi, Pune-14.**

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**THE POLICY OF INTERNAL COMPLAINTS COMMITTEE (ICC)**

**Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi has zero tolerance policy against discrimination and sexual harassment.**

An act of sexual harassment is a punishable offence. In terms of the Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013 (NO. 14 OF 2013) wide notification published in the gazette of India: extraordinary PART-II-SEC (I) and , with a view to provide protection against discrimination and sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental there to, the Internal Complaints Committee has been constituted in Pune District Education Association's Shankarrao Ursal College of Pharmaceutical Sciences & Research Centre, Kharadi has zero tolerance policy against discrimination and sexual harassment.

The ICC will be responsible for the redressal of complaints made by women employees and girl students and ensure time-bound treatment of the complaints as provided in the Act.

Functions of Internal Complaints Committee

To hear and address complaints regarding sexual harassment at workplace.

1. Effectively communicate a policy that prohibits unwelcome behavior that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees and students.
3. To spread awareness about gender-related issues and functioning of the ICC.
4. Widely publicize names and contact details of Complaints Committee members.

#### Grievance Redressal Mechanism of ICC

1. The aggrieved member shall submit a written and signed complaint to the secretary of the Committee. Also the complaint can be given orally.
2. Principal of the institute calls for the meeting of the committee through secretary within 10 working days. The complainant and the guilty will be called in the meeting.
3. The committee shall study the complaint and after looking into the relevant document, discuss with those concerned and submit its recommendations and prepare a report.
4. The institution will take appropriate action against the guilty according to the decision of the committee.

**Grievance portal is made available on the website.**

**Link:** <https://e-onlinegrievance.com/c/SUCOPSRC>



**Dr. V. U. Barge**  
**Presiding Officer, ICC**



**PRINCIPAL**  
Pune District Education Association's  
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