



PDEA'S
Waghire College of Arts Commerce and Science,
Saswad, Tal-Purandar, Dist-Pune



Policy Document for Internal Complaints Committee (ICC)

PDEA's Waghire College of Arts, Commerce, and Science is dedicated to providing an educational environment free from gender discrimination and sexual harassment. The institution promotes equality and dignity among students, faculty, staff, and visitors. To uphold these values, the Internal Complaints Committee (ICC) has been established to prevent, prohibit, and redress sexual harassment cases within the college.

Purpose and Scope

The ICC is responsible for addressing complaints of sexual harassment and ensuring a safe and respectful environment for all members of the college community. This policy applies to all students, faculty, staff, and visitors to the college, including part-time and contractual workers.

Responsibilities of the ICC

The ICC has the following responsibilities:

- Clarifying the roles and functions of each committee member.
- Handling complaints, conducting investigations, and implementing strategies to prevent harassment.
- Ensuring a transparent and fair process for all parties involved.

Composition of the ICC

The ICC is constituted as per legal requirements, ensuring a balanced and representative committee. The composition includes:

- **Presiding Officer:** The senior-most woman employee in the workplace.

- **Employee Members:** At least two members from employees with experience in social work or legal knowledge.
- **Gender Representation:** At least half of the total members of the ICC must be women.

Pune District Education Association's
Waghire College of Arts, Commerce & Science
 Saswad, Tal. Purandar, Dist. Pune, Pin-412 301

**Composition of Internal Complaint Committee
(2024-2025)**

| Sr. No. | Name of the Faculty | Department | Role | Signature |
|---------|-------------------------|------------------|----------|-----------|
| 1. | Dr. Nita Patil | Microbiology | Chairman | |
| 2. | Dr. Vidya Patankar | Botany | Member | |
| 3. | Dr. Nanasahab Pawar | Marathi | Member | |
| 4. | Prof. Rushikesh Kumbhar | Sports | Member | |
| 5. | Prof. Manisha Jagdale | Computer Science | Member | |
| 6. | Prof. Varsharani Jagtap | BCA | Member | |
| 7. | Prof. Megha Shinde | English | Member | |
| 8. | Smt. Smita Dhawale | Administration | Member | |
| 9. | Ms. Siddhi Tanawade | Student | Member | |

PRINCIPAL
 Waghire College, Saswad
 Tal. Purandar, Dist. Pune.

Complaint and Inquiry Process

a. Filing a Complaint

Complaints must be submitted in writing to the ICC within three months of the incident, or within three months from the last incident in cases of ongoing harassment.

b. Notification and Response

The ICC Chair will notify the defendant within seven working days of receiving the complaint. The defendant must acknowledge receipt within 24 hours and submit a written response within ten working days.

c. Hearings and Evidence Collection

The ICC will conduct hearings to allow both the complainant and the defendant to present their cases. Witnesses may be called as necessary. Both parties can review each other's depositions (excluding witness identities) for ten working days.

d. Inquiry Completion and Reporting

The ICC will complete the inquiry within ninety working days from receiving the complaint. A detailed report, including the findings and recommended disciplinary actions, will be submitted to the ICC Chair anonymously.

Disciplinary Actions and Penalties

a. Employees

Employees found guilty of harassment will face disciplinary action according to PDEA's service rules.

b. Students

Depending on the severity of the offense, actions may include:

- Suspension of library, scholarship, and other privileges.
- Restricted campus access for a specified period.
- Expulsion and removal from the institution's rolls, including denial of re-admission.

Addressing False Complaints

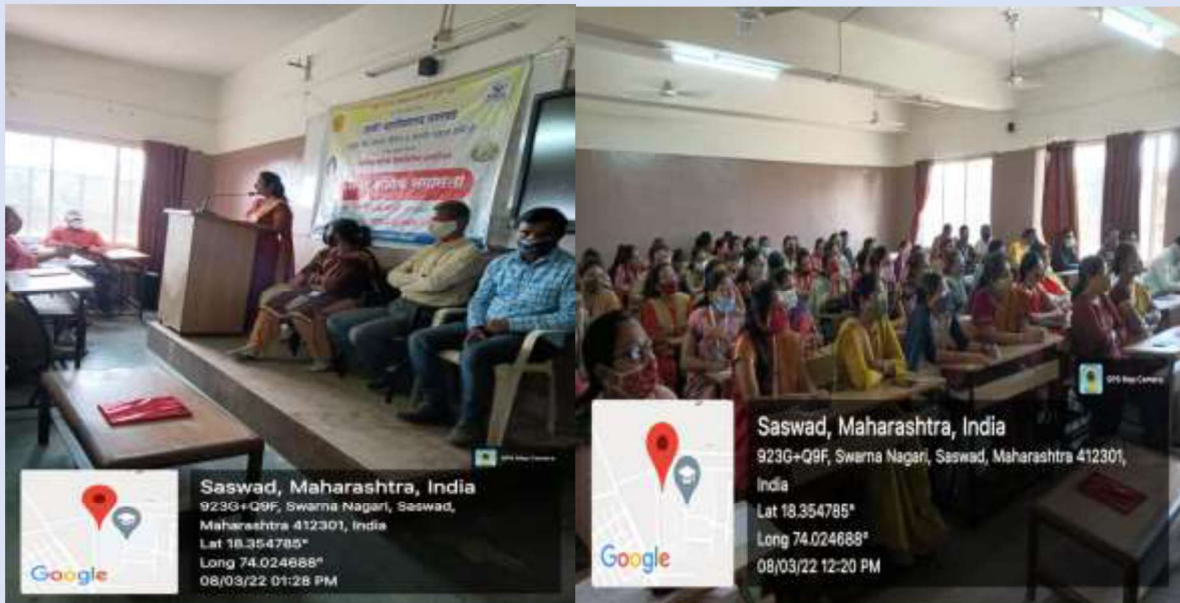
The ICC will ensure that its provisions are not misused. False or malicious complaints will result in appropriate penalties for the complainant.

Activities and Awareness Programs

The ICC organizes activities to raise awareness and promote gender equality. Notable events include: Guest lecture on 'Gender Equality', Gender related programs on Laws and regulations, Women's rights in the society, Women's day celebration with successful women icons in the society, also conducted Gender Audit of the campus.

Conclusion

The ICC at PDEA's Waghire College is committed to maintaining a safe and respectful environment. The committee's efforts ensure that all members of the college community are protected from harassment and that any issues are addressed promptly and fairly.



Guest lecture on ‘Gender Equality’ by Hon. Smt. Jaya Nalage, Coordinator, Masum, Purandar on occasion of International Women’s Day



19th Aug. 2023: Felicitation of the Gender Audit Committee Chairman Prof. Dr. Lalita Kangude from Sanskar Mandir Sanstha’s Arts and Commerce College, Warje Pune and member Prof. Amrapali Aurangabadkar from Shri Siddhivinayak Mahila Mahavidyalaya, Karvenagar, Kothrud by Gender Audit Coordinator Dr. V.V. Patankar and ICC Chairman Dr. B.S. Madbhavikar respectively.



Verification of data with IQAC Committee members, ICC Chairman and Student Welfare Committee Chairman

Dr. Nita B. Patil
Chairman
ICC 2024-25

Principal