

**SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY,
BHOPAL (MP)**



Internal Complaint Committee policy

Standard Operating Procedure

Contents

❖ Introduction
❖ Internal Complaint Committee: Constitution
❖ Internal Complaint Committee: Frequency of Meeting
❖ Internal Complaint Committee: Objective
❖ Internal Complaint Committee: Function
❖ Procedure for filling Complaint



Introduction:

Sagar Institute of Research & Technology, Bhopal is committed to provide a secure space where students, faculty, and staff can work and study without fear of discrimination or harassment. The Internal Complaint Committee (ICC) at SIRT, ensure it for members. Committee is established in accordance with the guidelines set by the Supreme Court of India and the All-India Technical Education (AICTE), the ICC serves as a pivotal mechanism for addressing grievances related to sexual harassment and ensuring adherence to the highest standards of conduct within the campus community.

The ICC is working with the dual responsibility of preventing incidents of sexual harassment through awareness programs and proactive measures, as well as redressing complaints in a fair, confidential, and efficient manner. By upholding the principles of justice and equality, the ICC at SIRT plays a crucial role in maintaining the integrity of the educational environment.

Internal Complaint Committee Constitution:

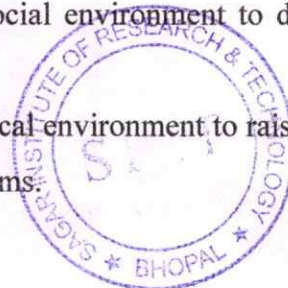
1. Deputy Director of the Institution will head of the committee
2. Head of the department.
3. Five female senior faculty members of the institute.

Frequency of meeting: Once in a semester or as per the requirement.

Objective:

The Objectives of Internal Complaints Committee at Sagar Institute of Research & Technology, Bhopal includes:

1. Prevention of discrimination and sexual harassment against women, by promoting gender amity among students and employees.
2. Deal with cases of discrimination and women gender harassment against women in a time bound manner aiming at ensuring support services to the victim.
3. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.
4. To create a secure physical and social environment to deter any act of gender harassment.
5. To promote a social and psychological environment to raise awareness on women gender harassment in its various forms.



Functions:

1. To spread awareness about gender equality at workplace.
2. To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees.
3. To conduct periodical programmes on women empowerment.
4. To provide conducive environment and congenial atmosphere for women.

Procedure for filling Complaint:

1. Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.
2. Nature of the complaint should be clearly stated in detail with dates and locations.
3. The written complaint of women gender harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
4. The ICC will look into the matter (s)/ incidents (s) in a meeting and adopt a resolution for conducting an enquiry into the incident (s).
5. After enquiry, the ICC will recommend the following steps-
 - i) Apology for light offence.
 - ii) Expulsion from the college for a few days if the offence is not so serious.
 - iii) Refer the case(s) to the institute authority in case of serious offence.
 - iv) Refer the case(s) to the legal authority by the Institute authority if needed.

Ran
DIRECTOR
Sagar Institute of Research & Technology
Bhopal-482041 (M.P.) India

