

Anjuman-i-Islam's
M. H. SABOO SIDDIK COLLEGE OF ENGINEERING
8, Saboo Siddik Polytechnic Rd., Byculla, Mumbai-8

Ref.no. CE/Admn/64/22

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OFFICE ORDER

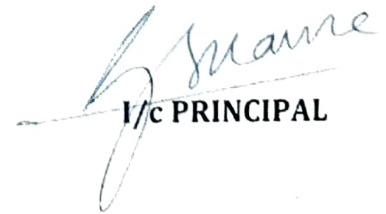
INTERNAL COMPLAINT COMMITTEE - 2021

As per provision of University of Mumbai circular no. CONCOL/24 of 2014-15 of University of Mumbai, an Internal Complaints Committee is hereby constituted as under for sexual harassment of Women at workplace.

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|----|--|----------------------|
| 1. | Dr. Sayed Shagufta
Assoc. Prof. (Civi) | Convener & President |
| 2. | Ms. Rehana Ahmad
Woman Representative from NGO | Member |
| 3. | Mrs. Rehana Jamadar
Asstt. Prof. (Extc) | Member |
| 4. | Dr. Asarar Pathan
Asstt. Prof. (Phy) | Member |
| 5. | Mrs. Farida Shaikh
Head Clerk | Member |
| 6. | Mr. Dilip Mohite
Sr. Clerk | Member |
| 7. | Fawzah Sayed
Student T.E. (I.T.) 2021-22 (9137183917) | Member |

Copy to :

1. The Hon. Director
2. Dean (Academic affairs)
3. All HODs (Auto/Civil/Elex/Extc/Mech/IT/Comp/CS, Co-ordinator)
4. Incharge (H&AS)
5. Concerned staff and students/College website


I/c PRINCIPAL

Procedure for Working Rules for Internal Complaints Committee

Mohammed Haji Saboo Siddik College of Engineering is a pioneer institute in India well know and discriminated from others for its disciplined environment and the respect it extends to female gender and inculcate the same gender equalization among the students.

Our Institute have equal female faculties posted at all important positions including Head of Department. The girl students are at important positions at our institute so as to form the core working committees at department level and are also heading student council as general secretary. No gender discrimination is accepted at the institute and a respectable working environment is vision of management for the women working at our institute.

In addition to safe guard the interest of an aggrieved women at work place and in fulfillment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under this Act, our institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act.

The procedure observes the principles of natural justice and fair decision and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to decide for exceptions and can develop a fast track procedure as per the nature of complainant issues and the effect that it is causing to the aggrieved person.

1. Any aggrieved woman may complaint of sexual harassment at work place to the ICC in writing, within a period of three months from the date of incident and in case of a series of incidents, within three months period from the date of last harassment incident. The written complaint should be submitted in set of six photo copy to the Committee or any of its members along with list of witnesses with address and supporting documents. As the proceeding come to pass and as per requirements therein, additional documents and list of witnesses can be submitted to ICC at a later stage.

Also when a complaint cannot be made in writing, the Presiding Officer of ICC or any other member of the ICC shall provide assistance to the woman for making the complaint in writing.

2. A complaint received by the members of ICC should be immediately forwarded to the Presiding Officer, and it must be notified to other ICC members at the earliest and not later than three days and a meeting should be called for discussing the matter within five days from the receipt of the complaint. The Committee in meeting will decide on its jurisdiction so as to deal with the case or else reject the complaint prima facie and recommend in writing to the institute head about the complaint and the decision of members that no action is required to be taken in the matter.
3. If the complaint case is reasonable as per ICC members, then notice shall be issued to the respondent within seven working days of receipt of the complaint. Ten working days' notice shall be extended to respondent for submission of reply (along with the list of witnesses with address and documents.)
4. Before initiating an inquiry, at the request of the aggrieved woman, the ICC may, take steps to settle the matter between her and the respondent through conciliation. Monetary settlement shall not be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the head of institute for necessary compliance. The ICC shall provide the copies of the settlement as recorded to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
5. If conciliation is found not to be feasible, notice will be issued to both parties for hearing.
6. The ICC may direct the Registrar of institute to ensure the safety and protection of the aggrieved woman if and when required.
7. As an interim measure, ICC may recommend
 - a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - b) grant leave to the aggrieved woman up to a period of three months or :
 - c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - d) grant such other relief to the aggrieved woman as the case may require.

keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.

8. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
9. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
10. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
11. The Committee shall have the right to terminate the enquiry proceedings and to give an ex-parte decision on the complaint, should the complainant or the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

12. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
13. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
14. After concluding its investigation, the Committee shall submit a detailed reasoned report to the institute head. If the Committee finds no merit in the allegations, it shall report to the institute head.
15. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:

- a. A written apology

- b. Warning
 - c. Reprimand or censure
 - d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Undergoing a counseling session
 - g. Carrying out of community service
 - h. Terminating the respondent from service
 - i. Any other punishment according to the service rules applicable to the respondent
16. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has made the complaint knowing it to be false or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute head to take action against such falsification.
17. ICC shall have the necessary powers to take suo moto notice of incidents of sexual harassment and/or gender injustice in the institute campus and act against the same in such manner as it deems appropriate.
18. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the institute head shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
19. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
20. For conducting the enquiry, a minimum of three member of the ICC including the Presiding officer or Chair person, as the case may be shall be present.