

Teerthankar Education Society's
Dr. Shivajirao Kadam College of Pharmacy, Kasabe

Internal Complaints Committee (ICC) Policy

Dr. Shivajirao Kadam College of Pharmacy, K. Digraj, Sangli

(As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - POSH)

1. Policy Statement:

Dr. Shivajirao Kadam College of Pharmacy, K. Digraj, Sangli is committed to providing a safe, secure, and respectful work and learning environment for all. The college follows a zero-tolerance approach towards sexual harassment and has constituted the Internal Complaints Committee (ICC) in accordance with the POSH Act, 2013.

2. Summary of POSH Rules (For Pharmacy Colleges)

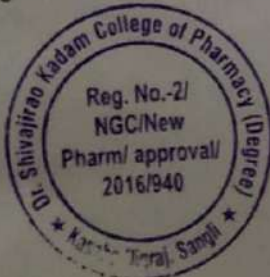
- POSH Act, 2013 mandates institutions to create a workplace free from sexual harassment.
- An ICC must be formed in every institution with 10 or more employees.
- The committee must have a woman presiding officer and include members from civil society.
- Confidential inquiry, fair redressal, and protection of complainant are core requirements.
- Strict penalties for proven misconduct, including suspension, termination, or criminal action.

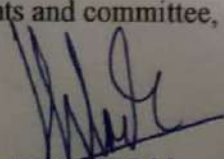
3. Composition of ICC

Member	Role
Presiding Officer (Senior Woman Faculty)	Chairs the committee and oversees inquiry
Civil Administration Representative (Police/Advocate/NGO/Doctor)	Provides external and impartial support
Student Representatives	Represent the voice of students and raise awareness
Teaching Staff Representatives	Monitor academic spaces and offer support to complainants
Non-Teaching Staff Representatives	Monitor hostels/admin areas and report incidents

4. Responsibilities of ICC Members

- **Presiding Officer:** Lead the inquiry process, ensure fair hearings, and maintain confidentiality.
- **Civil Representative:** Offer legal/social advice, help ensure unbiased proceedings.
- **Faculty/Non-teaching Members:** Create awareness, observe campus behavior, and support victims.
- **Student Members:** Bridge communication between students and committee, promote safe culture.




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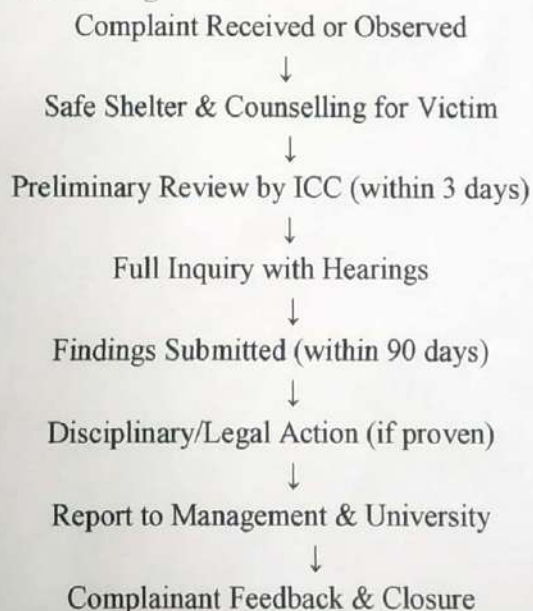
5. Preventive Measures and Awareness

- Display of ICC policy and POSH rights across the campus.
- Awareness and sensitization sessions for staff and students.
- Online and offline reporting mechanisms.
- Safe spaces and confidential counselling services.

6. Stepwise Mechanism for Reported Cases

- Complaint Received / Incident Observed
- Immediate support to complainant (safe space, counselling)
- Preliminary review by ICC members within 3 working days
- Formal inquiry initiated and both parties heard
- Findings documented and action taken within 90 days
- If misconduct proven, disciplinary/legal action is initiated
- Intimation to management and university if necessary
- Follow-up and feedback from complainant

7. Flowchart: ICC Complaint Handling Process




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