

INTERNAL COMPLAINT COMMITTEE

INTRODUCTION:

As per the guidelines of UGC/AICTE and the Supreme Court an Anti-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college. Anti Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

GOAL:

Prevention of sexual harassment to ensure safe environment for girl students for the studies.

WHAT IS INTERNAL COMPLAINT?

For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:

- Verbal or Physical threats.
- Insulting, Abusive, Embarrassing or Patronizing behavior or Comments.
- Offensive gestures, Language, Rumors, Gossip or Jokes.
- Humiliating, Intimidating, Demeaning and/or Persistent criticism, Open hostility.
- Suggestive comments or Body language.
- Isolation or Exclusion from normal work or study place.
- Publishing, Circulating or Displaying pornographic, Racist, Sexually suggestive or Otherwise offensive pictures or other materials.
- Unwanted physical contact, Ranging from an invasion of space to a serious assault (The above list is not intended to be exhaustive).

OBJECTIVES:

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized



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City Office : 1st Floor, Pooja Complex, Behind Pooja Colour Labs, Motibangla Chouraha, Dewas- 455001

ROLE AND RESPONSIBILITY OF INTERNAL COMPLAINT COMMITTEE:

- Eve-teasing
- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forceful physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy
- Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness-raising sessions for all staff on sexual harassment issues.
 - Ensure that complaints processes:
 - are clearly documented;
 - are explained to all employees;
 - offer both informal and formal options for resolution;
 - address complaints in a manner which is fair, timely and confidential;
 - are based on the principles of natural justice;
 - provide clear guidance on internal investigation procedures and record keeping;
 - Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

JURISDICTION:

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the Committee shall recommend that the college authorities initiate action by making a complaint to the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Anti Sexual Harassment Committee assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential. False Reporting: Intentionally making a false report or providing false information is grounds for indiscipline. According to the guidelines of AICTE, New Delhi, the members of the Internal Complaint Committee are as follows:



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