



# Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B++ (CGPA 2.89)

Affiliated to Ranchi University & registered under 2 (F) & 12 (B) of UGC Act



## INTERNAL COMPLAINTS COMMITTEE (ICC)

### COMPOSITION

1. Dr Suniti Choudhary - **Chairperson**

#### **Members**

3. Mrs Pragati Bakshi – Convenor

2. Mrs. Mallika Kumari

4. Mrs Mamta Jha,

5. Sh. Arvind Katiyar,

6. Sh. J Mukhopadhyay

NGO Representative

@ The Convenor shall ensure the following; • That composition of the Committee to deal with an incident has women members in majority as also other criteria like representation of NGO are met. • Proceedings are conducted in compliance of GOI notification dated 13 April 2013. • Additional members may be co-opted if required, with permission of Principal.

## **YSM POLICY ON PREVENTION OF SEXUAL HARASSMENT AGAINST WOMEN - SALIENT FEATURES**

The YSM is committed to providing a safe working and academic environment to all girl students and its women employees. Salient aspects of the YSM rules and regulations covering the prevention of sexual harassment against women are given in the succeeding paragraphs.

YSM provisions have been framed in accordance with the existing Law viz–The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 published vide Gazette of India Notification.

The YSM **Internal Complaints Committee (ICC)** under the above Act stands constituted.

There will also be an ICC Sub Committee for **prevention, monitoring, and gender sensitization** in accordance with Saksham Committee Report. This will be in addition to the ICC main Committee for complaint redressal as per the ICC Act of May 2013

## Objectives of ICC

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- Deal with cases in a time-bound manner as per provisions contained in the Government Act 2013, referred to above.
- It will act to ensure support services to the victim complainant as also the cessation of harassment.
- Examine and investigate all complaints of the YSM in accordance with detailed provisions laid down vide the above-mentioned Law.
- Recommend appropriate punitive action against the guilty party.
- All consultations and proceedings of ICC and the identity of the victim will be kept strictly confidential as far as possible. To recommend action against the complainant in case the complaint is found to be false or malicious or evidence tendered is found to be false.
- The aforementioned law has conferred the ICC, with the powers of summoning/enforcing the attendance of witnesses, taking their deposition on oath, and production of such documents/evidence as may be required.

## Definition

Sexual harassment means and includes the “unwelcome” sexually determined behavior “whether directly or by implication” and also;

- a) Demand or request for sexual favors;
- b) Sexually colored or double meaning or unsavory remarks;
- c) Showing pornography or other offensive or derogatory pictures, cartoons, pamphlets or sayings;
- d) Other unwelcome physical, verbal, or nonverbal conduct of sexual nature / unwelcome connotations.
- e) Eve teasing, jokes causing or likely to cause awkwardness or embarrassment, innuendos, and taunts;
- f) Gender based insults and taunts;
- g) Unwelcome sexual overtones in any manner: such as over telephone/ mobile/ social media (Facebook, Twitter, WhatsApp, etc (repeated missed calls, obnoxious calls or SMS /MSS messages/ circulation of pictures / posting of videos. Even keeping of someone else’s obscene picture in mobile/ computer / hard copy or any other device is prohibited.
- h) Physical contact and advances, touching and brushing and brushing against any part of the body, including forcible physical touch or molestation of anykind;
- i) Physical confinement against one’s will or any other act likely to violate one’s privacy.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment / discrimination may amount to sexual harassment: -

- i. Implied or explicit promise of preferential treatment in her employment / professional advantage;or
- ii. Implied or explicit threat of detrimental treatment in her employment;or
- iii. Implied or explicit threat about her present or future employment status;or
  - i. Interference with her work or creating an intimidating or offensive or hostile work environment for her;or
  - ii. humiliating treatment likely to affect her health or safety

*(Authority - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013)*

### **Charter**

- To conduct meetings of the committee every month. However, if circumstances warrant, the committee may meet on any working day during the month.
- Issue papers, and hold seminars/webinars on gender sensitization both for faculty and/or students.
- To discuss the complaints lodged and examine the issues relating to the Grievance.
- Recommendation to the higher authority for necessary action to be initiated.
- To conduct investigation if it considers necessary to reach to a conclusion.

The “**Internal Complaints Sub-Committee** under the Sexual Harassment of Women at Workplace (**Prevention, Monitoring and Gender Sensitization as per Saksham Committee Guidelines**) for the Yogoda Satsanga Mahavidyalaya, will be as follows;

1. Dr Suniti Choudhary - **Chairperson**

2. Sh. Arvind Katiyar

3. Dr RS Dey

4. Mrs Pragati Bakshi - **Convenor**

5. Mrs Mamta Jha,

6. Sh. Bipul Dubey

7. Sh. LNS Thakur

8. Smt. Seema

9. Mrs Anshu Kumari

@ The Convenor shall ensure the following;

- The Committee will function in accordance with the roles and functions as laid down vide **Annexure-I**.
- The quorum for counseling/ sensitization sessions will be five with women members in the majority.
- Additional members may be co-opted if required.

- Tenure of members will be for one year (to continue until a fresh nomination is issued).
- Principal will nominate the Committee at the commencement of the academic session, on the recommendation of the Chairperson and Convener.

The “**Women’s Cell**” provides an overall conducive environment for the female staff and students of the Yogoda Satsanga Mahavidyalaya and will be as follows;

Name	Contact number
Mrs. Pragati Bakshi (Chairperson)	9801049379
Mrs. Seema	8252558347
Mrs. Ria Mukherjee	9525241496
Deepika Choudhary (Science)	8757684908
Rachna Kumari (Arts)	7992477436
Riya Kumari (Commerce)	9430763368
Archana Khoya (CVS)	8877721717
Pushpa Kumari (Intermediate)	9341478748

The role and character of the women's cell are described here below

- Monitor campus facilities and chairperson report to the Principal. Notify to the Sr Manager for any facilities related issues for the rectification.
- Report any discrimination against women.
- Report all cases of SHPC by any employee or student.
- Bring to the Principal notice any other women-related issue or grievance.

### **Procedure for Approaching the ICC**

Any person feeling aggrieved of such offense by any employee or student of the YSM may complain in writing / by email to the Member Secretary, Convener or Chairperson of ICC/ Principal /Secretary or any member of the ICC. The confidential mail ID for the purpose is as follows;

[ysm.principal@ysei.edu.in](mailto:ysm.principal@ysei.edu.in) / [ysm.principal\\_grievance@ysei.edu.in](mailto:ysm.principal_grievance@ysei.edu.in) / YSM website ICC page.



Dr Shyam Pandey  
Principal  
31 March 2023

**YSM**  
**ICC SUB COMMITTEE**  
**(PREVENTION, MONITORING AND GENDER SENSITIZATION)**

**Objectives**

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- By publicizing the policy through multimedia, posters, notices etc.
- To plan and organize training workshops by outside experts for select groups.
- To support structured gender sensitization sessions conducted by the YSM faculty counselors for student and faculty/staff.
- To organize gender sensitization focus groups (gender champions) among campus students.
- To visit classrooms/ labs/ library / campus rounds to randomly ascertain the level of perceptions of safety amongst women.
- The observations and particulars to be recorded.
- To carry out, crisis management and mediation whenever called upon to do so.
- The committee will monitor adequacy of women safety measures like street lighting, traffic regulation etc. and recommend up gradations on as required basis.
- The committee will have women and student representatives from all the Streams, who will act as Women Harassment Preventive Cells of respective stream/wing.
- The Committee will also maintain coordination with Women Cell of Ranchi Police to uphold the policy on sexual harassment.

**Action on receipt of Inputs**

On receipt of any kind of verbal, written information about grievance or simmering discontent on account of harassment of any woman (employee or student), it will be reported to the Convener at the earliest. Convener will consult Chairperson and recommend to Principal if the case is handled as per counseling/ mediation by the Prevention Sub Committee or handed over to Complaint Redressal Committee (ICC) for disciplinary proceedings. The case will then be progressed accordingly.

**Roles and Responsibilities of a Gender Champions**

The responsibilities of the Gender Champions will include the following;

1. Provide overall guidance to the peer group in integrating/ mainstreaming gender in all activities of the institution in the form of focused group discussions, debates, poster competitions etc.
2. Engage a variety of stakeholders from the school, college, civil society organizations, women's groups and media in gender mainstreaming activities.

3. Identify gaps in college's activities visa-a-vis gender and make recommendations on how to address these gaps e.g. observe classrooms to detect bias in interactions.

4. Promote Gender Champion Club and undertake innovative activities like creating a website or blog on gender equity and regularly writing an equity column on issues on, e.g untold stories of extraordinary men and women who changed lives of women and girls, about enabling legislations, government schemes or about finding a new Gender Champion in his/her educational institution, or competitions to analyze greeting cards from gender perspective, organize film fest on gender equity etc.

5. Organize awareness programmes on various gender issues including legislations to influence behavior change. This could be facilitated through workshops' theme based plays, films, painting competition, etc.

6. Organize the events in the college fest on theme of gender equality, women's empowerment and encourage students to sign up for expressing their support for gender justice and equality in attractively designed gender champion booths.

7. Popularize phone numbers of such services as police helpline, women helpline, hospitals among students.

8. Arrange for providing necessary life skill education and information/ guidance about existing public services to their fellow students.

9. Document best practices to measure the extent of behavior change and display the same through exhibitions, fests, annual magazines etc.

10. Organize exposure visits to various public service institutions at the village, block district and city level (public health centres, hospitals, post offices, banks, police stations, block office, SDM/ DM office to facilitate knowledge about gender issues as they affect diverse populations.

11. Demonstrate knowledge of important Government schemes, events, legislation and court rulings which has a major impact on the treatment and experience of diverse groups