



Kasegaon Education Society's  
Rajarambapu College of Pharmacy, Kasegaon.

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**MECHANISM OF INTERNAL COMPLAINTS COMMITTEE:**

The college has constituted internal complaints committee. The constitution is as follows:

- i. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.

Provided that in case a senior level women employee is not available, the Presiding officer shall be nominated from other offices or administrative units of the workplace.

Provided further that in case the other colleges/institutes/recognized institutes of the workplaces do not have a senior level women employee, the Presiding Officer shall be nominated from any other workplace of the same education institution/organization.

- ii. Not less than two Members from amongst employees (teacher and/or administrative staff) preferably committed to the cause of women or who have had experience in social work or have legal knowledge

- iii. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issue relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

**COMPLAINT OF SEXUAL HARASSMENT:**

- i. Any aggrieved woman (women, teacher, administrative staff/student) may make, in writing, a complaint of sexual harassment at workplace to Internal Committee so constituted, 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.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any, Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Internal Committee for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the women from filing a complaint within the said period.

- ii. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

#### **INQUIRY:**

- i. The Internal Committee shall where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules or student code of conduct applicable to the respondent.

#### **ACTION DURING PROCESS OF INQUIRY:**

- i. During the pendency of an inquiry, on a written request made by aggrieved woman, the Internal Committee may recommend to the college to-
  - a. Transfer the aggrieved woman or the respondent to any other workplace; or
  - b. Grant leave to the aggrieved woman up to a period of three months; or
  - c. Grant such other relief to the aggrieved woman as may be prescribed.
- ii. The leave granted to the aggrieved woman under this statute shall be in addition to the leave she would be otherwise entitled.