



D Y PATIL
AGRICULTURE
& TECHNICAL
UNIVERSITY
TALSANDE

D. Y. Patil Agriculture & Technical University

(Approved & Established by Govt. of Maharashtra Act No. XXXVI of 2020 and under section 2(f) of UGC Act 1956)

Wathar – Warananager Road, Talsande Dist- Kolhapur. Maharashtra, India – 416112

INTERNAL COMPLAINTS COMMITTEE

Role and Responsibilities of Members of the Committee

1. To act as Inquiry Authority on a complaint of sexual harassment and ensure that the inquiry is completed in a time bound manner.
2. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
3. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
4. At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for female employees involved and a male officer for male employees involved, shall meet and record the statement.
5. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.
6. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
7. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.
8. To ensure that victims and witnesses are not victimised or discriminated because of their complaint.
9. To take proactive measures towards sensitisation of the staff on gender issues.
10. Take action to spread awareness about the rights of female employees.
11. Ensure that the details and the proceedings of the case are kept strictly confidential.
12. The ICC shall in each calendar year prepare an annual report and submit the same to the Employer.