

Internal Complaints Committee (ICC) Policy

(June 25, 2018)

1. Introduction

Neville Wadia Institute of Management Studies and Research (NWIMSR), Pune, is committed to providing a safe and respectful environment for all its stakeholders. In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the University Grants Commission (UGC) Regulations, 2015, the Institute has established an Internal Complaints Committee (ICC) to address grievances related to sexual harassment and ensure a gender-sensitive atmosphere.

2. Objectives

- To prevent and address complaints of sexual harassment at the workplace.
- To create awareness about gender issues and promote a culture of respect and dignity.
- To provide a confidential and accessible mechanism for reporting and resolving complaints.
- To ensure compliance with legal provisions and institutional policies.

3. Scope

This policy applies to all students, faculty, staff, and visitors associated with NWIMSR. It covers incidents occurring within the Institute premises and during Institute-related activities, both on and off-campus.

4. Composition of the ICC

The ICC shall consist of the following members. **Chairperson:** A senior woman faculty member nominated by the Director.

- **Members:**
 - Two female faculty members.
 - One male faculty member.
 - One non-teaching staff member.
 - One student representative (preferably a female student).
 - One external member from an NGO or legal background with expertise in women's rights.



5. Functions of the ICC

- **Preventive:**
 - Conduct workshops and seminars to sensitize the Institute community about sexual harassment and gender issues.
 - Develop and implement policies to prevent incidents of sexual harassment.
- **Redressal:**
 - Receive and address complaints related to sexual harassment in a confidential and timely manner.
 - Conduct inquiries and recommend appropriate action based on findings
- **Advisory:**
 - Advise the Institute on measures to promote gender equality and prevent harassment.
 - Review and suggest improvements to existing policies and practices.

6. Procedure for Filing a Complaint

- **Submission:** Complaints can be submitted in writing to the Chairperson or any member of the ICC.
- **Confidentiality:** All complaints will be treated with the utmost confidentiality.
- **Timeline:** The ICC shall acknowledge receipt of the complaint within 7 working days and aim to resolve the matter within 30 days.

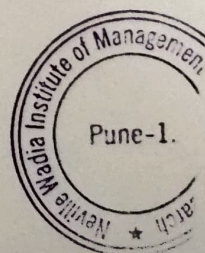
7. Duties and Responsibilities

- **Chairperson:**
 - Oversee the functioning of the ICC.
 - Ensure timely resolution of complaints.
 - Liaise with the Institute administration for necessary support
- **Members:**
 - Participate in hearings and investigations.
 - Maintain confidentiality and impartiality.
 - Promote awareness programs.

8. Awareness and Training

The Institute shall organize regular training sessions for faculty, staff, and students Understand the provisions of the Sexual Harassment of Women at Workplace Act, 2013.

- Recognize signs of harassment and know the steps to take.
- Foster a culture of respect and inclusivity.

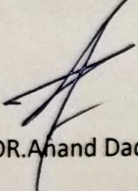


9. Monitoring and Review

The ICC shall submit an annual report to the Director, highlighting: Number and nature of complaints received.

- Actions taken and outcomes.
- Recommendations for policy improvements. The policy would be reviewed annually to ensure its effectiveness and compliance with legal standards.

This policy aims to uphold the dignity of individuals and create a conducive learning and working environment at NWIMSR.


DR. Anand Dadas
Director – NWIMSR

