



K. L. E. Society's

अत्तदीपभव

# SCIENCE AND COMMERCE COLLEGE

(Affiliated to University of Mumbai)

Plot No 29, Sector -01, Kalamboli, Navi Mumbai-410218.

Ph.:8828979594

Web: <http://klessccmumbai.edu.in>

E-mail: [klekalamboli@gmail.com](mailto:klekalamboli@gmail.com)



## INTERNAL COMPLAINT COMMITTEE (ICC) POLICY

As per the guidelines of UGC, NAAC and the Supreme Court, the K.L.E Society's Science and Commerce College has established the Internal Complaints Committee for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The Objectives of the ICC is to develop healthy and safe atmosphere to the faculty and students of the College and to prevent sexual harassment or exploitation of any kind. Policy measures and procedures are laid down to combat sexual harassment, if any arises and the students are made aware of these proactive measures through seminars and outreach programme. The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

### Members of the Internal Complaints Committee are as follows:

- Presiding Officer & Member
- 5 Faculty member
- 2 Admin clerk
- 2 students

### Roles and Responsibilities:

If any student approaches a committee member either through the complaint box kept in front of the college office or by telephone, necessary action is taken through counseling and conciliatory methods. If it requires an inquiry it will be conducted and the matter will be sorted within one week from the date of complaint. The Committee will take the responsibility to ensure that no such incident happens in

the campus.  
IOAC Coordinator  
K.L.E. Society's  
Science & Commerce College,  
Kalamboli, Navi Mumbai-410218

Principal  
K.L.E. Society's  
Science & Commerce College  
Kalamboli.  
Date: 11/11/21



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## Steps taken

1. Meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal complaints Committee
4. The issue will be discussed and finalized within seven days
5. File the minutes of the inquiry.

## Action Plan

1. Counsel the affected students to overcome the trauma
2. Display current laws and affairs about sexual harassment and gender discrimination in key places in the campus
3. Conduct awareness programs and campaigns for the benefit of the students and staffcommunity.

  
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## Internal Complaint Committee

### Action Taken Report

#### Format

The college has Zero complaint with regards to any grievance from both students and faculties which is the large success for the college. The vision of Internal Complaint Committee is to insist zero- tolerance attitude towards gender based harassment as per the guidelines of Government and the College.

#### Complaint Regarding Harassment

Academic Year	Students	Faculty

  
IQAC Coordinator  
K.L.E. Society's  
Science & Commerce College,  
Kalamboli, Navi Mumbai-410218

  
Principal  
K.L.E. Society's  
Science & Commerce College,  
Kalamboli, Navi Mumbai-410218