



DEEPSHIKHA GROUP OF COLLEGES

Nurturing Talent, Empowering Futures



POLICY DOCUMENT ON INTERNAL COMPLAINTS COMMITTEE

Ensuring a Safe, Respectful and Inclusive Environment.
Preventing and Addressing Sexual Harassment.
Upholding Dignity. Ensuring Justice.



**SAFETY & DIGNITY
FOR ALL**



**PREVENTION &
AWARENESS**



CONFIDENTIALITY



**FAIRNESS &
IMPARTIALITY**



**SUPPORT &
ASSISTANCE**



**ZERO TOLERANCE
TO HARASSMENT**

Policy Document on Internal Complaints Committee

1. Foreword

Deepshikha College of Technical Education, Jaipur, affiliated with the University of Rajasthan, is committed to fostering a safe, inclusive, equitable, and gender-sensitive academic and work environment where every student, faculty member, employee, and visitor is treated with dignity, respect, and equality. The College firmly believes that every individual has the right to study and work in an environment free from sexual harassment, discrimination, intimidation, and any form of gender-based violence.

In accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, and the applicable guidelines of the University of Rajasthan, the College has constituted an Internal Complaints Committee (ICC). The Committee is responsible for preventing, prohibiting, and redressing complaints of sexual harassment while promoting a culture of equality, dignity, mutual respect, and professional ethics.

2. Objectives

The Internal Complaints Committee aims to:

- Prevent sexual harassment and all forms of gender-based discrimination within the College.
- Ensure effective implementation of the provisions of the POSH Act, 2013, UGC Regulations, 2015, and the guidelines of the University of Rajasthan.
- Provide a safe, secure, and gender-sensitive environment for students, faculty members, and staff.
- Establish a fair, transparent, confidential, and time-bound mechanism for the redressal of complaints relating to sexual harassment.
- Protect the dignity, privacy, and rights of all individuals involved in the complaint redressal process.
- Promote awareness regarding gender equality, women's rights, professional ethics, and respectful behaviour through educational initiatives.
- Foster an institutional culture based on dignity, equality, inclusiveness, and accountability.



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3. Scope

This policy applies to:

- All students of the College.
- Teaching and non-teaching staff.
- Contractual, temporary, and visiting employees.
- Interns, trainees, volunteers, consultants, and service providers.
- Visitors participating in College-related academic, administrative, cultural, sports, extension, or other institutional activities.

The policy covers incidents occurring on the College campus as well as during activities organized, sponsored, or officially recognized by the College, including online or virtual interactions connected with academic or institutional responsibilities.

4. Functions of the Internal Complaints Committee

The Internal Complaints Committee shall:

- Receive and examine complaints relating to sexual harassment.
- Conduct fair, impartial, and confidential inquiries in accordance with the provisions of the POSH Act, 2013.
- Recommend appropriate corrective and disciplinary measures to the competent authority based on the findings of the inquiry.
- Ensure that all proceedings are conducted in accordance with the principles of natural justice.
- Promote gender sensitization through orientation programmes, workshops, seminars, awareness campaigns, and expert lectures.
- Advise the College on measures to strengthen institutional mechanisms for ensuring a safe, respectful, and gender-sensitive campus.
- Maintain records of complaints, inquiries, recommendations, and actions taken while ensuring confidentiality.

5. Complaint Redressal Procedure

- The College follows a transparent, confidential, and legally compliant procedure for handling complaints of sexual harassment.
- Any aggrieved woman employee or student may submit a written complaint to the Internal Complaints Committee within the period prescribed under the POSH Act, 2013.



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- Where the complainant is unable to submit the complaint in writing, the Committee shall provide reasonable assistance in recording the complaint.
- Upon receipt of the complaint, the Committee shall acknowledge the complaint and initiate an inquiry in accordance with the applicable legal provisions.
- The complainant and the respondent shall be provided equal opportunity to present their case, produce evidence, and be heard during the inquiry.
- The inquiry shall be completed within the statutory timeline, and appropriate recommendations shall be submitted to the Principal for necessary action.
- Appropriate action shall be taken in accordance with the provisions of the POSH Act, applicable rules, and institutional regulations.

6. Confidentiality

The College shall maintain strict confidentiality regarding the identity of the complainant, respondent, witnesses, inquiry proceedings, evidence, findings, and recommendations of the Committee, as required under the POSH Act, 2013. All complaints shall be handled with fairness, sensitivity, and discretion to protect the dignity and privacy of the individuals concerned.

7. Protection Against Retaliation

The College strictly prohibits any form of retaliation, intimidation, coercion, or victimization against any individual who files a complaint, provides evidence, or participates in an inquiry in good faith. Any act of retaliation shall be treated as misconduct and shall invite appropriate disciplinary action in accordance with institutional rules.

8. Awareness and Preventive Measures

- To promote a safe and respectful campus environment, the College shall regularly undertake the following initiatives:
- Organise orientation programmes on the provisions of the POSH Act and the role of the Internal Complaints Committee.
- Conduct gender sensitization workshops, seminars, awareness campaigns, and expert lectures for students and employees.
- Display information regarding the Internal Complaints Committee, complaint procedures, and emergency contact details at prominent locations on the campus.
- Observe International Women's Day and other programmes promoting women's safety, dignity, equality, and empowerment.



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- Encourage active participation of students and staff in activities that promote mutual respect, gender equity, and responsible conduct.
- Periodically review institutional practices to strengthen campus safety and maintain a harassment-free environment.

9. Monitoring and Review

The implementation of this policy shall be periodically reviewed by the Internal Complaints Committee in consultation with the Principal and IQAC to ensure its continued effectiveness.

The policy shall be revised whenever required in accordance with amendments to the POSH Act, 2013, UGC Regulations, 2015, the University of Rajasthan guidelines, or any other applicable statutory provisions.

The Internal Complaints Committee shall work in coordination with the Grievance Redressal Cell, SC/ST Cell, Anti-Ragging Committee, and IQAC to promote a safe, inclusive, equitable, and gender-sensitive institutional environment.



Principal

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APPROVED BY:

Principal

Deepshikha College of Technical Education, Jaipur