



SAGAR GROUP OF INSTITUTIONS **FOOD AND AGRI BUSINESS SCHOOL**

INTERNAL COMPLAINTS COMMITTEE (ICC)

Ref: SGI/ICC/2025/1

Date: 2-6-2025

This is to inform that **INTERNAL COMPLAINTS COMMITTEE** has been formed with the following members in the Sagar Group of Institutions (SGI) campus, to whom the issues relating to Sexual Harassment complaints have to be lodged.

Our Institute **INTERNAL COMPLAINTS COMMITTEE** has been constituted on 2nd June 2025. The composition of the Committee is as under:

SGI Internal complaints committee

Dr. Reshma Sulthana	Chairperson
Dr. Ram Naresh	Member
Prof.R. Padmavathi	Member
Mrs.Tejaswini, Advocate	Member
Prof.U.Krishna	Member
Ms. Chandrika	Member
Ms.M. Anjali	Member



Guidelines for Sexual Harassment of women at workplace under Prevention, Prohibition and Redressal Act, 2013

Code of conduct for work place

Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the wellbeing of all women employees at the work place the following code of conduct has been prescribed: -

1. It shall be the duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place.
2. Sexual harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:
 - i. Eve-teasing
 - ii. Unsavory remark
 - iii. Jokes causing or likely to cause awkwardness or embarrassment
 - iv. Innuendos and taunts
 - v. Gender based insults or sexist remark
 - vi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious Telephone calls) and the like
 - vii. Touching or brushing against any part of the body and the like
 - viii. Displaying pornographic or other offensive or derogatory pictures, cartoons, Pamphlets or sayings.
 - ix. Forcible physical touch or molestation.
 - x. Physical confinement against one's will and any other act likely to violate one's Privacy.

And also includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place. Hostile or intimidating to a person belonging to the other sex, only on the ground of sex.

The mechanism for redressal of complaints and further Procedure to be followed for conducting enquiry by the Complaints Committee is as follows:

(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at Workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted.

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

(2) 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.

(3) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaint the head of the organization shall retain the original complaint with him and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.

(4) The Internal Committee or, as the case may be, may before Initiating inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.

(5) Where a settlement has been arrived at under sub-section (1), the Internal Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer and a copy to the Local committee regarding action taken as specified in the recommendation.

(6) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

***Punishment for false or malicious complaint and False Evidence**

Where the Internal Committee of the Campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Competent authority, to take action against the woman or the person who has made the complaint under sub-section (2) of section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, **in such manner as may be prescribed.**

Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outside the employer and the persons in charge shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Submission of Report's by Internal Complaint Committee:

(1) The Internal Committee shall in each calendar year prepare, in Prescribed form and Prescribed time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The Institute shall include in its report the number of cases filed, if any, and their Disposal under this Act in the annual report of the Institute or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer

The action can be taken against the offender by ICC of SGI is as per Conduct Rules and the Inquiry Report under the rules. In case, it has been proved that the offender has indulged in sexual harassment at the work place, appropriate disciplinary action would be taken against him. Where such conduct amounts to a specific offense under the Indian Penal Code or under any other law, a complaint shall be filed with the appropriate authority for action to be taken in accordance with the law.

The Role of the Committee

- ☐ To act as Inquiry Authority on a complaint of sexual harassment.
- ☐ To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
- ☐ The New Act of Parliament 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' [SHWW (PPR) Act] has received the assent of the President of India and promulgated on 22nd April, 2013.
- ☐ In exercise of the powers conferred by Section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government notified Rules on 09th December, 2013.
- ☐ Office Memorandum was circulated by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) dtd 27th November 2014 on 'The Alignment of Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013'.

K. V. Raju

DIRECTOR

DIRECTOR

SAGAR GROUP OF INSTITUTIONS

SVVR EDUCATIONAL SOCIETY

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