



Murgaoon Education Society's
COLLEGE OF ARTS & COMMERCE

Zuarinagar, Goa - 403726

Accredited by NAAC with 'B+' Grade - CGPA 2.68 (4th cycle)

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M.E.S COLLEGE OF ARTS AND COMMERCE, ZUARINAGAR-GOA

**GRIEVANCE REDRESSAL POLICY DOCUMENT WITH REFERENCE TO
PREVENTION OF SEXUAL HARASSMENT**

INTERNAL COMPLAINTS COMMITTEE (ICC)

Introduction:

A statutory Committee formed to provide protection to the women at work place against sexual harassment.

Composition: - 50% members shall be women

- Presiding Officer (Senior Female teacher).
- Minimum 2 members with legal knowledge & social work.
- 1 member from NGO or any association committed to the cause of women.

Tenure: 03 years

Frequency of Meeting: Minimum 02 meetings in an academic year.


Objectives:

- (1) To provide protection against sexual harassment of women at workplace.
- (2) To prevent sexual harassment against women.
- (3) To redress the complaint received against sexual harassment of women.

Functions:

- (1) Sensitize working staff about the issue.
- (2) Take preventive steps like recommending the installation of CCTV at workplace.
- (3) Receive complaints in written form.
- (4) Conduct proper enquiry to address the issue. (Operate as a Quasi-Judicial Body).
- (5) Submit the recommendation for action to the Principal.
- (6) Submit the report along with recommendation to do.
- (7) At the end of academic year submit the report to the **Principal & IQAC.**

Note: - The procedure prescribed in the Act SHWW act 2013 to be followed from time to time.


Dr. Manasvi M. Kamat
Principal