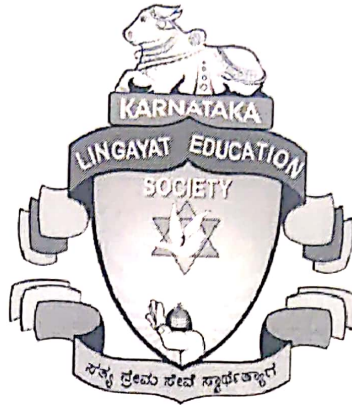


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**KLE SOCIETY'S KLE COLLEGE OF LAW, NAVI MUMBAI**  
**INTERNAL COMPLAINT COMMITTEE**

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment. Vision To provide congenial environment of gender equality and against sexual harassment for the wellbeing of the staff and students.

**Mission**

1. To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
2. To constitute panel / committee for redressal of grievances relating to sexual harassment.

**Objectives**

1. To develop guidelines and lay down proper procedure to deal with the cases related to sexual harassment in the most respect, private and diligent manner.
2. To develop a safe environment for the students and staff alike.
3. To combat sexual harassment.
4. To prepare a detailed plan of actions for the cases related to Sexual Harassment, Long term action plan and short term action plan.
5. To organize gender sensitization awareness program among the institute.
6. To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized. The cell considers sexual



*Deangay*  
**Principal**  
KLE College of Law  
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harassment to include unwelcome sexually determined behaviour whether directly or by implication such as

- A demand or request for sexual favours
- Sexually coloured remarks
- Showing of pornography
- Any comment or remark, with sexual connotation
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The Committee shall look after the following matters: this is not an exclusive list:

- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy

### Composition

The Internal Complaints Committee is as follows:

Structure of the committee		Structure of the committee
Convener of the Committee	Chairperson of the Cell	Dr. Amrita Singh
Members	Teaching Staff	Ms. Niharika Gayakwad
	Teaching Staff	Ms. Kritika Singh
	Non - Teaching Staff	Mrs. Asha Thakur
	Practicing Lawyer	Adv. Vandana Vishwakarma
	Student	Mrs. Priyadarshini Kherkar



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**Principal**  
KLE College of Law  
Kalamboli, Navi Mumbai-410218





K. L. E. Society's  
**KLE COLLEGE OF LAW**

(Affiliated to University of Mumbai & Bar Council of India)  
4th Floor, Plot No. 29, Sector-1, Kalamboli, Navi Mumbai-410218.

Ph. : 022-2742 2210 Web : <http://www.klemumbailawcollege.com> E-mail : [klemumbailawcollege@gmail.com](mailto:klemumbailawcollege@gmail.com)

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**Procedures**

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

- Academic issues pertaining to teaching, learning and evaluation activities
- Student-teacher, student-student grievances
- Grievances related to library, canteen and IT services
- Grievances related to sports, cultural
- Grievances related to behaviour of stakeholders

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.

2. Department level counselling is offered where the matter can be resolved

3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.

4. For other grievances that require review shall be redressed by receiving written and signed application.

5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.

**Redressal of Grievances**

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures

**Procedure for dealing with complaints:-**

The complaint is needed to be lodged within 3 months from the date of incident along with any documentary evidence or names of witnesses if available. The committee can also extend the timeline to another 3 months if it is satisfied with the reasons which prevented the lodging of a complaint within the first 3 months. The complaint shall be in any form wither through phone or email but every oral communication should be followed up with the written communication and in any case where a complaint cannot be made in writing then the



*Deangar*  
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presiding officer or any member of the committee shall assist the person for making the complaint in writing.

In case if an aggrieved person is unable to lodge the complaint then any person who is having knowledge of the incident or any family member/ relative/ friend or co-worker can lodge the complaint on behalf of his/her. It is the responsibility of the person who receives the complaint should inform the committee members.

ICC can try and make parties to settle but monetary compensation is not the basis for settlement. If the aggrieved person is not ready to settle then ICC will inquire into the complaint and both the parties will get a chance to be heard and complete the inquiry within 90 days. After the inquiry, if the person who committed such act is found guilty then Corrective action is taken by the appropriate authority. Corrective action includes

1. Formal apology
2. Transfer of the person to other department
3. Suspension or termination of services of the employee found guilty for such offence
4. Counselling
5. A written warning to the concerned employee and a copy of it are maintained in his record.

**Reliefs to victims:**

1. Suspension of the perpetrator.
2. Filing of Criminal Case as per the Law.
3. Criminal proceeding to be solicited by the Institute.



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**Principal**  
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