



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Accredited with 'A' Grade (3.04 CGPA) by NAAC-UGC
Recognition of college under Section 2(f)/12(B), UGC Act, 1956
Affiliated to Pandit Deendayal Upadhyaya Shekhawati University, Sikar
(Recognition of Colleges under clause (f) of Section 2 of the UGC Act)

Policy No.: SGBP/ICC/2025-26/01

Date: February 09, 2026

INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

For Prevention, Prohibition and Redressal of Sexual Harassment

As per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and Sexual Harassment of Women at Workplace (POSH) Act, 2013

Preamble

Seth Gyaniram Bansidhar Podar College, Nawalgarh, adopts a **zero-tolerance policy** towards sexual harassment of women employees and students. This policy establishes the Internal Complaints Committee (ICC) to ensure a safe, gender-sensitive environment, as mandated by UGC Regulations 2015 and POSH Act 2013.^{[4][1]}

Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior (direct or implied) such as:

- Physical contact, advances, or demands for sexual favors.
- Sexually colored remarks, showing pornography, or explicit threats.
- Creating a hostile/intimidating work/study environment affecting dignity or health.^{[2][1]}

Objectives

- Prevent and prohibit sexual harassment on campus/hostels/transport.
- Provide time-bound inquiry and redressal mechanism.
- Sensitize all stakeholders through awareness programs.^[4]

Rambilas Podar Road, Nawalgarh, Dist: Jhunjhunu – 333042

Contact No: 8619868884

Web Site: www.podarcollege.com E-Mail: principal@podarcollege.com



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ICC Composition (2025-26)

As per UGC Regulation 4: Minimum 6 members, at least 50% women, including one external NGO member. Tenure: 3 years.

S.No.	Name/Designation	Role	Contact No.
1	Dr. [Principal Name]	Presiding Officer (Senior Female Faculty)	[Phone]
2	[Female Faculty 1]	Member (Teaching)	[Phone]
3	[Female Faculty 2]	Member (Teaching)	[Phone]
4	[Non-Teaching Female]	Member (Admin)	[Phone]
5	[Student UG Female]	Member (Student Rep)	[Phone]
6	[Student PG Female]	Member (Student Rep)	[Phone]
7	Ms. [NGO Rep Name]	External Member (NGO)	[Phone]

Institutional Preventive Measures

- Mandatory gender sensitization workshops/orientations for students, faculty, staff.
- Display ICC details, POSH posters, helpline numbers on notice boards/website.
- Include in prospectus; annual awareness campaigns.
- CCTV in common areas; counseling support for victims.

Complaint Procedure

1. **Filing:** Verbal/written/email to ICC Presiding Officer within 3 months of incident (extendable by 3 months for reasons recorded). Anonymous complaints accepted.
2. **Preliminary Inquiry:** ICC verifies complaint prima facie within 7 days; conciliates if requested (no monetary settlement).
3. **Detailed Inquiry:** Completed within 90 days; both parties heard; evidence recorded. Respondent gets opportunity to respond.
4. **Interim Action:** Suspend/restrict campus access during inquiry if needed.

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5. **Report:** Forwarded to Principal/disciplinary authority within 10 days of inquiry end.^[1]

Reporting Mechanism

- **ICC Helpline:** [Insert Number], Email: icc@podarcollege.com
- **UGC Helpline:** 1800-180-5522
- **Anonymous Boxes:** Main gate, library, women's hostel.
- Police FIR for criminal offenses.

Punishments (UGC Clause 11)

Severity	Actions Against Respondent
Minor	Warning, Written apology, Adverse entry in service record, Withhold promotion/privileges
Moderate	Mandatory counseling, Debarring from awards/exams, Hostel eviction
Severe	Suspension (3-7 years), Expulsion, Termination, Legal action under IPC/POCSO if applicable
False Complaints	Similar penalties if proven malicious

Confidentiality & Protection

- Strict confidentiality; no media publicity.
- No victimization of complainant; support for transit/transport/counseling.
- Appeal to college authority within 90 days of decision.^[5]

Monitoring & Compliance

- Annual report to UGC; policy on website (podarcollege.com).
- Non-compliance: UGC penalties including grant withdrawal/derecognition.^[1]
- Reviewed annually by ICC.

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Declaration

I/We pledge to uphold this policy, report violations, and maintain confidentiality.

Signature: _____ Date: _____ Name: _____ Role: _____

Issued by:

Principal

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