

## Internal Complaints Policy

### 1. Policy Statement

Ashoka Business School, Nashik, is committed to providing a safe and inclusive academic and working environment for all students and women employees. In compliance with the Supreme Court guidelines, UGC regulations, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, the institute has established an Internal Complaints Committee (ICC).

### 2. Objectives

The objectives of the Internal Complaints Committee are as follows:

1. **Policy Development:** To formulate and implement a robust policy against sexual harassment of women at the institute.
2. **Mechanism for Prevention and Redressal:** To establish a permanent mechanism for the prevention and redressal of sexual harassment and other gender-based violence.
3. **Implementation:** To ensure the policy is implemented effectively through proper reporting and follow-up procedures.
4. **Commitment to Non-Discrimination:** To uphold the institute's commitment to providing an environment free from gender-based discrimination.
5. **Secure Environment:** To create a secure physical and social environment that deters acts of sexual harassment.
6. **Awareness and Education:** To promote awareness and understanding of sexual harassment in its various forms.
7. **Confidentiality and Protection:** To ensure confidentiality and protection for the complainants and witnesses involved in sexual harassment cases.

### 3. Scope

This policy applies to all students, faculty, staff, and visitors of Ashoka Business School, Nashik. It covers conduct occurring on-campus and any off-campus conduct that has a potential impact on the campus environment.

### 4. Composition of the Internal Complaints Committee (ICC)

The ICC shall be composed of the following members, as mandated by the Sexual Harassment of Women at Workplace Act:

- **Presiding Officer:** A senior woman faculty member.
- **Faculty Members:** Two faculty members with a background in social work or having experience in issues relating to women.

  
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Ashoka Business School, Nashik

  
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- **Non-Teaching Staff:** One member from the non-teaching staff.
- **External Member:** One external member from an NGO or an individual familiar with issues of sexual harassment.
- **Student Representatives:** Two student representatives, preferably one undergraduate and one postgraduate student.

The members of the ICC will be revised periodically as per requirements and regulations.

## 5. Complaint Procedure

1. **Filing a Complaint:** Any aggrieved woman may make a complaint in writing to the ICC within three months from the date of the incident.
2. **Assistance in Filing:** If the complainant is unable to make a written complaint, the Presiding Officer or any member of the ICC shall provide assistance.
3. **Confidentiality:** The identity of the complainant, respondent, and witnesses shall be kept confidential.

## 6. Inquiry Process

1. **Preliminary Examination:** The ICC will conduct a preliminary examination of the complaint to determine if a full inquiry is warranted.
2. **Notice to Respondent:** If an inquiry is deemed necessary, a notice will be sent to the respondent within seven days of receiving the complaint.
3. **Hearing:** Both parties will be given an opportunity to be heard. The ICC will ensure a fair and unbiased inquiry process.
4. **Timeline:** The inquiry should be completed within 90 days from the receipt of the complaint.
5. **Report:** A detailed report of the findings and recommendations will be submitted to the Director of the institute.

## 7. Disciplinary Action

Based on the ICC's recommendations, disciplinary action will be taken against the respondent, which may include:

- Written apology
- Warning
- Reprimand or censure
- Withholding of promotion or pay rise
- Termination of employment
- Other actions as deemed necessary



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## 8. Support and Protection

- **Counseling:** The institute will provide counseling support to the complainant.
- **Protection:** Measures will be taken to ensure the complainant is not subjected to retaliation or victimization.

## 9. Awareness and Training

- **Workshops and Seminars:** Regular workshops and seminars will be conducted to raise awareness about sexual harassment and the institute's policy.
- **Training Programs:** The ICC members and other staff will receive training to handle complaints effectively.

## 10. Monitoring and Review

The ICC will periodically review the policy and its implementation. An annual report on the number of cases filed, resolved, and the nature of actions taken will be submitted to the Director and relevant statutory bodies.

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