

Report on Internal Complaints Committee (ICC) Awareness Session for Lady Employees

Date: 25th July 2025 **Time:** 4.30 to 5.45 PM.

Venue: Conference hall

Attendees: Lady Employees of the institute

Introduction, Understanding Sexual Harassment and Institute Policy- by ICC Presiding Officer:

The session commenced with a warm welcome by the ICC Presiding Officer, Dr. A. G. Sajjan, who initiated the discussion by elaborating on the core purpose and function of the Internal Complaints Committee (ICC) and the Prevention, Prohibition and Redressal of Sexual Harassment (POSH) Act. The presiding officer provided a broad overview of the ICC's composition, outlining the various members and their roles. The committee emphasized transparent operations and established clear guidelines for filing complaints, including who can file and the process involved.

The presiding officer provided a detailed explanation of the various types of sexual harassment, ensuring a thorough understanding among the attendees. The institute clearly expressed its "zero tolerance policy" on sexual harassment, reinforcing its dedication to a safe and respectful workplace for all employees. To facilitate easy access to information, attendees were informed about the availability of detailed committee information on the college website. Furthermore, the "SHe-Box - Sexual Harassment electronic Box (SHe-Box)" initiative, a platform for reporting grievances, was introduced and its utility was also explained.

Explanation and Behavioral Guidance -by another member of the committee:

Following the initial address, one of the ICC members, Ms. Prachi Kale, provided a detailed explanation of all the above-mentioned points in the local language. The initiative was highly effective in communicating the message to all attendees. The member further elaborated on how to identify various forms of harassment and emphasized the importance of maintaining appropriate professional decorum. A key point of discussion was the necessity of upholding professional boundaries, even for married couples working within the same institute or department, highlighting potential drawbacks and the importance of maintaining a clear distinction between personal and professional relationships in the workplace.

Practical precautions to prevent and deal with potential issues were discussed, empowering the employees with positive strategies. The session provided clear guidance on how to address and navigate challenging situations. It was clearly stated that a written complaint can be filed not only by the individual experiencing harassment but also by someone close to them, like a relative or colleague. This highlights the comprehensive and supportive nature of the complaint mechanism.

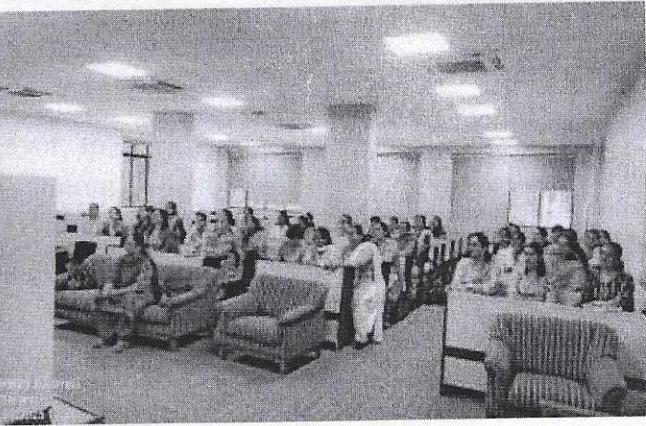
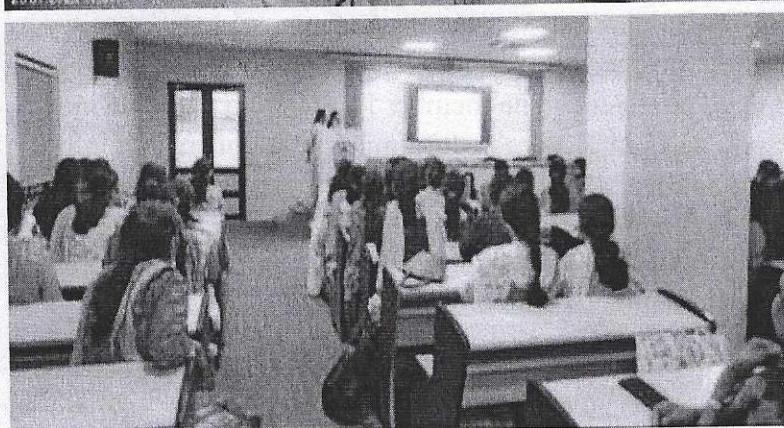
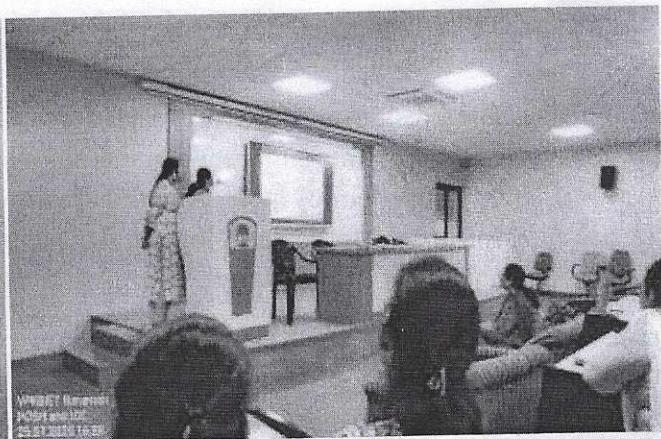
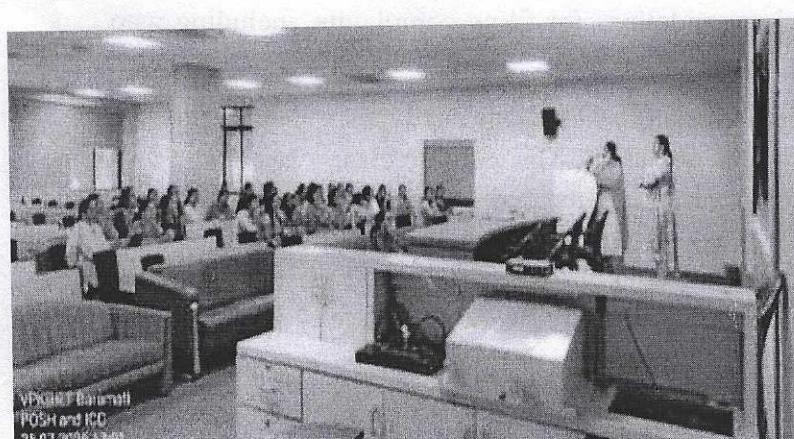
Feedback and Concluding Remarks:

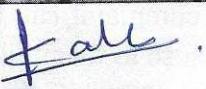
Feedback forms were distributed to all attendees and collected at the end of the session. These forms specifically requested suggestions, and some valuable ones were provided in writing. The suggestions were duly noted by the ICC members for consideration and probable implementation.

Refreshments:

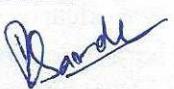
Tea was arranged at the end of the session, providing an informal opportunity for further interaction and networking among the attendees and ICC members.

This awareness session by the ICC was highly informative and instrumental in educating the lady employees especially the newly joined, about their rights, the institute's policies, and the available support mechanisms to address sexual harassment. The emphasis on both prevention and Redressal, coupled with clear communication in both English and the local language, contributed significantly to the session's success.

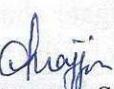



Ms. Prachi Kale

Member: Teaching Female


Ms. Pournima Sarode

Member: Teaching Female


Dr. Aparna Sajjan

Presiding Office (ICC)

Presiding Officer

ICC-WEC

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