



# B.H. Gardi College of Engineering & Technology

Smt. T.V. Mehta Charitable Foundation

OWN: BHGCET/Prin./IC/2025/043

Date: 20/01/2025

## INTERNAL COMMITTEE POLICY

### 1. Introduction:

This policy document outlines the framework, principles, and procedures governing the Internal Committee of the institution. The Committee is established for **Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace**

### 2. Objectives:

- To provide a **safe, secure and respectful environment** for women.
- To **prevent sexual harassment** at the workplace and campus.
- To ensure **prompt redressal of complaints**.
- To promote **gender equality and awareness**.

### 3. Scopes:

This policy applies to:

- All female students
- Teaching and non-teaching staff
- Contractual workers
- **Visitors, interns, research scholars**

Applicable in:

- Campus premises
- Hostels
- Transportation
- Online/digital platforms related to institute activities

### 4. Definition of Sexual Harassment:

Sexual harassment includes any unwelcome behavior, whether direct or implied:

- Physical contact and advances
- Demand/request for sexual favors
- Sexually colored remarks
- Showing pornography
- Any verbal, non-verbal, or physical conduct of sexual nature



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Phone : +91 9875137157 ✉ E : bhgcet@gardividypith.ac.in



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Also includes:

- Online harassment
- Stalking, bullying, intimidation

## 5. Internal Committee:

Composition

- Presiding Officer: Senior female faculty
- Members: 2–3 faculty/staff members & 2 Non-Teaching staff members
- External Member: NGO/legal expert (mandatory)
- At least 50% members must be women

Tenure

- 3 years

## 6. Roles and Responsibilities of IC:

- Receive and acknowledge complaints
- Conduct fair and confidential inquiry
- Provide recommendations to management
- Ensure timely resolution
- Maintain proper documentation
- Conduct awareness programs

## 7. Complaint Mechanism:

Filing Complaint

- Complaint must be submitted in writing (email/letter)
- Within 3 months of incident (extendable if justified)

Where to Submit

- ICC Chairperson
- Official email ID of ICC
- Complaint/Suggestion box

## 8. Inquiry Procedure:

- Acknowledge complaint within 7 days
- Conduct inquiry within 90 days
- Both parties given fair opportunity to present case
- Maintain strict confidentiality



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## 9. Interim Relief(If Required):

- Transfer of complainant/respondent
- Leave for complainant
- Restrict interaction between parties

## 10. Punishment /Action:

Based on Severity:

- Written apology
- Warning / reprimand
- Suspension
- Termination (in severe cases)
- Academic penalties (for students)

## 11. False Complaints:

- If complaint is proven malicious, action may be taken
- However, lack of proof does NOT mean false complaint

## 12. Confidentiality:

- Identity of complainant, respondent, and witnesses must be protected
- No public disclosure without authorization

## 13. Awareness and Prevention Measures:

- Orientation programs for students and staff
- Posters and notices across campus
- Workshops and seminars
- Inclusion in induction programs

## 14. Record Keeping and Reporting:

- Maintain records of:
  - Complaints received
  - Inquiry reports
  - Actions taken
- Submit annual report to authorities



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## 15. Policy Dissemination:


- Available on institute website
- Shared via email/ERP
- Displayed on notice boards

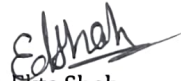
## 16. Review of Policy:

- Policy to be reviewed periodically (every 1–3 years)
- Updated as per regulatory changes

Approved By,

  
Dr. Vimalkumar N. Patel  
Principal  
Date: 20/01/25

  
Prof. Monika Shah  
Presiding Officer  
Date: 20/01/25

  
Ms. Ekta Shah  
External Member  
Date: 20/01/25.



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