



Mechanism of Internal Complaint Committee [ICC]

The mechanism for registering complaints at KJCOEMR is safe, accessible and sensitive.

- Step I: An aggrieved female should give a written complaint either in person or through online mode. It should be submitted to the 'Internal Complaint Committee' within 15 days of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.
- Step II: On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.
- Step III: If the ICC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.
- Step IV: The institute management will act on the recommendations of ICC within 60 days of the submission of the inquiry report.
- Step V: Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

Principal

KJCOEMR, Pune