



ST. XAVIER'S INSTITUTE OF EDUCATION

INTERNAL COMPLAINTS COMMITTEE

What is the Internal Complaints Committee?

According to the Sexual Harassment of Women at the Workplace (Prevention, Prohibition, Redressal) Act, 2013, the Internal Complaints Committee is formed in institutions to prevent the Sexual harassment of Women at the workplace.

Under this act any unwelcome act or move directly or indirectly made to a women such as : physical contact and advances, a demand or request for sexual favors, making sexually coloured remarks, showing pornography, or any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Please refer to the following websites for more information:

<https://lawrato.com/posh-training/updates/posh-internal-complaints-committee-icc>

<https://muds.co.in/composition-and-duties-of-the-internal-complaints-committee/>

FUNCTIONS OF THE INTERNAL COMPLAINTS COMMITTEE:

- To be vigilant about the Sexual Harassment cases in the institution
- To consider the case for redressal by following the correct procedures
- To make policies to prohibit such cases in the institution
- To provide periodic training in POSH and Redressal policy
- To develop a spirit of empowerment among women employees in the institution.

COMPOSITION OF THE INTERNAL COMPLAINTS COMMITTEE: 2019 onwards

PRESIDING OFFICER:

Dr. Sosamma Samuel, Principal , St. Xavier's Institute of Education

WOMEN EMPLOYEES:

Dr. Vini Sebastian, Associate Professor, St. Xavier's Institute of Education

Dr. Shadab Paloji, Associate Professor, St. Xavier's Institute of Education

Ms. Nishi Kumar, Assistant Professor, St. Xavier's Institute of Education

EXTERNAL MEMBER FROM NON - GOVERNMENTAL ORGANISATION:

Ms. Shobha Phillip, General Secretary, Young Women's Christian Association, Mumbai

PROCEDURE FOR APPLYING :

- All complaints must be addressed to the Presiding Officer of St. Xavier's Institute of Education, Mumbai, not beyond 3 months from the date of the incident.
- Complaints must be stated verbally in the google form attached with the necessary details
- Complaints could be orally addressed if of severe nature in the state of emergency, however proper redressal procedures must be followed
- The complainant must provide all the necessary details of the complaint for effective redressal

FOR COMPLAINTS : If there is any complaint about this nature kindly write to sxieinternalcomplaintscommittee@sxie.in

Your information shall be kept confidential.

**STOP SEXUAL HARASSMENT
AT THE WORKPLACE !!!**

**BUILDING A HOPE-FILLED
FUTURE**