# POLICY & STANDARD OPERATING PROCEDURE FOR INTERNAL COMMITTEE (IC)

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| **Document Number** | : | IQAC - Student Aff. /120/95 |
| **Document Name** | | Policy & Standard Operating Procedure for Internal Committee (IC) |
| **Policy Category** | : | Student Affairs Policy |
| **Version Number** | : | 1.0 |
| **Effective Date** | : | 10 October, 2026 |
| **Applicable to** | : | All internal and external stakeholders of AMGOI |
| **Prepared By** | : | Presiding Officer, IC |
| **Reviewed By** | : | Dean, IQAC |
| **Approved By** | : | Director & Campus Director, AMGOI |

## 1. Purpose

The purpose of this policy is to establish a comprehensive institutional framework for maintaining a safe, secure, dignified and gender-sensitive environment for all students, faculty and administrative staff at Ashokrao Mane Group of Institutions (AMGOI). The Institute is committed to preventing and addressing incidents of sexual harassment in strict accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

## 2. Objectives

- **Prevention:** To foster a campus environment free from gender discrimination, bias and sexual harassment.
- **Awareness:** To organize regular workshops, seminars and orientation drives to educate students and employees regarding gender sensitization and legal rights.
- **Redressal:** To receive, inquire into and address complaints of sexual harassment in a time-bound, transparent and confidential manner.
- **Support:** To provide comprehensive support services to victims, including physical safety, psychological counseling and legal guidance.
- **Policy Implementation:** To ensure strict adherence and effective implementation of statutory policies mandated by AICTE, UGC and regulatory authorities.

## 3. Scope

This Policy applies to all internal and external stakeholders of AMGOI, including undergraduate and postgraduate students, faculty members, non-teaching administrative staff, contractual employees and campus visitors across all academic departments, hostels, administrative blocks and extension activity sites.

## 4. Committee Composition & Framework

The Internal Committee (IC) is constituted in accordance with statutory requirements. The committee shall maintain at least 50% female representation across its members.

| Role | Eligibility Criteria | Minimum Representation |
|---|---|---|
| Presiding Officer (Chairperson) | Senior female faculty member (Associate Professor or Professor) | 1 |
| Faculty Members | Faculty members with background in social work, legal knowledge or gender studies | 2 or more |
| Non-Teaching Staff | Staff members committed to institutional welfare and administrative compliance | 2 |
| External Member | Representative from an NGO or legal expert committed to women's rights | 1 |
| Student Representatives | Enrolled students (preferably 1 Undergraduate and 1 Postgraduate) | 2 |

## 5. Roles and Responsibilities

### A. Director/Campus Director

- Provide strategic governance and executive direction for committee operations.
- Allocate financial, legal, infrastructure and counseling support services.
- Review annual committee performance and approve redressal recommendation reports.

### B. Dean IQAC

- Ensure Committee policies and SOPs strictly align with institutional quality guidelines.
- Monitor semester-wise progress, documentation compliance and annual reporting.
- Conduct periodic institutional compliance reviews.

### C. Presiding Officer & Internal Committee Members

- Prepare and execute the annual calendar of awareness and gender sensitization activities.
- Register and update about IC members on Shebox portal of ministry of women and child development, Government of India.
- Receive online\written complaints, conduct preliminary inquiries and execute formal investigations.
- Maintain absolute confidentiality and ensure unbiased proceedings throughout inquiries.
- Submit inquiry findings and recommendation reports to the Director/ Campus Director.
- Submit Annual Report to District Officer.

- Update about Action taken on cases of Sexual Harassment during academic session on UGC's University Activity Monitoring Portal (UAMP)
- Update about initiatives on cases of Sexual Harassment during academic year on UGC's SAKSHAM Portal

**D. Faculty Members & Staff**

- Promote gender sensitivity and respectful professional conduct in classrooms and workplaces.
- Guide students and report potential safety concerns to the Internal Committee.

**E. Students**

- Actively participate in orientation sessions, gender sensitization programs and legal drives.
- Adhere to institutional conduct rules and maintain a safe campus environment.

## 6. Standard Operating Procedure (SOP) & Redressal Mechanism

**Step 1: Annual Planning** — At the beginning of each academic year, the IC shall draft an Annual Activity Plan outlining gender sensitization workshops, orientation sessions and security audits. The plan shall be submitted to Dean IQAC and Director/Campus Director for approval.

**Step 2: Committee Meetings** — The Committee shall convene at least twice a year for routine safety reviews and policy audits. Emergency meetings shall be convened within 24 hours of receiving a formal complaint.

**Step 3: Complaint Submission** — Any aggrieved person may submit online\written complaint to the IC within 3 months from the date of the incident. In case of physical or mental inability, legal heirs or authorized representatives may file on their behalf.

**Step 4: Preliminary Inquiry** — Upon receipt of a complaint, the IC shall initiate a preliminary inquiry within 7 working days to establish the prima facie validity of the matter.

**Step 5: Formal Investigation Process** — The IC shall complete the inquiry/investigation within 90 days. Both complainant and respondent shall be given full opportunity to present evidence and witnesses in accordance with principles of natural justice.

**Step 6: Confidentiality** — Strict confidentiality regarding the identity of the complainant, respondent, and proceedings shall be preserved. Unlawful disclosure shall attract disciplinary action as per institutional rules.

**Step 7: Submission of Inquiry Report** — Upon conclusion of investigation, the IC shall submit a detailed recommendation report within 10 days to the Directr/Campus Director for administrative action.

**Step 8: Post-Inquiry Action & Documentation** — The institution head shall act upon the recommendations within 60 days. All verified records, notices, evidence and report copies shall be securely archived by the IC secretary for future statutory audits.

**Step 9: Reporting & Compliance** — The IC shall compile an Annual Report detailing complaints received, disposed of and awareness programs conducted, submitting it to the Dean IQAC, Director, District Officer, regulatory bodies (AICTE/University) online portals.

## 7. Awareness & Preventive Initiatives

- **Prominent Displays:** Display IC constitution, member contacts and emergency helplines prominently on notice boards and the official website.
- **Orientation Drives:** Mandatory orientation sessions for incoming students and newly appointed employees at the start of every academic session.
- **Workshops & Seminars:** Regular conduct of workshops on legal rights, gender equality, workplace ethics and self-defense.

## 8. Review and Revision of Policy

This Policy shall be reviewed once every three years or earlier if mandated by statutory amendments from the UGC, AICTE, state government or Governing Body directives. Any modification shall be routed through IQAC and become effective upon formal approval by the Director & Campus Director.

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