



**Don Bosco Institute of Technology, Mumbai**

**Internal Complaints Committee (ICC) AY 2018-19**

<b>Sr. No</b>	<b>Name of the Member</b>	<b>Phone Number</b>	<b>Mail ID</b>
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**Internal Complaints Committee ( ICC) AY: 2018-19**

**Objective Of The ICC**

*Settle, resolve issues relating to sexual harrasment happening inside the DBCL campus for DBIT students and employees. To maintain healthy, stressfree, progressive environment condusive to the growth of the Individual and the Institute.*

**Action Plan of ICC**

- 1) To create awareness about the existence of the ICC committee and what constitutes sexual harrasment.
- 2) To display the names of ICC members to whom the complaint can be lodged.
- 3) To have complaint drop box in the Campus Minister office at the campus.
- 4) To have regular meetings at least two times in a semester amongst the members to discuss issues like false complaints, gravity of the complaints, etc. that may crop up.
- 5) To suggest preventive actions plan to aviod occurance/ repetition of the sexual offenses.
- 6) Resolving complaints in a time bound manner in the presence of all the ICC members with both the Complainant and Complaineer.
- 7) To advice the management regarding the necessary diciplinary action / quantum of punishment in case the complaint is verified as true.
- 8) To advice the Women's Development Cell ( WDC ) to sensitise the campus about the Sexual - Prevention, Prohibition and Redressal , Act 2013 on a regular basis.

**Procedure to lodge a complaint**

*To lodge a complaint, the person should give in writing the exact nature of the complaint which includes the name of the perpetrator, date and time of incident duly signed.*