

# **Smt. TANUBEN & Dr. MANUBHAI TRIVEDI**

## **COLLEGE OF INFORMATION SCIENCE**

(MANAGED BY VIDYAMANDIR SOCIETY)

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### **INTERNAL COMMITTEE (IC)**

#### **OBJECTIVES**

- To raise awareness about gender equality and encouraging students as well as employees to change their behaviour.
- To prevent and protect Sexual Harassment of women employees and students.
- To address and resolve complaint against gender inequality and sexual harassment.

#### **FUNCTIONS**

- Include in institution's Website, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on.
- Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- Organise regular orientation or training programmes for the members of the IC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- Preparation of Annual Report containing the following details:
  - Number of complaints of sexual harassment received in the year
  - Number of orientation or training Programmes carried out for the members of the IC to deal
    - with complaints
  - Number of complaints disposed of during the year