



INTERNAL QUALITY ASSURANCE CELL GOVERNMENT COLLEGE OF EDUCATION



Institute of Advanced Studies in Education

CLUSTER UNIVERSITY, SRINAGAR

Maulana Azad Road Srinagar (J&K)

(NAAC RE-ACCREDITED GRADE "A" (CGPA 3.24))

Email: principal-iaase@jk.gov.in/gcoe.sgr@gmail.com/ [http:// www.gcoekmr.edu.in](http://www.gcoekmr.edu.in)

INSTITUTIONAL POLICY ON PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT

(Internal Complaints Committee – ICC)

PREAMBLE

Government College of Education, Srinagar is committed to maintaining a safe, inclusive and gender-sensitive academic and work environment. In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UGC Regulations, 2015, the institution has constituted an Internal Complaints Committee (ICC) to address complaints related to sexual harassment of employees and students.

LEGAL FRAMEWORK

This policy is framed in compliance with:

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- UGC Regulations, 2015
- NAAC quality indicators on gender equity and safety

SHE-BOX: Online Management System

SHe-Box is an online portal of Complaint Management System for lodging complaints related to workplace sexual harassment. Any woman working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) can file complaint related to workplace sexual harassment through this SHe-Box. Home | [SHe-Box](#) | [MINISTRY OF WOMEN & CHILD DEVELOPMENT](#) | GOI. IASE has an active SHe-Box Portal.

OBJECTIVES

The objectives of this policy are:

- To prevent sexual harassment in the institution.
- To provide a confidential, fair and time-bound redressal mechanism.

- To promote gender sensitization and awareness.
- To ensure zero tolerance towards sexual harassment.

SCOPE

This policy applies to all employees (teaching, non-teaching, contractual), students (UG, PG, research scholars, interns), visitors and outsourced staff. It covers incidents occurring within the campus, during off-campus academic activities and online academic interactions.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any unwelcome physical, verbal or non-verbal conduct of sexual nature, including physical contact and advances, demand for sexual favours, sexually coloured remarks, showing pornography or any other conduct as defined under the Act, 2013.

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE (ICC)

The ICC of Government College of Education, Srinagar is constituted as per statutory norms and notified by the competent authority. The committee comprises:

- **Presiding Officer / Coordinator:**
Dr. Tawheeda Rasool, Contact No:- 7006702724
- **Members:**
 - Dr Shabina , Co-Coordinator
 - Dr Irfat Ara Khan, Member
 - Dr Shazia Siraj, Member
 - Prof Nahida Naseem , Member
 - Prof Bilqees Shah, Member
 - Prof Shawana Manzoor, Member

External Member:

- Prof. Gurmeet Kaur, Former Faculty and College Alumnus.

FUNCTIONS OF THE ICC

The ICC shall:

- Receive and redress complaints of sexual harassment.
- Conduct inquiries in accordance with principles of natural justice.
- Recommend appropriate disciplinary action to the competent authority.
- Organize awareness and sensitization programmes.
- Submit annual reports to the IQAC

PROCEDURE FOR FILING A COMPLAINT

Complaints may be submitted in writing or through email id; icciase@gmail.com to the ICC within three months of the incident. Confidentiality shall be strictly maintained and assistance shall be provided to the complainant, if required.

INQUIRY PROCEDURE

The ICC shall conduct a fair and impartial inquiry and provide both parties an opportunity to be heard. The inquiry shall be completed within ninety days and recommendations shall be submitted to the Principal.

INTERIM RELIEF

During the pendency of inquiry, the ICC may recommend transfer of either party, grant of leave to the aggrieved woman or any measure necessary to prevent victimization.

DISCIPLINARY ACTION

Based on the findings of the inquiry, disciplinary action may include warning, written apology, withholding of promotion or increment, suspension, termination or expulsion, as per institutional rules.

PREVENTIVE AND AWARENESS MEASURES

- Display of ICC policy and contact details on notice boards and website.
- Gender sensitization programmes for students and staff.
- Observance of important days related to women's rights.
- Ensuring gender-sensitive infrastructure.

MONITORING AND REVIEW

The policy shall be reviewed annually. The Annual ICC Report shall be submitted to the IQAC and relevant data shall be included in NAAC AQAR.

CONCLUSION

The institution reiterates its commitment to ensuring dignity, safety and equality of women and strict implementation of this policy.


Coordinator, ICC
Dr Tawheeda Rasool


Principal
Prof. (Dr.) Seema Naz
Government College of Education, Srinagar

GCOE/IASE/IQAC/26/ 353
Dated: -24.2.2026