



S.A. COLLEGE OF EDUCATION

A Minority Institution, Run by Nalanda Minority Educational & Welfare Trust
(Recognised by Govt of Bihar)

Ref. No. :

Date : 10/12/2023

S A COLLEGE OF EDUCATION

Internal Committee (IC)

(As per Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013)

Applicable to BBA, BCA & MBA College

1. Introduction

In accordance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**, the institution has constituted an **Internal Committee (IC)** to prevent and address complaints of sexual harassment at the workplace.

The committee ensures a safe, secure, and dignified environment for all students, faculty, and staff members.

2. Objectives of the Internal Committee

- To prevent incidents of sexual harassment
- To promote a gender-sensitive and inclusive environment
- To provide a confidential redressal mechanism
- To ensure compliance with the POSH Act, 2013
- To conduct awareness and sensitization programs


Secretary

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Silao, Nalanda



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3. Scope of the Committee

The Internal Committee covers:

- Students (BBA, BCA, MBA)
- Teaching staff
- Non-teaching staff
- Contractual and temporary employees
- Visitors within campus premises

4. Composition of the Internal Committee

As per Section 4 of the POSH Act, the IC consists of:

- Presiding Officer (Senior Faculty / Administrative Member) –
Chairperson -SALMAN AKHTAR
- At least two faculty members committed to women's causes-RANU
SINGH , NAMRATA BRAJESH
- One non-teaching staff member – CHANDRA BHUSHAN
- One external member from an NGO / legal background familiar with
women's issues – PRESIDENT-ASMA ARA

At least 50% of the members are women.


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5. Roles & Responsibilities

- Receive and inquire into complaints of sexual harassment
- Ensure fair, impartial, and time-bound inquiry
- Recommend actions based on findings
- Maintain confidentiality of proceedings
- Submit annual report to the employer / district officer
- Organize awareness programs and workshops

6. Complaint Redressal Procedure

6.1 Submission of Complaint

- Complaint must be submitted in writing within 3 months of the incident
- Extension may be granted as per the Act

6.2 Inquiry Process

- Notice to respondent
- Examination of evidence and witnesses
- Completion of inquiry within 90 days

6.3 Action on Findings

- Recommendations submitted to the Head of Institution
- Action to be implemented within 60 days


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7. Confidentiality

Strict confidentiality shall be maintained regarding:

- Identity of complainant and respondent
- Proceedings and recommendations

Violation of confidentiality will attract disciplinary action.

8. Awareness & Preventive Measures

- Orientation programs for students and staff
- Display of IC details on notice boards and website
- Gender sensitization workshops
- Inclusion of POSH policy in induction programs

Annual Report of the Internal Committee

Academic Year: 2025-2026

1. Constitution of the Internal Committee

The Internal Committee was duly constituted as per the POSH Act, 2013, for the academic year 2025-026.


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2. Meetings Conducted

Particulars	Details
Number of IC meetings held	001
Dates of meetings	10-12-2025

3. Awareness Programs Conducted

Date	Program	Title	Target Group
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4. Complaints Received & Disposed

Particulars	Number
Complaints received	3
Complaints resolved	3
Pending cases	0

5. Action Taken

- No. of cases where action was recommended: 0
- Nature of actions taken: 3


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6. Observations & Recommendations

- _____
- _____

7. Conclusion

The Internal Committee affirms that the institution remains committed to maintaining a safe and harassment-free environment and continues to strengthen preventive and redressal mechanisms.

Presiding Officer (IC)

ASMA ARA

SIG:-

Head of Institution

SALMAN AKHTAR

SIG:-

Date: 1/01/2026

This Internal Committee policy and annual report apply to all BBA, BCA, and MBA programmes.


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