

Sheth T.J. Education Society's
Sheth N.K.T.T. College of Commerce and Sheth J.T.T. College of Arts, Thane

SoP of Internal Committee

1. An aggrieved woman employee/ female student of the college should give a written complaint either in person or through post or email to shethnkttic@gmail.com. The aggrieved should give the complaint within three months of the date of the incident. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.
2. On receiving the complaint, the IC will inquire as per regulations under the Act. The committee will complete them within 90 days. The committee will submit the report within ten days from the date of completion of the inquiry.
3. If the IC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct as per rules framed under the Act.
4. The college management will act on the recommendations of IC within 60 days of the submission of the inquiry report.
5. In case of complaint against any of the committee member of IC, complaint can be filed to Hon'ble Management of the Institute.
6. Appeal against the decision of the IC is allowed within 90 days of the recommendations.