

**PROCEEDINGS OF THE COMMISSIONERATE OF COLEGIATE EDUCATION  
A.P.: MANGALAGIRI  
PRESENT:: DR POLA BHASKAR I.A.S**

**Pro.No:1/CCE.AP/ECA/AC-12/2023-24**

**28-11-2023**

**Sub:** Collegiate Education- Implementation of Prevention, Prohibition, and Redressal Act 2013-Prevention of Sexual Harassment of Women at Work Place –Certain instructions Issued –Reg

**Ref:**Lr.No:WDCO02-25022/66/DVC/2023-2,Dt.18/10/2023 from Women Development and Child Welfare Department, Government of Andhra Pradesh

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Kind attention is invited to the subject and above reference, as per the directions of Hon'ble Supreme Court of India, Ministry of Women and Child Development, New Delhi, requested all HOD Departments to implement the orders of Hon'ble Supreme Court (enclosed) of India on Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013 and furnish compliance report.

State Government will notify a District Magistrate /Additional District Magistrate/Collector/ Deputy Collector as a District Officer at the local level. The District officer will be responsible for carrying out the powers and functions under the Act at the District level (including every block, taluka, tehsil, ward and municipality)

In this regard all the Principals of Government Degree Colleges are obliged to constitute an Internal Complaint Committee through a written order to execute the orders of Hon'ble Supreme Court of India for the implementation of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. Internal Complaint Committee has to be set up at Institution level and it will be composed of the following members and ensure complaints committee are trained in both skill and capacity to demonstrate knowledge in dealing with workplace sexual harassment issues/complaints. ICC member will hold their position not exceeding three years from the date of their nomination or appointment.

Sl.No	Member	Eligibility
1	Chair Person	Principal of the Institution
2	2Members (Minimum)	From amongst employees committed to the cause of women/having legal knowledge/experience in social work.



3	Member	From amongst NGO/association committed to the cause of women or a person familiar with the issues of sexual harassment
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Under the law, Principals are obliged to create a workplace free of sexual harassment. Conduct the following Programs regularly to educate women employees and women groups about the Provisions of the Act and the Rules and Relevant regulations at your respective Institutions. It is the responsibilities of the principal & the committee in general to

- Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment and provides details framework for prevention, and redress processes.
- Carryout awareness and orientation to sensitize employees and adolescent groups with the provision of the Act.
- Ensure awareness and orientation on the issue.
- Prepare annual report and report to the respective state government
- Conduct Orientation Programs, workshops, seminars.
- Awareness Programs widely publicize names and contact details of the Complaint committee members.

And Principals may forward the Complaints of sexual Harassment at the workplace to Local Complaint Committee (LCC) & Internal Complaint Committee (ICC) at the district level for immediate action. The Procedure prescribed for submitting an online complaint and also the relevant rules regulations and internal policies are made readily available on the website of Women Development and Child Welfare Department.

**Sd/- Dr Pola Bhaskar I.A.S**  
**Commissioner of Collegiate Education**

To  
The Regional Joint Directors of Guntur, Rajahmundry, Kadapa of Collegiate Education for Information  
The Principals of the Government Degree colleges  
Enclosures: Hand Book on Sexual Harassment of women at workplace

**//Attested//**

*1.2.23*  
*28/11/23*  
**Academic Guidance Officer**