



SENGUNTHAR ARTS AND SCIENCE COLLEGE



(AFFILIATED TO PERIYAR UNIVERSITY, SALEM AND APPROVED BY AICTE, NEW DELHI)
AN ISO 9001:2015 CERTIFIED INSTITUTION
RECOGNISED UNDER SECTION 2(F) AND 12(B) OF UGC ACT 1956 AND ACCREDITED BY NAAC
TIRUCHENGODE - 637205

DVV CLARIFICATIONS SELF STUDY REPORT (CYCLE 2)

CRITERIA – V

STUDENT SUPPORT & PROGRESSION

MECHANISM FOR STUDENT GRIEVANCES



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CRITERION 5 – STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Internal Complaint Committee for the year 2021-2022



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Tiruchengode – 637 205



INTERNAL COMPLAINTS COMMITTEE (2021 – 2022)

Internal Complaints Committee (ICC) plays a vital role in **prevention, prohibition, and redressal of sexual harassment** women Employees and students in Higher Educational institutions.

Objectives

- To develop a policy against sexual harassment of women at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.

ATTESTED

PRINCIPAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205

Guidelines

- Zero tolerance towards sexual harassment
- To carry out gender sensitization against sexual harassment, by explaining what is sexual harassment, physical, verbal, or using electronic media in collaboration with gender resource centre
- To ensure the right to safe campus and work place; that safety of work place /campus means providing normal atmosphere, rather than degenerating into securitization, nor curtailing the freedom of movement of employees or student
Taking into account that vulnerable groups maybe particularly prone to harassment –and to look after their special needs-based on class, caste, sexual orientation, and disability
- To provide assistance if an employee or a student choose to file a complaint with the police
- To enable a complainant to make a formal complaint where the complainant so wishes, and to act in accordance with the act of 2013 and UGC guidelines of 2015 to ensure that complaint and inquiry are carried out fairly and within the time set out by law
- To protect the safety of complainant and any witnesses by not divulging identities
- To ensure that victims or witness are not threatened or penalized for making compliant
- To ensure that the provisions of the act are not misused by frivolous complaints

ATTESTED



PRINCIPAL


SENGUNTHAR ARTS AND SCIENCE COLLEGE,
TIRUCHENGODE - 637 205.


Principal

Committee members

S.No	NAME OF THE MEMBERS	DESIGNATION IN THE COMMITTEE
1	Dr. S .Ravikumar Principal Cell : 9842753229	Chair person
2	Mrs.R.Ruba Assistant professor, Department of Business Administration Cell : 9080474642	Member
3	Mrs. P. Gayathri Devi Assistant professor, Department of Computer Science Cell : 9626782506	Member
4	Mr.P.Aryokiyaraj Inspector of Police Tiruchengode rural police station karuttu palayam Cell : 9444964404	Member
5	Ms.U.Aishwarya PG - Student Cell: 9025422701	Member
6	Ms.P.Kalaivani UG – student Cell : 9150133363	Member
7	Mrs D. Santhakumari Non –Teaching staff – lab assistant Cell: 9489231726	Member
8	Mrs.V.Selvi Office Supernatant Cell : 9942310899	Member

ATTESTED


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TIRUCHENGODE - 637 205


Principal

INTERNAL COMPLAINTS COMMITTEE

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place.

Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14, 15 and her right to life and lives with dignity under article 21 of the constitution of India.

Definition of Sexual Harassment:

Sexual harassment includes any one or more of the following unwelcome acts or behavior

- 1: Physical contact and advances
- 2: A demand or request for sexual favors
- 3: making sexually colored remarks
- 4: showing pornography
5. Any unwelcome messages through telephone or internet

Structure of ICC:

The office bearers of ICC shall be functioning not more than 3 years. After the tenure a new body shall be elected. The ICC shall be containing the following designations:

1. One Preceding officer (women, employed at a senior level)
2. At least two members (who are committed to the cause of women and have had experience in social work or have legal knowledge.)
3. One member from NGO (which is associated for women welfare.)

Functions:

The Internal Complaints Committee has two major functions:

1. Preventive
2. Remedial

Preventive

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

Remedial

- To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
- Crisis Management, Mediation and Counselling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

Rules and Procedures:

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.

- The Committee shall have the power to summon any official papers or documents Pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
- All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

How to Lodge a Complaint?

All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

- In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed.
- In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.

- Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, academic and non- academic staff association etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.
- The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
- Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry.
- The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable.
- All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.
- The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.
- The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.

Penalties:

1. Written apology
2. Bond of good behaviour
3. Gender sensitization
4. Counselling

5. Adverse remarks in the Confidential Report
6. Debarring from supervisory duties
7. Suspension
8. Denial of membership of statutory bodies
9. Denial of re-employment
10. Stopping of increments/promotion
11. Reverting, demotion
12. Transfer
13. Dismissal
14. Withdrawal of residential facilities and prohibition from entry on the campus etc.
15. Any other relevant mechanism.