



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

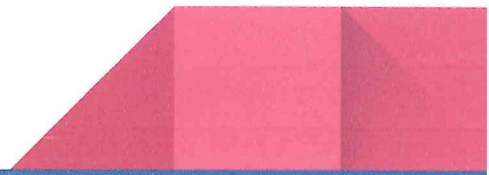
(An Autonomous Institution)

Puducherry - 605 107



INTERNAL COMPLAINTS COMMITTEE

Policy





SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)

Puducherry - 605 107

NOTIFICATION

Ref: SMVEC / IQAC / ADMIN / JAN 2023

Date: 10-01-2023

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Internal Complaints Committee policy. This will come into force with immediate effect.


Dr. AA. Arivalagar
IQAC coordinator


Dr. S. Anbumalar
Dean-Academics


Dr. V.S.K. Venkatachalapathy
Director cum Principal

POLICY FOR INTERNAL COMPLAINTS COMMITTEE OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

As per the UGC (Prevention, prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, notified on 2nd May, 2016, the Anti-Sexual Harassment Committee which is already functioning has been reconstituted as Internal Complaints Committee (ICC) with effect from 03/03/2023. A ICC Policy has been formulated by the college to provide a healthy atmosphere to the students and woman employees of the college in accordance with the above notification.

OBJECTIVE

The objective of this policy is to provide protection against sexual harassment of students and women employees in the college and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith and to outline procedures for filing complaints, investigating sexual harassment claims and taking appropriate disciplinary measures in case of violation of this policy.

SCOPE

This policy applies to all girl students and women employees of Sri Manakula Vinayagar Engineering College. All students and employees at every level, will be subject to disciplinary action if found guilty in terms of this policy.

DEFINING SEXUAL HARASSMENT

Sexual harassment means commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by males against females and includes

- (i) “ An unwanted conduct with sexual overtones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:-
 - (a) Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - (b) Demand or request for sexual favors;
 - (c) Making sexually colored remarks
 - (d) Physical contact and advances; or
 - (e) Showing pornography

- (ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a)

CONSTITUTION OF THE COMMITTEE

The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

- A. Presiding Officer who shall be a woman employed at a senior level professor at workplace from amongst the employees:
- B. Two faculty members and two non-teaching employees, preferably committees to the cause of women or who have had experience in social work or have legal knowledge nominated by the Executive Authority.
- C. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's and research scholar levels respectively
- D. one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment: Provided that at least one-half of the total Members so nominated shall be women.

PROHIBITION OF SEXUAL HARASSMENT

No student or employee, within the college or in place away from the college, if such place has a relevance or bearing on the relationship as student/ employee of the college or in the course of travel in the bus of the college, shall be subjected to sexual harassment. including unwelcome sexually determined behavior, physical contact, advances, sexually coloured remarks, display of pornographic material, sexual demand, request for sexual favours or any other unwelcome conduct of sexual nature whether verbal, textual, physical, graphic or electronic or by any other actions, which may include

- 1. implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- 2. Implied or explicit threat of detrimental treatment to one's position, career or educational prospects if sexual advances are resisted; or
- 3. Implied or explicit threat about the present or future employment status; or
- 4. Creating an intimidating offensive or hostile work/learning environment; or
- 5. Humiliating treatment likely to affect the health, safety dinity or physical integrity of the person concerned

Any person studying or working in the college aggrieved by contravention of this policy by any other person similarly studying or working in the college, may lodge a complaint of sexual harassment with the Committee so constituted for the purpose by email or writing at the earliest point of time and preferably within 15 days from the occurrence of the alleged contravention.

Provided that where the aggrieved cannot give such complaint in writing, the Chairperson or any Member of the Committee shall render all reasonable assistance to the aggrieved making the complaint to put the same in writing. The aggrieved may also lodge her complaint telephonically to the mobile numbers of the Chairperson or the Members of the Committee, as the case may be. Where it is lodged telephonically, the aggrieved shall also submit the same in writing later. The complaint shall be addressed to the Chairperson containing all the material and relevant details relating to the contravention including the names of the contravener. The Committee upon receipt of complaint shall conduct an inquiry discreetly by providing reasonable opportunity to the complainant and the Respondent/s (Respondent means the person/s against whom the complaint is made) for presenting and defending her/his case and keeping in view the sensitivity and safety of the complainant.

The Committee shall have the right to call any person to appear as a witness and seek any official paper or document for purpose of inquiry and also have the right to call, as many times as required, the respondent/complainant/ witnesses for purpose of supplementary testimony and/ or clarifications. The Committee shall have the right to proceed ex parte, if the respondent fails, without sufficient reasons, to present himself for three consecutive hearings or the respondent refuses to cooperate with the Committee in the conduct of the inquiry.

- The Committee shall not permit any behavior of the respondent during the inquiry that subjects the complainant to mental and physical trauma.
- The statements of the complainant, respondent and witnesses shall be recorded. The Committee shall submit the report within 30 days from the date of the complaint.
- Any student or employee found guilty of sexual harassment shall be liable for penalties/ disciplinary action.

(a) In the case of academic/administrative/ technical/ nonteaching staff/ management, disciplinary action could be in the form of one or more of the following:-

- A. Warning.
- B. Written apology.
- C. Adverse remarks in the Confidential Report.
- D. Stopping of increments/promotion.
- E. Dismissal from service
- F. Any other relevant mechanism.

(b) In case of students, disciplinary action could be in the form of:-

- A. Warning.
- B. Written apology.
- C. Expulsion.
- D. Any other relevant mechanism.

The employer/ management of the college shall act upon the recommendation within 30 days of receipt of the report.

PROTECTION AGAINST VICTIMIZATION

If the complainant is a student and the respondent/s is/are teacher/s, during the inquiry and even after such an inquiry, if the respondent is found guilty, the respondent shall not normally be allowed to supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.

If the complainant and the respondents are members of the academic and /or non-teaching staff of the college, during the inquiry and even after such an inquiry, if the respondent is found guilty, the respondent shall not write the Confidential Report of the complainant, if she/he is otherwise so authorized for the period specified by the competent authority.

CONFIDENTIALITY

All complaints and inquiry shall be treated with confidentiality. The identity of the complainant, persons against whom the complaint is made and the witnesses shall not be revealed. However, this shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.