

# Internal Complaint Committee (ICC)



## **SREE VIDYANIKETHAN ENGINEERING COLLEGE**

(AUTONOMOUS)

(approved by AICTE, Accredited by NAAC with 'A' Grade, Affiliated to JNTUA,  
Ananthapuramu) Sree Sainath Nagar, A.Rangampet, Chandragiri (Mandal), Chittoor  
(District) – 517102

[www.svec.education](http://www.svec.education)

**Internal Complaint Committee**  
**Policy and Guidelines**

**I. Preamble**

Sree Vidyanikethan Engineering College constitutes **Internal Complaint Committee** in compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13<sup>th</sup> August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women and students for considering complaints of sexual harassment, gender stereotyping or gender based discrimination of employees.

**II. Objective**

- To provide and promote a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees and students.
- To ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment.
- To sensitize the employees and students about their fundamental right to have safe and healthy environment at their workplace and college.

**III. Composition and Tenure of the Committee**

The Committee comprises of a Convenor, Co-convenor, Members of faculty/staff representing each department.

ICC Committee is mandatorily required one-half of the total members nominated shall be women and also during the enquiry of Complaint(s) and formalization of the Report in connection therewith.

Member of the Committee will be nominated for tenure of two years. However, the committee and its members constituted will continue until any further changes made to it by the Principal, SVEC.

**IV. Scope**

The Prevention of Sexual Harassment Policy is applicable:

- a) to all the employees who are employed as regular, temporary, ad hoc or on daily wages and girl students of SVEC.
- b) to any place on college premises, visited by the employee arising out of or during the course of employment and students during the course of their studies including transportation provided by the Management.



- c) only when both or either the alleged harasser i.e. the Respondent & a Person who has been subject to Sexual Harassment i.e. the Complainant are employees of the SVEC.

## **V. Definition of Sexual Harassment**

Sexual Harassment shall include:

Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure environment such as

- a) Physical contacts and advances;
- b) A demand or a request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature

can be humiliating and may constitute a health and safety problem. Sexual Harassment at the work place/ college will be deemed to be a violation of fundamental rights of a woman/girl and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

## **VI. Roles and Functions of the Committee:**

1. The members of the Committee shall abide by the rules and regulations laid down by the institution strictly, and follow and review Internal Complaints Committee's norms and guidelines
2. The Committee shall meet bi-annually or as and when required to do the following:
  - To sensitize girl students and women employees about their right to have safe and healthy study and work environment
  - To discuss with women employees and girl students (class representatives) on general issues involving challenges faced by them on campus, if any
  - To Increase awareness amongst girl students and women employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment so that they can come up in open and share their views and ideas;

## **VII. Reporting of Sexual Harassment Complaints**

1. Any aggrieved person should complain in writing the incident to the ICC / Head of the Institution.
2. If a Complaint cannot be made in writing, any member of the ICC shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.





3. The Complainant may also registered through the ERP NIVA using their Login credentials.
4. Both written / emailed Complaint must provide the details of the incident with the name/s, phone numbers of the Respondent/s and the Complainant/s. Any anonymous Complaint shall not be entertained.

#### **VIII. Confidentiality**

The Committee will protect the privacy of the individuals involved and ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.

#### **IX. Assurance against Retaliation**

This policy seeks to encourage all students and employees to express freely, responsibly, and in an orderly way about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited.

#### **X. Enquiry Procedure**

- a) An enquiry is initiated through the members of ICC at the earliest after receiving the Complaint in writing / email.
- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
- c) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
- d) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within **fifteen (15)** working days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
- e) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.
- f) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- g) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the



parties. Circumstantial evidence also would play important role during the decision making process by the Committee.

- h) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- i) The final decision shall be communicated to the Complainant and the Respondent.
- j) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

#### **XI. Procedure of Submission**

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented. In the vent the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
  - (i) Either seek a transfer; OR
  - (ii) Take leave from employment for a maximum period of 3 months.
4. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry.
5. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

#### **XII. Criminal Proceedings**

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.





### XIII. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, penal action may be taken.



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**Sree Salnath Nagar, A. RANGAMPET  
Chittoor (Dist.) - 517 102, A.P., INDIA.**

