

## **Sri Sarada College of Education (Autonomous), Salem – 16**

### **Internal Complaints Committee (ICC)**

*Never fear whenever you are in distress, just say to yourself, 'I have a mother'.*

*- Holy Mother Sri Sarada Devi*



Abiding by the principles of our National Constitution, all members of our college will be treated equally and with justice, dignity and humanity irrespective of their caste, creed and social background. In line with the directives of Hon'ble Supreme Court Judgement (Attachment 1) on the subject of Sexual Harassment of women in workplace, the Internal Complaints Committee (ICC) was established in 2018.

At SSCE, we endeavour to provide conducive and healthy environment where the relationship amongst the students as well as with the staff members are cordial and supporting in all aspects, so that each one shall have an enriching experience. The objective of this policy is to ensure our students and faculty members that SSCE is determined to provide them excellent, comfortable, safe and healthy academic environment, so that they can come out with their best in all facets.

<b>S.No</b>	<b>Attachment</b>	<b>Link</b>
1	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules 2013	<a href="https://legislative.gov.in/sites/default/files/A2013-14.pdf">https://legislative.gov.in/sites/default/files/A2013-14.pdf</a>
2	Handbook on Sexual Harassment of Women at Workplace	<a href="https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf">https://wcd.nic.in/sites/default/files/Handbook%20on%20Sexual%20Harassment%20of%20Women%20at%20Workplace.pdf</a>
3	UGC Regulations (Prevention, Prohibition and Redressal of sexual harassment of women employees and	<a href="https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf">https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf</a>

	students in higher educational institutions)- 2016	
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### **Procedure of filing a complaint with ICC**

A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding officer or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.

The ICC shall upon receipt of the complaint send one copy of the complaint to the respondent within a period of seven days of such receipt.

Upon receipt of the copy of the complaint the respondent shall file his or her reply to the complaint along with the list of documents and names and addresses of witnesses within a period of 10 days.

The enquiry has to be completed within a period of 90 days from the receipt of the complaint. The enquiry report with recommendations if any has to be submitted within 10 days from the completion of the enquiry. Copy of the findings or recommendations shall also be served on both parties to the complaint.

The identities of the aggrieved party or victim or the witness for the offender shall not be made public or kept in the public domain especially during the process of the enquiry.

### **Working of Internal Complaints Committee**

- All complaints will be dealt with confidentially.
- Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- Other conflicts and grievances, if any, should be submitted to the respective Grievance Redressal Cells.

### **Members of the Committee**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
<i>Presiding Officer</i>		
1	Dr.KP.Shanmuga Vadivu	Assistant Professor of Education
<i>Members</i>		
2	Dr.K.Kamala Devi	Assistant Professor of English
3	Dr.S.Velvizhi	Director of Physical Education

4	Mrs.S.Chithra	Senior Administrative Staff
5	Ms.S.Sandhiya	B.Ed. student representative
6	Ms.Ambika	M.Ed. student representative
7	Ms.Dhanalakshmi	M.Phil. Scholars representative
8	Ms. Mathivathani	Ph.D. Scholars representative

***External Member***

9		Lotus Thannarva Thondu Niruvanam
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