



சா்தார் வல்லபாய் பட்டல் சர்வதேச ஜவுளி மற்றும் மேலாண்மை கல்லூரி
सरदार वल्लभभाई पटेल इंटरनेशनल स्कूल ऑफ टेक्स्टाइल्स एंड मैनेजमेंट
SARDAR VALLABHBHAI PATEL
International School of Textiles & Management
Autonomous Institute, Ministry of Textiles, Government of India.

INTERNAL COMPLAINTS COMMITTEE (ICC) OF SVPISTM

THE INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee (ICC) has been reconstituted in Sept 2024 at Sardar Vallabhbhai Patel International School of Textiles and Management, to address the issues under Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015 published in the Gazette of India, New Delhi. The committee is formed to provide protection against sexual harassment of female employees and students in the Campus and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

CURRENT COMPOSITION OF ICC

Designation in the Committee	Member Name	Contact Number
Presiding Officer	Dr. M. Venkatalakshmi	9787895423
Members (Teaching Faculty)	Mr. P. Ramasubramaniam	9842373777
	Dr. V. Mathangi	9500911006
Members (Non-Teaching Staff)	Mrs. R. Nithyalakshmi	9659444826
	Mrs. K. Latha	9843814145
Member (NGO / Lawyer)	Mrs. K.T. Kannika Sankareswari	9751676428
Members (Students)	Ms. Pon Snekha – II B.Sc.	9597305821
	Ms. Nivasshini V– III B.Sc.	6383765378
	Ms. Divya P S – II MBA	9496225701

OBJECTIVES AND FUNCTIONS OF ICC

The objectives and functions of the Internal Complaints Committee at SVPISTM are

- To create a gender-friendly atmosphere for both staff and the students
- To deal with issues of sexual harassment and related gender based violence



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- To conduct programs that creates awareness on Gender Sensitization

SEXUAL HARASSMENT

Sexual harassment is about any unwelcome sexually determined behaviour (whether directly or by implication) such as physical contact and advances, demand or request for sexual favours, sexually coloured remarks, showing pornography, or any other unwelcome physical verbal or non-verbal conduct of a sexual nature.

Sexual harassment is a form of violence against women and a human rights violation. It is a violation of fundamental rights as laid down in the Indian Constitution. Such behaviour transgresses common dignity and gender equality and denies equal opportunity.

According to The Supreme Court definition, sexual harassment is any unwelcome sexually determined behaviour, such as

- Physical contact
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other physical, verbal or non-verbal conduct of a sexual nature.

Combating sexual harassment can be best achieved by building women's confidence (including conducting self-defence classes on campuses). Students should be enabled to protest against incidents as and when they happen. A sporadic incident can possibly be tackled right away, but all forms of abuse of power or sources of ongoing discomfort and fear based on unwanted sexual attention must be reported to the complaints committee.

ICC GUIDELINES

- To foster a healthy environment of Zero tolerance workplace/campus towards sexual harassments.



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- To create awareness about gender sensitization and forms of sexual harassment, by explaining what is sexual harassment, physical, verbal, or using electronic media.
- To create awareness by conducting seminars, special talks on aspects of gender sensitization.
- To ensure the right to safe campus and workplace; that safety of workplace/campus means providing normal atmosphere, rather than degenerating into securitization, nor curtailing the freedom of movement of employees or students.
- To provide assistance if an employee or a student chooses to file a complaint in the event of sexual harassment within the workplace / campus.
- To provide mechanisms of dispute redressal and dialogue through just and fair conciliation without undermining complainant rights.
- To enable a complainant to make a formal complaint where the complainant so wishes, and to act in accordance with the Act of 2013 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 witnesses are not threatened or penalised for making complaints.
- To ensure that the provisions of the Act are not misused by frivolous complaints.

PROTOCOLS FOR CONDUCTING ENQUIRY BY THE COMPLAINTS COMMITTEE

- Any aggrieved person shall register a written complaint before the complaints committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident. The complaint shall also be mailed to **icc@svpitm.ac.in**.



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- The complaint shall contain all the material details concerning the alleged sexual harassment including the names of the contravener/respondent and the complaint shall be addressed to the complaints committee.
- If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the institution by handing over it in a sealed cover. Upon receipt of such complaint, the head of the institution shall retain the original complaint with himself/herself and send to the complaints committee a gist of the complaint containing material details without disclosing the name of the complainant.
- The ICC shall take immediate necessary action to initiate an enquiry to be made discreetly or hold an enquiry if necessary.
- Before initiating an enquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties.
- The ICC shall after its examination of the complaint submit its recommendation to the head of the institution stating the penalty to be imposed.
- The head of the institution, upon receipt of the report from the complaints committee shall after giving an opportunity of being heard to the respondent decide about the course of action to be taken.

The institute endeavors to create a conducive and healthy work environment / campus where the relationship amongst the employees / students as well as the Management are cordial and supporting in all aspects, so that everyone shall have an enriching experience that brings out the best in them.



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ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE (ICC)

Name of the Institute: Sardar Vallabhbhai Patel International School of Textiles and Management, Coimbatore

Academic Year: 2023-24

S. No	Particulars	Information
1	Number of complaints of Sexual harassment received in the year	Nil
2	Number of orientation or training programmes carried out for the members of the ICC to deal with complaints	Nil
3	Number of complaints disposed of during the year	Nil
4	Number of cases pending for more than 90 days	Nil
5	Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment	1
6	Nature of action taken by the Institution against the perpetrator	N/A



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Internal Complaints Committee Meeting Schedule for the Academic Year
2023-24

The meetings of the Internal Complaints Committee academic year 2023-24 shall be held on the scheduled dates presented below.

S. No.	Meeting Date
1	13.06.2023
2	15.09.2023
3	19.12.2023
4	15.02.2024
5	17.04.2024



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CIRCULAR

12.04.2024

All the members of Internal Complaints Committee members are requested to attend a meeting on 17th April, 2024 at 4.30 pm. Please assemble in C-001 to discuss the following agenda.

1. Report on cases relating to sexual harassment for the academic year 2023-24.
2. Review of Events and programs organized.

Dr. M. Venkatalakshmi

Presiding Officer

Internal Complaints Committee



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Minutes of the Fifth meeting of Internal Complaints Committee (ICC) held on 17/04/2024

A. MEMBERS PRESENT

1. Dr. M. Venkatalakshmi, Presiding officer.
2. Mr. P. Ramasubramaniam, Member
3. Mrs. V. Mathangi, Member
4. Mrs. R. Nithyalakshmi, Member
5. Mrs. K. Latha, Member
6. Ms. Shreya Kallingal, Member
7. Ms. Pon Sneha – II B.Sc.
8. Ms. Samyuktha – III B.Sc.
9. Ms. Tharani – II MBA

B. AGENDA

1. Report on cases relating to sexual harassment for the academic year 2023-24.
2. Review of Events and programs organized.

Following points were discussed / agreed for further action

1. The Presiding officer welcomed all the members of the ICC.
2. It was noted by the committee members that there were no cases reported relating to sexual harassment in the college during the AY 2023-24.
3. The programs conducted during previous year were reviewed and suggestions were solicited from the members for organizing activities about gender equity and gender sensitization for the ensuing AY 2024-25.
4. The meeting concluded with vote of thanks by the Presiding officer.

Mathangi
Faculty In-Charge

Dr. M. Venkatalakshmi
Presiding Officer