

சா்தார் வல்லபாப் பட்டல் சா்வதேச 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.

GUIDELINES FOR INTERNAL COMPLAINTS COMMITTEE (ICC) OF SVPISTM

THE INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee (ICC) has been reconstituted in August 2021 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.



OBJECTIVES AND FUNCTIONS OF ICC

The objectives and functions of the Internal Complaints Committee at SVPIST 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
- 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



சா்தா் வல்லபாய் பட்டல் சா்வதேச ஜவளி 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.

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.
- 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.



சாந்தா வல்லாபு பட்டை சாந்தேச ஜவாபி 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.

- 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.

WORKING RULES - COMPLAINTS MECHANISM AND REDRESSAL PROCEDURE

- ✓ Use a standard format for the recording of complaints - if there has been a series of incidents, seek information about all previous incidents; collect evidence like messages, emails and any other relevant documents, including itemized call records.
- ✓ Reduce oral complaints to writing using the standard format - ensure that the complaint is as far as possible in the words of the complainant. Ensure that all documents submitted by the complainant are authenticated on every page, countersigned by the member of the ICC who has recorded/received the complaint.
- ✓ Granting interim relief to complainants: addressing requests for transfer, leave, medical care/leave, protections against victimization.
- ✓ Implementation of guarantees of confidentiality and principles of natural justice, including serving restraint orders, and interim disciplinary action.

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.



சந்திரி வல்லபாய் பட்டேல் 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.

- 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.

Disciplinary Action:

- Where the conduct of an employee amounts to misconduct in employment, appropriate disciplinary action shall be taken in accordance with the service rules of the employer.



சா்தாி வல்லபாி ப்லேல் சா்வதேச ஜவளி 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.

- 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.
- In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.
- However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.

CONCLUSION

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.


 Dr.P.Alli Rani
 Director



சார்தாரி வல்லபாஹ் பட்டேல் சர்வதேச ஜவாஹ்ரி 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.
#1483, Avanashi Road, Peelamedu, Coimbatore-641004, Tamil Nadu
Landline : 0422-2571675, 2592205 Fax: 0422-2571623 Web: www.svpistm.ac.in

NOTESHEET – 5

SVPIITM/ICC/2024/09

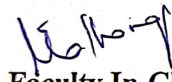
23/09/2024

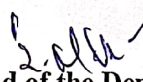
Sub: Replacing NGO member of Internal Complaints Committee

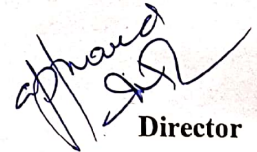
The Internal complaints committee is being replaced with a new NGO member as furnished below.

Presiding Officer	Dr. M. Venkatalakshmi
Members (Teaching Faculty)	Mr. P. Ramasubramaniam Dr. V. Mathangi
Members (Non-Teaching Staff)	Mrs. R. Nithyalakshmi Mrs. K. Latha
Member (NGO)	Mrs. Kannika Sankareswari K T
Members (Students)	1. Ms. Pon Sneha – II B.Sc. 2. Ms. Nivasshini V– III B.Sc. 3. Ms. Divya P S – II MBA

Submitted for your Approval.


Faculty In-Charge


Head of the Departments


Director

Copy to:
Academic Section
Admin Office