



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University, Coimbatore)

ERODE - 638 107.

Office : 0424 - 2242888, 2339933



INTERNAL COMPLAINTS COMMITTEE

The UGC (Prevention, Prohibition and Redress of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation, 2015 is a federal law that prohibits sexual harassment of women employees and students in higher education institutions. It should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgment by Supreme Court).

Objectives

The purpose of this committee is to provide protection against sexual harassment of female employees and students inside the campus and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Responsibilities

1. The Internal Complaints Committee will examine all matters relating to women in the Campus and will make suggestions and proposals to the institute administration regarding such matters.
2. a) The Committee will admit complaints from
 - Female employees on harassment and discrimination in the workplace by other employees.
 - Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff.
 - Female residents on harassment, assault and other forms of misbehaviour by employees.
- b) The committee will follow relevant Acts Rules, OM of Government of India and Court Orders etc as applicable from time to time.
- c) The committee will institute Enquiry Committee as it deems fit to examine particular complaints.
- d) The committee will make recommendations on action to be taken on specific complaints.



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3. The Committee will report to the Principal/Management of the institution.
4. Links for the guidelines:
 - a) Sexual Harassment Act 2013
 - b) Vishaka Guidelines

Functioning of the Committee

The Committee deals with issues relating to Sexual Harassment. It is applicable to all Students and Staff members of the Institution. If any issues of discrimination or sexual harassment arises that may be notified to the Internal Complaints Committee either by the victim or third party. The following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavory remarks to curf.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (unbearable telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

Who can Approach

Any female student, Teaching and Non-Teaching member of Kongu Arts and Science College.

Lodging Complaints

- Nature of the complaint should be clearly stated in detail with dates and locations.
- As per stipulation of The Act the aggrieved person can make the complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must not be anonymous and the aggrieved person's name and address should be legible.
- Complaints regarding Sexual Harassment must be made in written (legible handwriting), typed on paper or through email iccposh@kasc.ac.in (or) iccposhkongu@gmail.com

Your complaint will be kept **CONFIDENTIAL**



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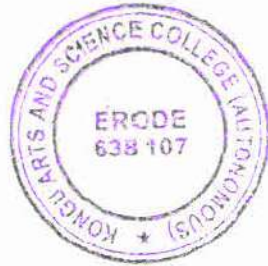


Inquiry Process

- Inquiry shall be completed within a period of 90 days from the date of complaint.
- On completion of the inquiry, the ICC shall provide a report of its finding to the employer within period of 10 days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If allegations against the respondent have been proved, it shall recommend punishment actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within 60 days of receiving it.

Punishments

- Warning (or) Written apology
- Bond of good behaviour
- Adverse remarks in the confidential report
- Debarring from supervisory duties
- Denial of membership of statutory bodies
- Denial of re-employment / re-admission
- Stopping of increments / promotion / denying admission ticket
- Reverting, Demotion
- Suspension (or) Dismissal



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PRINCIPAL

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