



**SRI KRISHNA ARTS AND SCIENCE COLLEGE
KUNNIAMUTHUR, COIMBATORE-641008**



Guidelines for Internal Complaints Committee (ICC)

As per the guidelines laid down by the Supreme Court of India, in its ruling on the Writ Petition (Criminal) Vishaka vs. State of Rajasthan (1997) on the prevention and deterrence of sexual harassment at the workplace and UGC's recommendation to regulate a committee against sexual harassment in workplace, Sri Krishna Arts and Science College, constituted Internal Complaints Committee – Gender Sensitization Committee Against Sexual Harassment (GSCASH)

Objectives:

Rules and Procedures apply to all students, teaching and non-teaching staff on active rolls of the college, residents, service providers and outsiders who may be within the territory of Sri Krishna Arts and Science College at the time of the commission of the act attracting any such violation. To provide orientation programs on Gender Sensitization and existing legal laws related to women harassment, and formal enquiry and redressal at regular intervals.

Reserves the right to serve notice to anybody concerned for violating the code of conduct and / or disclosing any confidential details if they and are found publicizing the details of the complainant, defendant or the cases.

Functioning of the Committee:

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to principal along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the

inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Chairperson / Member Secretary, ICC shall receive the complaints of Sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received.

Who can approach to ICC for help?

Any female student, teaching and non - teaching member of Sri Krishna Arts and Science College.

Definition of Sexual Harassment

"Sexual harassment" includes an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences, whether directly or indirectly, such as:

- A) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
- B) Demand or request for sexual favours;
- C) making sexually coloured remarks;
- D) showing any pornography;
- E) physical contact and advances;
- F) humiliating treatment likely to affect the health, safe dignity or physical integrity of the person concerned; or
- G) creating an intimidating offensive or hostile learning environment.

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of Good behaviour
- Adverse remark in the confidential report
- Stopping of increments / promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are harassed or being harassed, what should you do?

- Send an email to chairperson (vijayasamundeswarir@skasc.ac.in)
- You may also refer to www.shebox.nic.in

Your complaint will be kept **CONFIDENTIAL**

Inquiry Process:

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