



# INTERNAL COMPLAINT CELL

SSV COLLEGE, VALAYANCHIRANGARA

## [Abstract](#)

The ICC is a statutory body established in accordance with UGC laws. The ICC's rules, regulations, and constitution are all listed here.

[Email address]

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

Everyone has the right to dignity and respect, as well as a safe and healthy working environment. Sexual harassment infringes on a person's right to work and live-in dignity. SSV College is committed to providing a sexual harassment-free work and learning environment. Sexual harassment will be treated seriously and dealt with as soon as possible. Disciplinary action will be made based on the nature and severity of the reported behaviour. To the greatest extent practicable, the College will respect the confidentiality and privacy of those who report or are accused of sexual harassment. During the investigation, special care will be taken to ensure that complainants, witnesses, and the harasser do not encounter mistreatment or discrimination. Falsifying information on purpose is grounds for disciplinary action. A penalty will be imposed on the complainant if the allegation is untrue. This policy will apply to all members of SSV College, including students, teaching faculty, and administrative personnel, both contractual and temporary.

### **What constitutes sexual harassment?**

Sexual harassment as defined in the Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 includes any one or more of the following 'Unwelcome' acts or behaviour:

- (i) physical contact and advances;
- (ii) a demand or request for sexual favours;
- (iii) making sexually coloured remarks;
- (iv) showing pornography;
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This would also include online harassment via internet, sms and social network sites. Further, the following may also amount to sexual harassment:

- (i) implied or explicit promise of preferential treatment;
- (ii) implied or explicit threat of detrimental treatment;
- (iii) implied or explicit threat about present or future employment status;
- (iv) interference with work or creating an intimidating or offensive or hostile work environment;

- (v) humiliating treatment likely to affect health or safety

SSV college, Valayanchirangara, Ernakulam is dedicated to providing a safe learning and working environment for all students and employees. In accordance with Supreme Court instructions, the College has created an Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

### **Objective and Role of ICC:**

1. To take consistent action to prevent, prohibit, and resolve complaints of sexual harassment and gender discrimination against female employees in the workplace.
2. Make recommendations to management for procedures to ban, resolve, settle, and prosecute acts of discrimination and sexual harassment committed by students and workers.
3. Deal with complaints of sexual harassment and discrimination against women in a timely way, with the goal of providing support services to the victims and ending the harassment.
4. Recommend to Management suitable punitive measures against the responsible party.

### **Formation & Structure of the Cell:**

Its formation and structure are as per the Guideline published by UGC, New Delhi

### **Statutory Status**

The Internal Committee to Prevent Sexual Harassment of Women at Work is empowered to carry out the policy's mandate and has the same statutory powers as a civil court under the Code of Civil Procedure, 1908, when trying an action in the following areas:

1. Summoning and enforcing the attendance of any person (COMPLAINANT /COMPLAINEE /WITNESS) and examining him/her on OATH and recording the statements

2. Requiring the discovery and production of valid Documents
3. Any other matter which may be prescribed

### **Power and Duties of the Committee:**

The committee will **not** serve as a moral police force, and it will not invade anyone's privacy. The Committee's role is to raise awareness about sexual harassment, as well as to investigate and propose punishment for non-consensual acts of sexual harassment. It is not to restrict sexual expression on campus. Members are expected to be sensitive to the issue and not allow personal biases and prejudices (whether based on gender, caste, or class) or stereotypes (e.g., preconceived notions of how a "victim" or "accused" should dress or behave) to impede with their ability to function as committee members.

#### **A. Preventive**

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
2. To publicise the policy in English and Malayalam widely, especially through notice boards and distribution of pamphlets
3. To publicise in English and Malayalam, the names and phone numbers of members of the Committee.

#### **B. Gender Sensitization**

Gender Sensitization entails raising knowledge of issues of gender and sexuality, as well as working toward and establishing a gender-just atmosphere in which everyone may work together in safety and dignity. The Committee's primary duty will be to raise awareness and sensitise the public. The following is a list of strategies that will be used to raise awareness and sensitise students, staff, and faculty:

1. An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year.
2. One or more workshops/seminars annually where external experts on the subject will interact with all employees and students

3. Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.
4. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc.,

### **C. Remedial**

1. The mechanism for registering complaints should be safe, accessible, and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
3. To recommend disciplinary action for any complaint registered with the Committee after the enquiry to the Director/administration/or concerned authorities and to follow up action and monitor the same.
4. To recommend Institute to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
5. To recommend the Institute to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
6. To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counselling, security and other assistance) to the victim if she so desires.

### **The Process for Complaint and Inquiry**

**Step I:** A woman who has been wronged should file a written complaint, which she can do in person, by post, or by email. Within three months of the date of the incident, it should be submitted to the 'Prevention of Sexual Harassment and Atrocities against Women Committee' or ICC. If the lady was prevented from making the complaint due to particular circumstances, the time limit may be extended for another three months. If the lady who has been wronged is unable to file a complaint, her legal heirs may do so on her behalf.

**Step II:** On receipt of the complaint, the ICC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. And the inquiry report will be submitted within 10 days from the date of completion of the inquiry.

**Step III:** If the ICC determines the respondent's accusations to be true, it will send a report to the principal, who will then take action for sexual harassment as misconduct in line with the applicable service rules, or, if no service rules exist, in accordance with the Act's rules.

**Step IV:** Within 60 days after receiving the ICC report, the college administration will act on the recommendations.

**Step V:** Appeal against the decision of the ICC is allowed within 90 days of the recommendations.

### **Complaint Withdrawal:**

1. DURING THE INQUIRY PROCESS, THE COMPLAINANT MAY WITHDRAW HER COMPLAINT IN WRITING. The Committee, on the other hand, must determine the reasons for the complaint's withdrawal, record them in writing, and have the complainant countersign it.
2. The complaints enquiry procedure shall, on such withdrawal, be terminated, save in instances in which the Enquiry Committee is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the Accused(s), or any person on her/his behalf on the complainant. In such an instance, the complaints enquiry proceedings shall continue in accordance with the procedure outlined in the policy.

### **Amendments in the Policy**

1. The policy will be suitably amended as per modifications in the prevailing laws.
2. In case of need, committee may amend the policy time to time.

**COMMITTEE MEMBERS: 2021-2022**

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