

## **INTERNAL COMPLAINT COMMITTEE**

In the enactment of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Sree Vivekananda Teacher Education centre decided to constitute the Internal Complaints Committee (ICC) to deal with issues and complaints relating to Sexual harassment at the institution. The committee focused on providing secure social and physical environment.

### **A.OBJECTIVES:**

- To develop a policy and guidelines against sexual harassment
- To ensure the commitment of the institution to provide safe and secure environment
- To deal with the case of discrimination and sexual harassment in a time bound manner
- To develop a permanent system for the prevention and redressal of sexual harassment cases at the institution

### **B.GUIDELINES OF INTERNAL COMPLAINT COMMITTEE**

- All complaints will be deal confidentially.
- Only matters pertaining to sexual harassment and discrimination shall be discuss under ICC
- Other conflicts and grievances if any should be submitted to grievance redressal cell or to the discipline committee

- All students and staff are bound to obey the rules of college and any complaint regarding the same that not under the purview of ICC.

### **C.COMPOSITION OF INTERNAL COMPLAINT COMMITTEE**

The internal Complaint Committee work for issues related to sexual harassment. The complaints can be also made a part of at the Grievance Redressal Cell. The students, staff and non teaching staff can complaint to the committee. The complaints are presented in the meeting and the solution is reached. The document is submitted to the principal and the concerned student/staff/non teaching staff is informed early as possible. The documents are maintained by the committee.

#### **MEMBERS OF COMMITTEE**

SL.NO	NAME	DESIGNATION
1.	Lillymol K.J	Principal& Presiding Officer
2.	Manjula V	Assistant Professor in General Education Coordinator of CGRC
3.	Shabna	Assistant Professor in English Coordinator of Sexual Harassment cell
4	Dr. Smitha das T.V	Assistant Professor in General education Staff Secretary of SVTEC