



## KARPAGA VINAYAGA COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
GST Road, Chinna Kolambakkam, Chengalpattu (Dt) 603 308, Tamil Nadu



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## The Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) has been constituted in the college for the sexual harassment of women at the workplace (prevention, prohibition, and redressal) is headed by a senior female faculty of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity. Posters are displayed at strategic places within the campus to communicate the philosophy of institute in such matters.

### Internal complaint committee members

S.No.	Name of the Member	Designation	Contact Nos.	Email Address
1	Dr. Sheela Devi	Presiding Officer	8778988320	sheeladevi.kvcet@gmail.com
2	Ms.K.E LakshmiPrabha	Member Faculty	9840814750	lakshmiprabha.ethirajan@gmail.com
3	Dr.C.Jayapratha	Member Faculty	9789672555	jayaprathaclement@gmail.com
4	Ms.Mageswari	Member Non-Teaching	8248726478	maheswaribestbt@gmail.com
5	Ms.Kanchana	Member Non-Teaching	9841078534	kanchanavaradharajan@gmail.com
6	Ms.S.Merlinvasanthy	Member Student	9344625740	merlinselvin2000@gmail.com
7	Ms.Y.Gowsalya	Member Student	9025103828	Gowsalya27102000@gmail.com
8	Ms. A.Theboral	Member Student	6379459399	theboralayyanar@gmail.com
9	Ms.Ajitha.K	Advocate	9444910032	ajithathilgaraj@gmail.com

### **Registration of Complaints:**

Despite the preventive efforts made by the committee, any incidents of sexual harassment should take place; registration of complaints shall follow the following procedures.

1. Complaints can be lodged directly with any member of the committee. The person to whom the complaint is made should bring to the notice of the committee within 2 working days of receiving it.
2. As far as possible attempt should be made to explore whether mediation or conciliation can provide a suitable solution to the case. This should be desirable in so far it can spare trauma of formal procedure for both the complainant and the accused.
3. The complaint may be oral or in writing, if the complaint is oral it shall be reduced in writing by the committee or the member who has received the complaint with the signature of the complainant.
4. A complaint should be lodged within four weeks of the incident. In extraordinary circumstances this could be extended to four months.
5. The committee shall study the complaint and may hear both the complainant and the accused and other involved parties to determine if an enquiry should be instituted. If so then an enquiry committee will be formed from the committee consisting of not less than 3 persons or not more than 5 persons. 50% of this committee will be women.
6. The process shall be complainant friendly and quick in its decision regarding whether the matter needs to be enquired into or can be taken care of by counselling or mediation.
7. At no time in the complaints receiving or recording procedure the past sexual history of the complainant is probed into.
8. The complainant may withdraw his/her complaint in writing at any time while receiving during/enquiry procedure. In such case the procedure shall be terminated. If the committee feels or has enough reason to believe that the withdrawal is the consequence or effect of coercion/intimidation/ threat exerted by the accused or any person on his/her behalf the enquiry proceedings shall continue.
9. The enquiry committee shall complete the enquiry in the shortest possible time not exceeding 3 months from the date of complaint.
10. The enquiry committee shall provide reasonable opportunity to the complainant and the accused for presenting/ defending their case.
11. The enquiry committee shall then submit a detailed report to the main committee in which it shall communicate its findings based on its investigation.
12. The main committee along with the enquiry committee will then forward its findings and recommendations to the management for further action.