

MEENAKSHI COLLEGE OF ENGINEERING

No. 12, VEMBULIAMMAN KOIL STREET, WEST K.K. NAGAR, CHENNAI - 78

INTERNAL COMPLAINTS COMMITTEE



The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013

Ø The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place.

Ø Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14, 15 and her right to live with dignity under article 21 of the constitution of India.

VISION:

Ø To create a safe environment for women in the institution and to transform every female student who leaves her portals, socially responsible and professionally successful human being, she can envision her endeavors relentlessly towards perfection without compromising on moral and ethical values.

MISSION:

Ø To provide a safe and secured place for women students and staff members.

Ø To train the women to acquire a wide range of skills and knowledge on all events taking place in the institution.

Ø To uplift the girl students socially and intellectually by enabling them to take active participation in all the personality development programs conducted in the institution.

Ø To empower the women in raising their voice against Gender Discrimination, Injustice, Violence etc.

GUIDELINES:

https://drive.google.com/drive/folders/1z8lzN_m_pzcw3NN20s4GwH2bU3OiPTuH?usp=drive_link

PREAMBLE:

- As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (Anti-Sexual Harassment Cell) has been established by the Institution.
- Meenakshi College of Engineering is vowing to provide the safe, fortress and the compatible environment to the girl students and women employees of the Institution and has also achieved the same with zero percent complaints.
- The Institution has endowed the task of developing principles and procedures for contending with sexual harassment to this ICC.
- ICC moves up with the steps measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by conducting awareness programmes and campaigns for the comfort of all members of the Institution.

Functions of ICC:

Ø As per the guidelines of UGC, NAAC and the Supreme Court, the college has established the Internal Complaints Committee for the effective enforcement of basic human rights of gender equality and assurance of an environment to be free from sexual harassment and abuses.

Ø Prevents discriminations, gender, caste and other inequalities against women by creating awareness.

Ø Spreads social awareness through street plays, marathons etc.

Ø Promptly and confidentially deals with the cases of any sexual harassment and abuses in the campus and taking necessary steps against the accused.

OBJECTIVES OF ICC:

ICC is to ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

Ø To develop healthy and safe atmosphere for the staff and students of the college and to prevent sexual harassment or exploitation of any kind.

Ø To create an awareness among the staff and students on sexual harassment in its various forms.

Ø To lay down the Policy measures and procedures to combat sexual harassment, if any arises, and the students are made aware of these proactive measures through seminars and outreach programmes.

Ø To uphold the commitment of the Institute to provide an environment free of gender based discrimination.

Ø To provide a conducive environment and congenial atmosphere for women staff and students.

The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

Ø Receive the complaints of sexual harassment.

Ø Initiate the inquiry and submit the findings from the inquiry done.

Ø Direct the employer to undertake required actions.

Ø Submit an annual report in the prescribed format.

Roles and Responsibilities

Ø A periodical awareness programme and counseling sessions are conducted for women students regarding the sexual harassment and the facilities available for the remedial.

Ø They need to be motivated to make the right decision in every situation.

Ø If any student approaches a committee member either through the complaint box placed in front of the college office or by telephone, necessary action will be taken through counseling and conciliatory methods.

Ø A meeting will be called by the chairperson and a notice of at least 5 working days will be given for the meeting while for exceptional cases, an emergency meeting will be conducted presided over by the chair-person or at least with a minimum of 2 committee members.

Ø The matter will be sorted-out within one week from the date of complaint.

Ø The Committee will take the responsibility to ensure that no such incident happens in the campus.

Ø If the ICC has decided not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the meeting and the committee shall make the same available to the complaint-cell in writing.

Ø A confidential report and actions will be taken by the committee with the knowledge of the administrative heads and the management.

Actions taken or penalties:

Ø Written apology (with the concurrence of the defender)

- Ø Counseling
- Ø Severe Remarks in the confidential report
- Ø Lodging complaints with the knowledge of the defender and the management
- Ø Debarring the accused from the institution.

FACILITIES OF THE CELL

COLLEGE FACILITIES

- Ø E-Mail address for posting complaints (mceiccnaac@gmail.com)
- Ø Complaints box in the front office
- Ø Help Desk with list of committee members and their contact nos.
- Ø In Case of Emergency, contact:

Dr. V. Sumithra, COMMITTEE IN-CHARGE, ICC – 8778585549

Ms. P. Sudha Juliet, Member, ICC – 9790877135

INSPECTOR Jothilakshmi, Inspector of Thiruverkadu (Crime Branch), Member, ICC
- 9498106554, 7904997635

- Ø Google form for complaints:

https://docs.google.com/forms/d/e/1FAIpOLSf9EvB-c3_jWQ5qLZUU-oNgelleX-G2NdulIB6JYWtmN8fk6Q/viewform?vc=0&c=0&w=1&flr=0

- Ø Tamil Nadu Women Helpline 044-28592750; State Commission for Women, Call :- 044-28551155
- Ø National Commission For Women (NCW) (Domestic violence 24x7 helpline for Sexual Violence and harassment) – 7827170170
- Ø National Commission For Women (NCW) 011-26942369, 26944754
- Ø Women in Distress 1091; Women Helpline Domestic Abuse 181

INTERNAL COMPLAINTS COMMITTEE

COMMITTEE COMPOSITION

Ø The formation of the Internal Complaints Committee is officially notified by the committee chairperson / coordinator through an order in writing and such notification is approved by the Principal.

Ø The term of office of the members in the ICC is for a period of three years.

Chairperson	PROF. JOOHI BANSAL , Design chair, School of Architecture
Committee Convener	V. SUMITHRA , Assistant Professor in Chemistry, Department of Science and Humanities
Committee Co-convener	Ms. D. RAMA DEVI , Asst. Prof. / HOD In-charge, Civil Department
Committee Members	Female HODs and Students representatives from various departments

COMMITTEE MEMBERS

[https://docs.google.com/spreadsheets/d/1pwL0edvBVR9HxzxdezE1aavcSXP_dw-E/edit?usp=drive link&oid=111736467690609505678&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1pwL0edvBVR9HxzxdezE1aavcSXP_dw-E/edit?usp=drive_link&oid=111736467690609505678&rtpof=true&sd=true)