



## **K.S.K COLLEGE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE and Affiliated to Anna University)

**Darasuram-PO, Kumbakonam-612702**

### **INTERNAL COMPLAINT COMMITTEE**

#### **Internal Complaints Committee (ICC) on Sexual harassment**

K.S.K College of Engineering and Technology is committed to present safe academic and working atmosphere to all girl students and its women employees. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (ICC) on Sexual Harassment has been established by the college in the year 2015. This committee has been constituted under the policy prevention and punishment for sexual harassment of women at workplace.

#### **Mechanism and Composition of ICC on Sexual Harassment**

1. The mechanism for registering complaints should be safe, accessible and sensitive.
2. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party.
3. If the complainant wishes she can be accompanied by a representative.
4. All complaints made to any committee member must be received and recorded by the member, who shall then inform the chairperson about the complaint, who in turn shall call for a meeting of the committee.
5. Within three days of the receipt of a complaint, the ICC on Sexual Harassment must determine whether a *prima facie* case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complaint and the

defendant and/or any other relevant person to determine whether an enquiry by the committee is to be instituted. If the committee considers it necessary to hear the defendant at the preliminary stage it shall start the enquiry process.

6. If the committee against sexual harassment decides not to conduct an enquiry into a complaint it shall record the reasons for the same in the minutes of the committee meeting. The committee shall make the same available to the complainant in writing
7. If the committee finds an employee of the Institute involved in sexual harassment of the complaint, then immediately it recommended disciplinary action in the form of dismissal and any other relevant mechanism
8. If the committee finds a student of the Institute is involved in sexual harassment of the complainant, it can recommended disciplinary action in the form of suspension for a specific period of time or expulsion from the institution.

**The Compositions of ICC on sexual harassment for this academic year 2025-26 is as follows**

S.NO	NAME OF THE MEMBER	DESIGNATION	CONTACT NUMBER	EMAIL-ID
1.	Ms.B.AKSHAYA SRI	CONVENER	9865324560	akshayasri11@gmail.com
2.	Mrs.P.MENAKA	MEMBER	8940189012	menakashivani84@gmail.com
3.	Mrs.D.NANDHINI	MEMBER	8760224847	8210kskeee@gmail.com
4.	Mrs.A.BILOMIN RAMYA	MEMBER	8072191811	ALFERFILOMINA30@gmail.com
5.	Mrs.R.VIJAYA RAJESWARI	MEMBER	9789251117	vijirajiksk80@gmail.com
6.	Mrs.D.LAKSHMIPRIYA	MEMBER	9629758999	dayalakshmi88@gmail.com

#### **Roles & Responsibilities**

- Assuring the sexual harassment free academic, work place environment and to prevent sexual harassment by providing protection to women at the workplace.
- Evolving a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at workplace.
- Promoting a social and psychological environment to raise awareness on sexual harassment in its various forms.
- Planning and organizing awareness programme on sexual harassment to create a protected physical and social environment to suspend any act of sexual harassment
- Receiving complaints if any from member of the institution claiming sexual harassment in the workplace.
- Any complaint received by the members should be immediately forwarded and this must be notified to other committee members at the earliest and a meeting should be called for discussing the matter.
- The Committee shall discuss and decide to deal with the case or reject the complaint and recommend to the Institute that no action is required to be taken in the matter
- The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
- Ensuring confidentiality with respect to complaints registered and follows up actions.
- Providing a redressal mechanism for complaints relating to sexual harassment at the workplace.

#### **Tenure of the Committee**

The Committee will be for Three Academic years.

#### **Periodicity of the Meeting**

Sexual Harassment Complaints Committee meeting shall be conducted twice in a year (July and February) or whenever required shall be conducted.