



PAVANATMA COLLEGE

MURICKASSERY , IDUKKI 685604

**INTERNAL
COMPLAINTS POLICY**

POLICY ON SEXUAL HARASSMENT

Declaration of the Policy:

Pavanatma College shall value the dignity of women & guarantee full respect for the “Fundamental Rights” under Article 14, 15, 19 & 21 of the Constitution of India. To achieve Gender Equality amongst the employees & students, all forms of sexual harassment in the employment, education, or training environment are declared as unlawful under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

Formation of the Internal Complaint Committee:

The Internal Complaint Committee of the Pavanatma College is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013.

Objectives of ICC:

- To fulfill the requirements of the Sexual Harassment of Women at Workplace Act, 2013 (POSH Act).
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination.
- To assist the “Aggrieved Woman” in making the complaint relating to Sexual Harassment of Women in the Workplace.
- To create a secure physical and social environment that will deter acts of sexual harassment

Composition:

The ICC must have a minimum of four members, and at least half of the members must be women. Additionally, one member must be from a non-governmental organization or an association committed to the cause of women, and one member must be a person



familiar with the issues related to sexual harassment. The IC must also have a Presiding Officer, who must be a woman, and who is responsible for conducting the inquiry into the complaint.

Procedure to be followed by the Committee:

- i) The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- ii) The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of five (5) days from such direction, the Committee members shall assist in writing the complaint.
- iii) The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- iv) Each party shall be provided with a copy of the written statement(s) submitted by the other.
- v) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- vi) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- vii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer within ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- viii) Where the Internal Committee concludes that the allegation against the respondent has been proved, it shall recommend to the Employer to act for sexual harassment as misconduct under the



provisions of the Service Rules applicable to the respondent.




Dr. BENNICHEN SCARIA
PRINCIPAL
PAVANATMA COLLEGE
MURICKASSERY IDUKKI DIST