



**VIGNAN'S INSTITUTE OF MANAGEMENT AND
TECHNOLOGY FOR WOMEN**

(Sponsored by Lavu Educational Society)

Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.

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Internal Complaints Committee (ICC)

POLICY DOCUMENT (ICC)



**VIGNAN'S INSTITUTE OF MANAGEMENT &
TECHNOLOGY FOR WOMEN**

**Kondapur (V), Ghatkeser (M)
Medchal (D)-501 301.**

POLICY DOCUMENT

INTERNAL COMPLAINTS COMMITTEE



Vignan's Institute of Management & Technology for Women (An Autonomous Institution & Accredited NAAC)

INTERNAL COMPLAINTS COMMITTEE

The **Internal Complaints Committee (ICC)** is formed according to the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, UGC (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and No. F.AICTE/WH/2016/01.-All India Council for Technical Education (Gender Sensitization, Prevention, and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.

The Internal Complaint Committee has been formed in Vignan's institute of management and technology for women strictly following the AICTE guidelines. The Internal Complaint Committee (ICC) looks after any complaints made by students and staff members related to gender inequality or sexual harassment. The committee mostly accepts the complaints from the victim in written mode and keeps them confidential so that the victim in no way gets influenced to withdraw the complaints under the pressure of the offender(s).

Any case of sexual harassment or assault in any form is dealt with strictness by the committee. The committee not only takes punitive measures against the offenders of sexual harassment but also takes initiative to promote awareness about it through sensitization programs. The ICC addresses the issues on an emergency basis and takes prompt action. Thus, due to this quick redressal system, the students and staff feel completely safe within the campus.

The objectives of the committee:

- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
- To ensure that students, faculty, and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To provide a neutral, confidential, and supportive environment for victims of sexual abuse (if any).
- To advise complainants of the informal and formal means of resolution as specified by the Cell.
- Deal with cases of discrimination and sexual harassment against women, in a time-bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party.
- To provide information regarding counseling and support services on our campus.

Establishment of internal complaints committee: The committee is established with principal as chairperson and lady professor/associate professor as convener with following eight members. Two female faculty, two-non teaching members, three student member out of which two girls students and one member from NGO. The cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, homesickness, insecurity and/or inferiority in terms of physical appearance, hotel issues, harassment from room-mates, adjusting and adopting to the new environment etc.

Responsibilities of the internal complaints committee (ICC):

The Internal Complaints Committee shall:

1. Provide assistance if an employee or a student chooses to file a complaint with the police.
2. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
3. Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
4. Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
5. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Procedure for receiving a Complaint:

- An aggrieved student can submit the application seeking redressal of grievance to the ICC chairperson by email at helpicc@vmtw.in
- Anyone with a genuine grievance may approach the department Proctorial board members in person, or in consultation with the class mentor/In-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box at administrative block.
- The cases will be attended promptly on receipt of written grievances from the students and has been properly solved in a stipulated time limit.
- On receipt of a complaint ICC shall conduct a preliminary inquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary inquiry report to Director along with all the original documents collected during the preliminary inquiry proceedings.
- In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Proctorial board.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015, AICTE regulations, 2016, and the Sexual Harassment Act for inquiring into the complaint in a time-bound manner.
- Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received. Any employee (faculty, student, or staff) of VMTW.

Duration of the committee: The members can be continued, added or retired every year, as per availability/ other assignments.

Frequency of the committee: As and when required or at least once in a semester.

Definition of Sexual Harassment: "Sexual harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours

- Touching or brushing the any part of the body.
- Eve-teasing, unsavory remarks.
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

(More details are included in the AICTE order.)

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

The working mechanism:

- The complainant will have to submit an application duly signed, addressed to the Chairperson/ convener of the Committee.
- A meeting will be called immediately where the members of the Committee will discuss the complaint.
- If the case comes under the purview of the Committee, an inquiry committee will be set up.
- The Committee will submit a report to Chairperson, Vignan's institute of management and technology for women and also recommends the nature of action to be taken after discussion with the principal of the institute.

Inquiry process:

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the principal within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent have been proven, it shall recommend punitive actions to be taken against the respondent to the principal.
- The principal shall act upon the recommendation within thirty days of receiving it.




Principal
Vignan's Institute of Management & Technology For Women
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