

INTERNAL COMPLAINT COMMITTEE

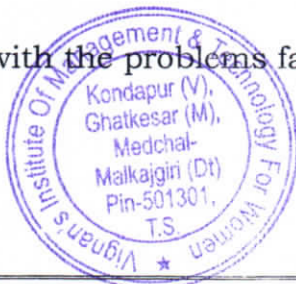
As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at the college and to make Vignan's Institute of Management and Technology for Women a free zone from sexual harassment. It is applicable to all students, staff and faculty. The following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts, Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, Pamphlets or sayings
- Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

Establishment of Internal Complaint Committee: The committee is established with a lady professor as presiding officer with following eight members. Two female faculty, two non-teaching members Three student members out of which two are girl 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, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment etc.

Objectives Internal Complaint Committee

- To deal with the problems faced by the women in the campus.



- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

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

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

Mechanism for complaints on Sexual Harassment:

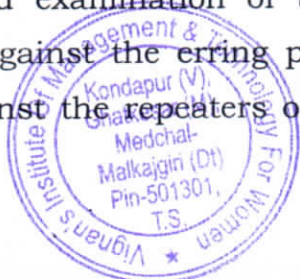
A written complaint is required to be taken from the aggrieved person, necessary action to be taken, Preferably to settle the matter through counselling and conciliation as soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members of the committee to be vigilant all the time and they have to ensure that there is no such incident taking place in campus by creating awareness among all the students. Following are the Guidelines to be strictly followed:

Step1 (Department level):

The aggrieved woman represents her grievance either in person or through Online or Writing to the concerned Person In-charge in the Department, which is acknowledged. At this level, inquiries are conducted and try to resolve the issue with the conscience of the Chairman (ICC). Otherwise, the complaint is forwarded to the Chairman (ICC committee) for redressal.

Step2 (Committee level):

The Chairman (ICC committee) will organize the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the suitable action against the erring people. The committee may initiate serious punishment against the repeaters of such acts and may handover the case to



the police for necessary action.

The complaint will be generally disposed of within a week's time. All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by women.

The complainant will have to submit a written and signed complaint addressed to the Presiding officer of the Cell

- The students/staff can give a complainant through e-mail to helpinternalcomplaints@vmtw.in
- The counsellor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint
- The members of the Cell will discuss the complaint
- If the case falls outside the purview of the Cell, the complainant will be informed to Management
- If the case comes under the purview of the Cell, an enquiry committee will be set up
- The Committee will submit a report and recommend the nature of action to be taken at the earliest by Principal
- If any legal action is required with the help of advocate member of the cell complaint is forwarded to police.




PRINCIPAL

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