

## **INTERNAL COMPLAINTS COMMITTEE (ICC)**

### **Sexual harassment of women at workplace (Prevention, Prohibition and Redressal) act 2013**

In accordance with the instructions of the National Commission for Women and guidelines issued to enforce the directives of the Honourable Supreme Court Judgment dated 13/8/1997, JKKN College of Engineering and Technology has established an Internal Complaints Committee (Anti-Sexual Harassment Cell). This committee operates based on the guidelines provided by the Supreme Court, UGC, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

The primary objective of the Institution is to create a secure, supportive, and inclusive environment for female students and women employees. To achieve this, the Institution has entrusted the Internal Complaints Committee (ICC) with the responsibility of developing principles and procedures to combat sexual harassment. The ICC actively promotes gender equality, eliminates gender bias and discrimination, addresses sexual harassment, and combats other forms of gender-based violence. By organizing awareness programs and campaigns, the ICC ensures the well-being of all members of the Institution.

#### **Functions of ICC:**

- To foster a discrimination-free environment based on gender equality.
- To formulate and implement comprehensive policies to address this objective.
- To arrange and conduct gender sensitization awareness programs.
- To promptly handle instances of discrimination and sexual harassment, ensuring timely support services to the affected individuals.

#### **Role and responsibility:**

- To ensure a work and educational environment that is free from any form of sexual harassment.
- To proactively take reasonable measures to prevent instances of harassment, both through active prevention and addressing any complaints received regarding unwelcome sexual advances, physical intimacy without consent, requests for sexual favors, or any other unwelcome conduct of a sexual nature.
- To prominently display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures to create awareness.
- To conduct regular awareness sessions for all staff members on issues related to sexual harassment.
- To develop and implement a written policy that explicitly prohibits sexual harassment. The Institution shall have a comprehensive Sexual Harassment Policy that outlines its

commitment to preventing and addressing such incidents. This policy also provides a clear definition of sexual harassment and specifies behaviours that are deemed unacceptable.

**Definition of Sexual Harassment:**

To accomplish this objective, sexual harassment encompasses any unwelcome behaviour of a sexually determined nature, whether expressed explicitly or implied, including:

- Physical contact and unwarranted advances.
- Solicitation or insistence on sexual favors.
- Making sexually suggestive or explicit remarks.
- Displaying or sharing pornographic material.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

It is important to recognize that these behaviours are not acceptable and violate the principles of a safe and respectful environment.

**The following is also sexual harassment and is covered by the committee:**

To further elaborate, the following behaviours are considered forms of sexual harassment and are strictly prohibited:

- Eve-teasing, which involves unwanted attention, gestures, or remarks that may cause discomfort or distress.
- Unsavory remarks that are inappropriate or offensive in nature.
- Jokes that have the potential to create an uncomfortable or embarrassing environment.
- Insults or remarks that target a person's gender or promote sexist attitudes.
- Unwelcome sexual overtones, including obnoxious telephone calls or any other form of communication.
- Unwanted physical contact, such as touching or brushing against any part of the body.
- Displaying pornographic or offensive material, including pictures, cartoons, pamphlets, or any form of derogatory content.
- Forcible physical touch or molestation.
- Confinement against one's will or any action that infringes upon a person's privacy.
- These behaviours violate the rights and dignity of individuals and are strictly prohibited within the institution.

**The Internal Complaints Committee (ICC)** ensures that all complaints lodged by students, teaching staff, and non-teaching staff are handled with utmost dignity, respect, and confidentiality. The ICC recognizes the importance of maintaining the privacy of the complainants throughout the complaint handling process. It is committed to creating a safe and secure space where individuals can come forward without fear of any adverse consequences. Rest assured, the ICC takes all necessary steps to ensure the confidentiality of complaints and to protect the identity and privacy of those involved.

**False reporting** or intentionally providing false information is considered a serious offense and is subject to disciplinary action. The institution maintains a zero-tolerance policy towards such behaviour. Any individual found to be intentionally making a false report or providing false information will face appropriate disciplinary measures. It is crucial to maintain the integrity of the complaint process and ensure that genuine complaints are addressed effectively while discouraging any misuse or false allegations.

For any Complaints, Queries & Assistance: Contact person: Mrs.N.Ponnarasi, **Email:** [hodece@jkkn.ac.in](mailto:hodece@jkkn.ac.in)

**Members of Internal Complaints Committee:**

<b>Name</b>	<b>Designation &amp; Department</b>	<b>Role</b>	<b>Composition</b>
Mrs.N.Ponnarasi	HoD/ECE	Presiding Officer	Chairperson/ Presiding Officer
Mrs.V.Devikarunambika	HoD/EEE	Member	Teaching Faculty Members
Mrs.C.Vimala	Assistant Professor/MBA	Member	
Mrs.R.Karthika	Assistant Professor/IT	Member	
Mr.S.Ayyappan.,B.A.,BL	Advocate & Consultant	Member	Member from NGO
Ms.N.Narmatha	UG Student in EEE	Member	Student Nominees (if the matter involves students)
Ms.S.Priyanka	UG Student in ECE	Member	
Mr.S.Abinaya	UG Student in CSE	Member	
Ms.M.Geetha	UG Student in IT	Member	