



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

# Policy Document of Internal Complaint



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VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam - 530049



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**The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place.**

Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

## **Sexual Harassment:**

Sexual harassment includes any one or more of the following unwelcome acts or behaviour

- 1: Physical contact and advances
- 2: A demand or request for sexual favours
- 3: making sexually coloured remarks
- 4: showing pornography
5. any unwelcome messages through telephone or internet

## **Structure of ICC:**

The office bearers of ICC shall be functioning not more than 3 years. After the tenure a new body shall be elected. The ICC shall be containing the following designations:

1. One Preceding officer (women, employed at a senior level)
2. At least two members (who are committed to the cause of women and have had experience in social work or have legal knowledge.)
3. One member from NGO (which is associated for women welfare.)

## **Functions:**

The Internal Complaints Committee has two major functions: 1. Preventive 2. Remedial

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## Preventive

- ☐ To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- ☐ To promote and facilitate measures to create a work environment that is free of sexual harassment.

## Remedial

- ☐ To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
- ☐ Crisis Management, Mediation and Counselling
- ☐ To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

## Rules and Procedures:

- ☐ All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- ☐ No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- ☐ Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- ☐ If the ICC 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.
- ☐ Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- ☐ The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- ☐ The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- ☐ The Committee shall have the right to summon as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.

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☐ The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.

☐ All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.

☐ All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

**Exception:** A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not prejudice the Committee members

☐ If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.

☐ In the event that the Committee thinks that supplementary testimony is required, the Convenor of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.

☐ All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.

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## How to Lodge a Complaint?

All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed.

2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.

3. Where the Committee takes suo-moto notice.

☐ Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, such as the RGUKTB administration, academic and non-academic staff association etc. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.

☐ The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.

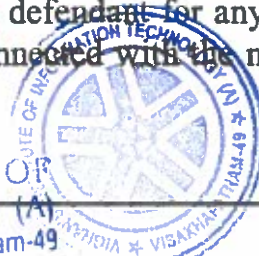
☐ Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry.

☐ The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable.

☐ 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 a meeting of the Committee.

☐ The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.

☐ The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.





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## Penalties:

The penalties listed below are indicative, and shall not constrain the administration from considering others, in accordance with the rules governing the conduct of all members of the institution.

1. Written apology
2. Bond of good behaviour
3. Gender sensitization
4. Counselling
5. Adverse remarks in the Confidential Report
6. Debarring from supervisory duties
7. Suspension
8. Denial of membership of statutory bodies
9. Denial of re-employment
10. Stopping of increments/promotion
11. Reverting, demotion
12. Transfer
13. Dismissal
14. Withdrawal of residential facilities and prohibition from entry on the campus etc.
15. Any other relevant mechanism.

## Members of the Committee

S.NO	NAME OF THE PERSON	DESIGNATION	ROLE
1.	Dr B. Arundhati	Principal	Chair Person
2.	Mrs K. Sravanthi	Assistant Professor	Member
3.	Mrs D. Indira	Assistant Professor	Member
4.	Mrs G. Mani	Assistant Professor	Member
5.	Mrs V. N. K. Mahalakshmi	Assistant Professor	Member
6.	Mrs Ch. Swapna Priya	Assistant Professor	Member
7.	Mrs K. V. Prasamsa	Associate Professor	Member
8.	Dr K. Mrudula devi	Associate Professor	Member Secretary