



# SRI SIVANI COLLEGE OF ENGINEERING

(Under the Management of Sri Sivani Educational Society, Srikakulam)  
(Approved by AICTE, New Delhi and Affiliated to JNTUGV, Vizianagaram-CC-W6,  
UGC Recognition under 2(f) & 12(B), ISO 9001:2015 Certified)  
NH-16, Chilakapalem Jn., Srikakulam Dist. Andhra Pradesh -532410

## INTERNAL COMPLAINTS COMMITTEE

The Committee for Managing Gender Issues has been set up as the Internal Complaints Committee that the SSCE was required to set up as per the Supreme Court Guidelines. This would normally limit its outcomes to resolution, settlement, or prosecution. However, ICC was set up not only to deal with complaints of sexual harassment of women in the workplace but also to focus on creating awareness, counselling and educating about gender issues. For example, specific components of induction programmes were formally introduced and are based on creating awareness and informing students about the Institute's framework for dealing with such issues. In addition, gender sensitization workshops for staff and students are also conducted. The ICC of the College is formed with the following members under the Chairmanship of Principal.

## INTERNAL COMPLAINTS COMMITTEE MEMBERS

S. No.	Name of the Member	Designation	Designation in the Committee
1.	Dr. Y. Srinivasa Rao	Principal	Chairman
2.	Mrs. Padmavathi Boddepalli	Asst. Professor, H&BS	Convener
3.	Mrs. Keerthana Chintalapudi	Asst. Professor, MBA	Member
4.	Ms. Majji Sai Sudha	Asst. Professor, EEE	Member
5.	Ms. A. Padmini	Assistant Professor	Member
6.	Mrs. P. Priyanka	Assistant Professor	Member
7.	Mrs. K. B. Rani	Assistant Professor	Member
8.	Ms. P. Tanuja	Student Representative	Member
9.	Ms. M. Maneesha	Student Representative	Member

## **POWERS OF THE COMMITTEE**

1. The Committee shall have the power to summon witnesses and call for documents or any information from any Employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents by serving a notice in writing to that person.

3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.

4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.

5. The Committee shall have the power to issue interim directions to /with regard to any person participating in the proceedings before it.

6. The Committee shall have the power to recommend the action to be taken against any person found guilty of

- sexually harassing the complainant
- retaliating against / victimizing the complainant or any other person before it
- Making false charges of sexual harassment against the accused person.

### **REMEDIAL STEPS.**

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.

2. To conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.

3. To advise the competent authority to issue warnings or to take the help of the law to stop the harasser, if the complainant consents.

4. To seek medical, police and legal intervention with the consent of the complainant.

5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

### **PROCEDURE TO BE FOLLOWED BY THE COMMITTEE**

1. The Committee shall meet once in a semester or when any complaints received by any member of the committee.

2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents within two days.

3. 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 two (2) days from such direction or such other time period as the Committee may decide. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

4. The Committee shall conduct the proceedings in accordance with the principles of natural justice. I shall allow both parties reasonable opportunity of presenting their case.

5. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
6. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
7. The Committee shall make all efforts to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
8. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal within a period of three (3) days from completion of the proceedings before it. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise,

**Disciplinary action could be initiated in the form of: -**

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re – admission
8. Stopping of increments / promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal
12. Any other relevant mechanism

If, at the end of the proceedings, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal with reasons and with recommendations of the action to be taken against such person.

**Annual-Report**

The Chairperson of the Committee will prepare an Annual Report at the end of each academic year, giving a full account of the activities of the Committee during the year gone by. A copy of the report shall be sent to the Principal.

**Sd/-  
Principal**