



## **UNIVERSITY COLLEGE OF ENGINEERING THIRUKKUVALAI**

**(A constituent College of Anna University::Chennai Approved by AICTE, New Delhi)**

**Nagapattinam(Dt) 610 204**

### **INTERNAL COMMITTEE**

#### **STANDARD OPERATING PROCEDURES (P.O.S.H)**

To ensure the prevention and prohibition of sexual harassment against students and employees at the University College of Engineering Thirukkuvalai, an Internal Committee (IC) has been constituted in accordance with 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' and the 'University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015.

#### **Responsibilities of IC are as follows:**

- To provide assistance to any student or employee who chooses to file a complaint with the IC.
- To establish a proper mechanism for dispute redressal.
- To protect the safety of the complainant.
- To ensure that victims or witnesses are not further victimized.
- To ensure the prohibition of retaliation or adverse action against any covered individual.

#### **INTERNAL COMMITTEE (IC):**

##### **STEP1: FORMATION OF INTERNAL COMMITTEE:**

- A Presiding Officer, who shall be a senior-level woman faculty member employed at the Educational Institution.
- Four employees, preferably those committed to the cause of women, with experience in social work, or with legal knowledge. Seven students, who shall be enrolled at the undergraduate level.
- One member from a non-governmental organization or an association committed to the cause of women, or a person familiar with issues related to any harassment if necessary.
- Provided that at least half of the total nominated members shall be women.

### Committee Members for the year 2024 - 2025.

S.NO	NAME/DEPARTMENT	COMMITTEE MEMBERS/ STUDENT COUNSELLOR
1	Dr.S.Ezhilarasi /Mathematics	Presiding Officer
2	Dr.V.M.Rajanandhini / CE	Member
3	Dr.B.Rajeshwari / Chemistry	Member
4	Dr.S.Sutha / Mathematics	Member
5	Dr.T.MaheshSelvi / CSE	Member
6	B.Dhulasi/ IICE	Student Counsellor
7	C.Brindha/ IICSE	Student Counsellor
8	R.Keerthana/ IIECE	Student Counsellor
9	R.Dhanalakshmi/ IIEEE	Student Counsellor
10	K.Phavatharani/ IIMECH	Student Counsellor
11	V.Devadharshini/I CE	Student Counsellor
12	R.Kanagasree/I CSE	Student Counsellor

### STEP 2: CREATING AWARENESS ABOUT SEXUAL HARASSMENT:

- It is often observed that stakeholders (students, faculty or other staff members) do not file complaints of sexual harassment, either due to a lack of information or fear of defamation.
- The main agenda of the IC is to raise awareness about gender issues and sexual harassment in the workplace.
- Personal advice and one-on-one interactions are conducted with stakeholders to raise awareness and sensitize them to gender and sexual harassment issues.
- The Committee organises awareness programs for students, faculty members, non-teaching staff and administrative staff, covering various activities such as:
  - ☛ Workshops and Training
  - ☛ Posters and Brochures
  - ☛ Social Media Campaign
  - ☛ Guest Lectures
  - ☛ Panel Discussions

- ☛ **Short Films and Videos**
- ☛ **Quizzes and Game**
- ☛ **Personal Stories**
- ☛ **Policy and Legislation**

### **STEP 3: COMPLAINT INTIMATION:**

- To maintain the full confidentiality of the complainant's identity and provide them with full support in filing a complaint, there are various ways a student or any other member of the college can file a complaint against sexual harassment.
- **Through email:** Any person (student or staff) experiencing sexual harassment can write an email to [ucetkicposh@aucetk.edu.in](mailto:ucetkicposh@aucetk.edu.in) . Immediate action will be taken in response.
- **Through personal communication:** Any student facing sexual harassment can contact any member of the IC (either a student counsellor, a faculty representative or both) and explain their case by completing the form available for download on our college website.

### **STEP 4: PROCEDURE TO BE FOLLOWED BY THE COMMITTEE:**

The Committee shall convene whenever a complaint is received. A complaint may be received by any member of the Committee.

- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks precision or required details, within two (2) days of such direction or within any other time frame decided by the Committee.
- The Committee shall direct the convicted employee(s) to prepare and submit a written response to the complaint/allegations within four (4) days of such direction or within any other time frame decided by the Committee.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The Committee shall conduct the proceedings in accordance with the principles of natural justice, allowing both parties a reasonable opportunity to present their case. However, if the accused chooses not to participate, the Committee shall continue ex parte.
- The Committee shall allow both parties to produce relevant documents and witnesses in support of their case. Documents produced by either party shall be signed by that party to certify the document as original/true copy.
- The party against whom the document/witness is produced shall be entitled to challenge or cross-examine the same.

- The Committee shall meet on a day-to-day basis to record and consider the evidence presented by both parties. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee. The Committee shall make every effort to complete its proceedings within fifteen (15) days of receiving the complaint.
- The Committee shall record its findings in writing, supported by reasons, and shall forward the same, along with its recommendations, to the Dean within five (5) days of completing the proceedings. If the Committee finds that the facts disclose the commission of a criminal offense by the accused person, this shall be specifically mentioned in the Committee's report.
- If, during the proceedings, the Committee is satisfied that a prima facie case(enough initial evidence) of sexual harassment is made against the convicted employee(s)/student and that there is a risk of recurrence, or if it is required in the interests of justice, disciplinary action may be initiated at the request of the complainant or otherwise in the form of:

- ☛ Warning
- ☛ Written apology
- ☛ Bond of good behavior
- ☛ Adverse remarks in the confidential report
- ☛ Debarring from supervisory duties
- ☛ Denial of membership of statutory bodies
- ☛ Denial of re-employment/re – admission
- ☛ Stopping of increments / promotion/denying admission ticket
- ☛ Reverting, demotion
- ☛ Suspension
- ☛ Dismissal
- ☛ Any other relevant mechanism

#### **PROTECTION FROM RETALIATION:**

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 prohibits retaliation or adverse actions against the complainant, witnesses, or any other person who has assisted in an investigation or inquiry into a complaint of sexual harassment.

“For activities outside the campus, female staff may accompany female students for their protection.”

- The IC must include the following points:
  - Prevent retaliation
  - Take prompt action against retaliation
  - Provide support and protection to complainants and witnesses
  - Ensure confidentiality and privacy
  - Take disciplinary action against perpetrators of retaliation
- If, during the proceedings, the Committee is satisfied that any person has retaliated against or victimized the complainant, or anyone assisting the complainant, as a result of the complaint or the assistance provided, the Committee shall submit a written report to the Dean, outlining the reasons and recommending appropriate action to be taken against the person.
- If, at the conclusion of the proceedings, the Committee is satisfied that the complainant has knowingly made false allegations of sexual harassment against any person, it shall submit a written report to the Dean, outlining the reasons and recommending appropriate action to be taken against the complainant.

**STEP 5: ANNUAL REPORT:**

The Presiding officer of the Committee will prepare an Annual Report at the end of every Calendar year, providing a full account of the Committee's activities during the past year. A copy of the report may be sent to **District Officer ( Dy. Collector of District** and **“The Director, Center for Student affairs, Anna University, Chennai”**.

DEAN