



Prevention of Sexual Harassment Cell Redressal Mechanism Procedure for logging in complaint

About the Cell:

For gender equality and gender justice in all its intervention and practices a SKCET-ICC is established in Sri Krishna College of Engineering and Technology, as per Govt. guidelines. The Cell is responsible for looking into any complaints filed by students & staff about Woman Grievances at the college. According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as: Physical contact and advances Demand or request for sexual favors Sexually Colored remarks Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature The functions of the cell are to purely safeguard the rights of female students, faculty and staff members of women and also to provide a platform for listening to complaints. The Cell also tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances. To facilitate speedy delivery of justice, meetings are organized regularly. SKCET-ICC processes oral and written complaints. Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc.

Objectives:

- To resolve issues pertaining to girls'/women's sexual harassment.
- To resolve issues through Internal Complaints Committee (ICC)
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students.

Procedure for logging in a complaint:

Student(s)/ Staff can report their grievance to the Tutor / HoD /ICC members. Complaints should be submitted either through **email or by post or in person** as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number, aadhaar number and address. No verbal complaint will be accepted. The complainant should provide the following information:

1. The name, department and position of the person allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The names of other individuals who might have been subject to the same or similar harassment.
4. What, if any, steps the complainant has taken to try to stop the harassment.
5. Any other information the complainant believes to be relevant to the harassment.
6. All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis.

Procedure for resolving the issue:

1. On receiving the complaint by the ICC, the Director will initiate an enquiry by forming a committee with the members of Internal Complaints Committee members including an NGO associated and with the approval of the Principal of SKCET. The committee will meet and interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
2. Upon conclusion of an investigation, the Director will submit a written report of the committee findings to the Principal, SKCET. The committee will recommend appropriate disciplinary action. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, the quality of the evidence. Finally, recommendations submitted will be implemented by the Principal, SKCET.

Procedure for re-appeal:

If the recommendations and actions taken are not satisfactory to the complainant, once again the complainant can appeal to the Principal, SKCET. As per law, the action plan will be reconsidered through a high-level committee formed by the Principal, SKCET.