



SRI RAAJA RAAJAN

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Under Section 2(f) of the University Grants Commission (UGC) Act, 1956

146/14B1, Amaravathi Village, Amaravathiputhur Post,

Karaikudi – 630 301, Sivagangai Dt, Tamil Nadu

Website : www.srirajaraajan.in, E-mail : srrcet2010@gmail.com, Ph: 04565-234230



INTERNAL COMPLAINTS COMMITTEE



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INTERNAL COMPLAINTS COMMITTEE

OBJECTIVES

- To prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- To make recommendations to the authorities for changes/elaborations in the rules for students in the prospectus and the bye-laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the chairperson.

FUNCTIONS

- Receive complaints about workplace sexual harassment.
- Launch and carry out an investigation in accordance with the organization's policy.
- Provide the results and suggestions of any such investigations.
- Assist the Employer in putting the right plan into action.

POWERS & DUTIES OF THE COMMITTEE

Preventive:

- (i) To create and ensure a safe environment that is free of sexual harassment.
- (ii) To create an atmosphere promoting quality and gender justice.
- (iii) To publicize the policy widely, especially through prospectuses, notice boards etc.
- (iv) To publicize the names and phone numbers of members of the Committees.

To plan and carry out programmes for gender sensitization.

Remedial:

- (i) The mechanism for registering complaints should be safe, accessible and sensitive
- (ii) To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- (iii) To recommend to the concerned authorities about the necessary follow-up action and monitor the same.
- (iv) To advise the concerned disciplinary authority to issue warnings duly following the procedures or take the help of the law to stop the harasser, if the complainant consents.
- (v) To seek medical, police and legal intervention with the consent of the complainant and with the approval of the competent authority.
- (vi) To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim, if so desired.

PROCEDURES FOR REGISTERING COMPLAINTS & ENQUIRY

- i) All complaints must be submitted to the convenor by the complainant in person in written form/ through email.
- ii) It will be incumbent on the part of Convenor to forward the complaint received to the committee immediately.
- iii) If the complainant wishes she/he can be accompanied by a representative.

All complaints made must be received and recorded.

- iv) Meetings of the committee will be called by the chair person in consultation with the convenor and other members and a notice of at least 3 to 5 working days must be given.
- v) The committee is bound to maintain confidentiality during the time of the enquiry. After the report has been finalized, confidentiality should be maintained, if the complainant so desires.
- vi) During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
- vii) The entire process of enquiry should be completed within one month.
- viii) The report of the Committee pertaining to students will be dealt by the Disciplinary Committee for appropriate action.
- ix) In the case of staff, the disciplinary action could be initiated duly following the procedures and in the light of Supreme Court Judgment and appropriate rules as prescribed by the Government of India in the reported cases of sexual harassment.
- x) In the case of students, disciplinary action could be in the form as mentioned here under:
 - Warning
 - Written apology
 - Bond of good behaviour
 - Debarring entry into a hostel/ campus for a specific period
 - Suspension for a specific period of time
 - Withholding results
 - Debarring from exams
 - Expulsion
 - Denial of further admission in the future
 - Any other relevant punishment as deemed fit by the Disciplinary Committee.

ADDITIONAL PROCEDURE TO BE FOLLOWED

- i)** Once a complaint has been given to the Committee, the complainant should not be made public till the enquiry is completed.
- ii)** Filing of a grievance/complaint against the staff shall not adversely affect their status/job, salary/promotion, grades etc.
- iii)** Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry.
- iv)** The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help to the victims.



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08.07.2024

INTERNAL COMPLAINTS COMMITTEE (ICC)

CIRCULAR

The Internal Complaints Committee has been reconstituted with the following members for the academic year 2024-2025. The Internal Complaints Committee addresses the complaints of Sexual Harassment and assists the Victims to protect their dignity at the workplace. The members of the committee are

S.No.	NAME	DESIGNATION	CONTACT	POSITION
1.	Dr.K.SENTHAMARAI	PROF./MECH.	9715077047	Chair Person
2.	Mrs.D.SUJATHA	ASP/CSE	9865041119	Member
3.	Mrs.S.DIVYA	AP/CIVIL	7092289737	Member
4.	Mrs.P.SHEEBA	AP/EEE	6381254361	Member
5.	Mrs.K.ISABELLA RANI	AP/ECE	7868910042	Member
6.	Mrs.R.JANSI RANI	ADVOCATE		External
7.	Ms.K.JENCY	STUDENT-III CSE	9361405985	Student Representative
8.	Ms.A.KARTHIGA	STUDENT-IV ECE	90877263981	Student Representative
9.	Ms.S.SUBATHRA	STUDENT-III ECE	8438105798	Student Representative
10.	Ms.S.MONISHA	STUDENT-IV CIVIL	6382155315	Student Representative
11.	Ms.K.JANANIKA	STUDENT-IV CSE	6379771321	Student Representative
12.	Ms.S.SWETHA	STUDENT-III AGRI	9514278497	Student Representative
13.	Ms.N.MEGHALA	STUDENT-III CIVIL	9361472985	Student Representative
14.	Ms.C.SHANMUGA SUNDARI	STUDENT-II AGRI	6385221623	Student Representative

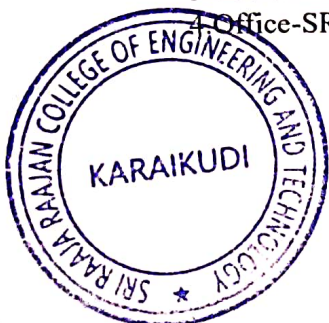
Copy to,

- 1.Dean (Academics)
- 2.Director-IQAC
- 3.HOD's of ALL Departments
- 4.Office-SRRCET

PRINCIPAL

PRINCIPAL

Sri Raaja Raajan College of Engg. & Tech.,
Amaravathipudur, Karaikudi - 630 301
Sivagangai Dist. Tamil Nadu





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Ref: SRRCET / Internal Complaint Committee / 2024-25/01

Minutes of the Internal Complaints Committee Meetings: 2024-25

The meeting of Internal Complaints Committee (ICC) was held on 19/08/2024 at 2.30pm Dr.K.Senthamarai , the Chairperson and all the members attend the first meeting. She submitted a report stating that there were no cases relating to sexual harassment in the college during the last academic year 2024-25.

Then agendas of the meeting were taken up.

1. Agenda item no. 1: It was discussed to decide the procedure to be followed while dealing with the complaints received in Internal Complaint Committee of the Institute. After discussing all the possibilities it was decided to work in the following manner.

Working of Internal Complaint Committee: The cell will look into complaints lodged by any staff or student and judge its Merit.

1. All complaints will be dealt with confidentially.
2. Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
3. Other conflicts and grievances if any should be submitted to the respective Grievance Redressal Cells (either for Staff or Students) or to the Discipline Committee.
4. Complaints can be received either in written or in the form of the mail to the ICC in charge.
5. Interview with the complainant and the accused will be conducted separately.
6. Minutes of the interview will be signed by all present.

- 2. Agenda item no. 2:** Organization of awareness programs for both girls and boys on gender equity and gender sensitization: It was discussed that to make aware the students about the sensitive issues like gender equity and gender sensitization it was necessary to conduct online or offline programs.
- 3. Agenda item no. 3:** Suggestions from the members.
1. Members suggested that the committee should always take the action immediately after it receives the complaints from the staff and students maintaining the confidentiality the problems has to be resolved.
 2. To invite all the women amongst non-teaching staff, hostel warden, security service providers for attending the orientation program on awareness of sexual harassment and gender sensitization.
 3. ICC members were motivated to participate in the orientations/workshops/short term training programs on sexual harassment.
- 4. Agenda item no. 4:** As there were no other points for discussion, the meeting was concluded with a vote of thanks. Mrs.D.Sujatha , thanked all for their cooperation and valuable suggestions for the successful functioning of the ICC.

Following members were present for the meeting:

1. Dr.K.SENTHAMARAI
2. Mrs.D.SUJATHA
3. Mrs.S.DIVYA
4. Mrs.P.SHEEBA
5. Mrs.K.ISABELLA RANI
6. Ms.K.JENCY
7. Ms.A.KARTHIGA
8. Ms.S.SUBATHRA
9. Ms.S.MONISHA
10. Ms.K.JANANIKA



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REPORT

Resource Person : Mrs.A.PRANITHA
Designation : Sub-Inspector of Police, Somanathapuram
Date : 23.08.2024
Venue : Seminar Hall

Dr.K.Senthamarai, Professor, Department of Mechanical Engineering welcomed the gatherings. Our guest of honour Mrs.A.Pranitha, sub-inspector of police, somanathapuram police station, began with interactive and motivating talk on “Awareness on Women’s Safety”

She explained how a person’s body language plays an important role in understanding what he or she feels. She also discussed various forms of sexual harassment (verbal, Physical, and visual). She gave suitable incidents for those in which she handled such cases. She said that how many women do not complain or report due to fear of retaliation, social stigma or a lack of evidence. She talked about the behaviour of adolescents. She finished her session by explaining the Kavalan app and how the internal committee works. Mrs.D.Sujatha, Assistant Professor, Department of Computer Science& Engineering, delivered Vote of thanks.

Outcome

The students were able to understand the outcomes and dangers of ragging and how it affects the mental and physical nature of the students who are affected by it. The students were asked to participate in making a ragging-free campus. Students are fostering a positive campus culture and prompting psychological well being among students.



Mrs.A.Pranitha, Address the gathering on Sexual Harassment on 23.08.2024