

# SRI KALISWARI COLLEGE (AUTONOMOUS), SIVAKASI

Affiliated to Madurai Kamaraj University

Re-accredited with A Grade (CGPA 3.11) by NAAC

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## Policy for Internal Complaints Committee

### Scope:

- Applicable to all staff and students at the workplace.
- The workplace is defined as "any place visited by the staff or student arising out of or during the course of employment or study, including transportation if provided by the institute".

### Objectives:

- To enable staff and students to work in an environment free from any form of sexual harassment.
- To clearly define Sri Kaliswari College stand on sexual harassment.
- To define redressal mechanisms and the actions that the institution may take in case a complaint is substantiated.
- Appointing authority/disciplinary authority.

### The Principal is the Appointing / Disciplinary Authority

#### Complainant

A complainant is a person who is subject to the alleged sexual harassment.

#### Respondent

A respondent is any person whose alleged conduct is the subject of a complaint, irrespective of the capacity in which they are related to Sri Kaliswari College.

An internal complaints committee is constituted at Sri Kaliswari College to provide staff and students with a mechanism to redress their complaints related to sexual harassment.

All communication whether from the complainant respondent or the Internal Complaints committee should be recorded only through <https://kaliswaricollege.edu.in/crms/>

### Guidelines:

Sri Kaliswari College shall promote a work culture wherein staff and students respect each other irrespective of their designation, religion or creed. Sri Kaliswari College wishes to guarantee all staff and students a secure work environment free of any taint of sexual harassment.

The institute shall not tolerate or condone any verbal or physical conduct, which are sexual in nature, by any staff/ student that harasses, disrupts or interferes with another's work performance or that creates an intimidating or hostile environment.

### Staff/Student/ Complainant's Obligation to Report:

In order to take appropriate corrective action, Sri Kaliswari College must be aware of any sexual harassment; therefore, anyone who underwent or experienced such sexual harassment should promptly report such sexual harassment or act to any one of the following:

- The Head of their Department



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- The Principal or Vice Principal
- While a complainant is allowed to submit a complaint within 3 months from the last alleged incident of harassment, Sri Kaliswari College encourages its staff and students to submit such complaints immediately as much as possible, for effective and quick redress of grievance. Sri Kaliswari College also encourages staff and students to report any act of sexual harassment toward a female colleague, if they have witnessed the same.
- While the initial complaint may be provided verbally, it must be followed up with a written complaint, duly signed, within 24 hours. The written complaint, duly signed, within 24 hours should contain:
  - A detailed description of each incident(s) of harassment relevant dates, timings and locations.
  - Name of the respondent(s)
  - The working relationship between the parties and any witnesses to the incident.
  - Proof if any (include text messages/Links .... etc)

## **Head of the Department's Obligation to Report:**

Any Department Head who witnesses or receives a complaint of sexual harassment shall promptly report the same to the Head of Presiding Officer of Internal Complaint Committee. While the initial report may be provided verbally, It must be followed up within 24 hours by a written complaint Either in a duly signed letter or by email.

It is obligatory for the Department Heads and all concerned in the matter to keep all information strictly confidential and will be shared only on a "need - to - Know" basis.

## **Procedure**

Once the investigation is entrusted to the Internal Complaints Committee at Sri Kaliswari College.

- The Internal Complaints committee must adhere to the requirements of this policy and confer with the Human Resources about the progress.
- Within seven days of receiving a complaint the Internal Complaints committee Will inform the respondent in writing about the receipt Will inform the respondent in writing about the receipt of such complaints.
- The respondent will have an opportunity to respond to the complaint in writing within ten days from the date of receipt of such intimation.
- The Internal Complaints committee will inform the complainant about the ensuing process and the informal or formal mechanisms available for the redressal.
- The choice of a formal process rests with the complainant. Based on the option chosen by the complainant, one of the following process will be followed.

## **Informal Mechanism**

- If the complainant choose to adopt the informal process to resolve the complaint, the Internal Complaints committee may recommend counselling, educating, orienting or warning the respondent to promptly stop the



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unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

- However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route.
- At no point, will the Internal Complaints Committee advise the complainant to resolve the matter directly with the respondent.
- It is made clear to all parties that conciliation in itself does not necessarily mean acceptance of the complaint by the respondent. It is a practical mechanism through which issues are resolved or misunderstandings cleared.
- In case a settlement is arrived at the Internal Complaints Committee records and reports the same to the Principal for taking appropriate action. Resolution through conciliation happens within 2 weeks of receipt of the complaint committee to ensure there shall be no coercion or intimidation of parties during the conciliation proceeding.
- The committee provides copies of the settlement to the complainant and respondent.
- Once the action is implemented, no further inquiry is conducted.

## ***Formal Mechanism***

- In the event of a formal mechanism requested by the complainant, the Internal Complaints Committee may recommend interim measures to prevent on going harassment, including but not limited to separating the work duties of the complainant and respondent.
- The Internal Complaints Committee must complete all formal investigations within 90 days of the written complaint being received.
- The committee will submit its recommendations with a final report to the Principal for adjudication within 10 days of completion of the inquiry.
- It is the responsibility of the Principal to act upon these recommendations within 60 days of receiving the committee's recommendations.
- The Internal Complaints Committee and the Principal will also notify the complainant and respondent of the recommendations, Allowing appeals from the respondent of the recommendations, allowing appeals from the parties involved within 90 days from the date of receipt of such commendations.
- If the Principal is the respondent or complainant, then report shall be sent to the secretary.
- If it is determined that sexual harassment has occurred, Sri Kaliswari College will take the appropriate action that may include counselling, reprimand, demotion or separation/termination of the respondent.
- If so required, legal proceedings may also initiated by Sri Kaliswari College.

## **Inquiry procedure**

- All proceedings of the inquiry will be documented.
- The committee to hold Enquiry as an in-camera proceeding without any third party presence.



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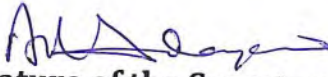
- The committee interviews the respondent separately and impartially. The committee states exactly what the allegation is and who made the same.
- The respondent is given full opportunity to respond and provide any evidence to refute such allegations.
- Detailed notes of the meetings are prepared which may be shared with the respondent and complainant upon request only.
- Any witness produced by either party are also interviewed and statements are recorded.
- If the complainant or respondent desires to cross-examine any witness, the committee facilitates the same and records the statements.
- In case the complainant or respondent seeks to ask questions to the other party, they may submit the same to the committee to ask and records the statement.
- The Internal Complaints Committee will prepare a final report that contains:  
A Description of the process followed;  
A description of circumstantial and cogent information and documents that support or refute each aspect of the complaint;  
An Analysis of the information obtained along with the recommendations.

## ***Malicious Allegations***

- Where the committee arrives at any of the below conclusions, it may recommend the employer to take action against the person making the complaint.
  - The allegation against the respondent is malicious.
  - The alleged aggrieved person knowingly made a false complaint against the respondent.
  - The alleged aggrieved person produces any forged or misleading document.
  - While deciding malicious intent, the committee should consider that mere inability to substantiate a complaint need not mean malicious intent.
- Malicious intent must be clearly established through the inquiry process.

## **Confidentiality**

- All members involved in a complaint raised including the Internal Complaints Committee members and the Principal should keep all matters confidential at all times.
- To ensure the data/information of the proceedings are not compromised or leaked to any third party and kept confidential and under proper security check.

  
**Signature of the Secretary**  
**Secretary**  
**SRI KALISWARI COLLEGE,**  
**SIVAKASI.**

  
**Signature of the Principal**  
**Principal**  
**SRI KALISWARI COLLEGE**  
**(Autonomous)**  
**SIVAKASI - 626 130**