



VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY
Internal Compliance Committee (ICC)

2020 – 21

ICC Handbook

ICC – Has four major wings

- **Women Protection/Welfare:**
 - a. Functions:**

The **Women Protection Cell** functions for the protection of the rights and any sorts of violence against them. As such, during the orientation program the students are given information regarding the function of women cell. The women teacher-trainees as well as the staff members are advised to put their problems in writing in the suggestion/complaint boxes fixed in different places of the institution or to discuss directly with the members of the women cell. In case any such problem is reported the members of the cell try to solve the problem through their personal interaction with the complainants and if the matter seems to be out of control, it is to be reported to the principal of the institution. In case of any such problem the staffs as well as the students are expected to report the matter directly to the person in charge of the cell or to put their problems in writing in the Suggestion/ complaints box fixed in different places of the institution.

- b. Facilities/provisions/schemes:**

The **Women Protection Cell** is empowered to punish the guilty persons in due consultation with the principal of the institution. The nature of the punishment is as follows;

- Information to the parents.
- Verbal warning.
- Written warning.
- Financial punishment
- Information to police for legal inquiry and action (if situation arises so)
- Expelling from college as per rule of university.

- c. Beneficiaries because of welfare schemes:**

The Complaints and Counseling Cell of the commission processes all the complaints whether received orally, written or Suo-moto under Section 10 of the NCW Act. The complaints received relate to domestic violence, harassment, dowry, torture, desertion, bigamy, rape, and refusal to register FIR, cruelty by husband, deprivation, gender discrimination and sexual harassment at work place.

The complaints are deal with as below: -

- Investigations by the police will be monitored.
- The matters will be brought to the notice of various state authorities to facilitate action.
- Family disputes will be resolved or compromised through counselling.
- As per the 1997 Supreme Court Judgment on Sexual Harassment at Workplace, every employer is required to provide for effective complaints procedures and remedies including award of compensation to women victims. In sexual harassment complaints, the concerned organization will be urged to expedite cases and to monitor.
- For serious crimes, the Commission constitutes an Inquiry Committee which makes spot enquiries, examines witnesses, collects evidence and submits the report with recommendations.

Cases falling under following categories are ordinarily not entertained by the Commission.

- Complaints illegible or vague, anonymous or pseudonymous; or
- The Complaint relates to civil dispute between the parties such as contractual rights obligations and the like;
- The Complaint relates to service matters not involving any deprivation of women's rights;
- The Complaint relates to labor /industrial disputes not involving any deprivation of women rights:
- Matter is sub judice before a Court/Tribunal;
- The Commission shall not inquire into any matter which is pending before a State Commission or any other Commission duly constituted under any law for the time being in force.
- Matter already decided by the Commission

- **Gender Sensitization:**

- a. Functions:**

- Safety and Security
 - Counseling
 - Common Room

- b. Procedure for effective sensitization.**

Other measures of Gender Sensitization include –

- Curriculum and Course-work.
 - Co-curricular activities.
 - Enrolment of 68% women students and 49% women staff

VCTN has been successful in caring for its diverse students and staff population harmoniously in its efforts to steadily achieve its vision and mission. This is also evident from regular feedback from all its stakeholders.

Other Initiatives

Additional initiatives ensure active participation of students in co-curricular activities including sports as it is a compulsory core course in all UG programs and also at intra-faculty, inter- faculty and inter-university levels. The Quantum Jugaad Centre for sale of products prepared under the various entrepreneurial programs by students, is also a student-run initiative.

Agricultural Operations

Encourage students to work together in regular field work in VCTN agricultural farms under faculty supervision.

Community outreach

The Life-Long Learning Education (LLLE) program provides opportunity to women from all walks of life to get trained in entrepreneurship and self-employable skills.

As part of NSS activities, free multi-specialty medical camps are organized fortnightly in neighboring villages, which help transform rural women in building awareness about health, hygiene, importance of child education and provide a launching pad to induct them into vocational skilling. VCTN has been successful in caring for its diverse students and staff population harmoniously in its efforts to steadily achieve its vision and mission. This is also evident from regular feedback from all its stakeholders.

- Prevention and Prohibition of Sexual Harassment of Women Employees and Students:
 - a. Functions

A comprehensive in-house mechanism that employers are encouraged to establish at the enterprise level to prevent, handle and eradicate sexual harassment in the workplace should include at least the following elements:

- a policy statement prohibiting sexual harassment in the organization.
- a clear definition of sexual-harassment.
- a complaints/grievance procedure.
- disciplinary rules and penalties against the harasser and against those who make false accusation;
- protective and remedial measures for the victim and
- promotional and educational programs to explain the company's policy on sexual harassment and to raise awareness of sexual harassment and its adverse consequences among the company's employees, supervisors and managers.

b. Facilities/channels of complaints and its mechanism to resolve with required formats.

- Although an effective preventive action and program may be successful in deterring sexual harassment, but problems are bound to arise. Therefore, there is necessity for the establishment of a complaint or grievance procedure to deal with each problem as and when it arises.
- Due to of the sensitive and personal nature of sexual harassment complaints, employers should develop a separate complaint procedure to deal specifically with such complaints. The normal complaint procedure is often unsuitable for sexual harassment complaint.
- A complaint procedure should provide for measures to protect victims from further embarrassment in the course of reporting and investigation into the complaint.
- A complaint procedure should contain at least the following elements:
 - a step-by-step procedure for reporting and processing of a complaint with a suitable time-limit for each-step.
 - an investigation procedure and
 - an appeal procedure to enable dissatisfied party to appeal against the outcome of an investigation to a higher authority.

c. Actions can be taken

- To ensure that a policy and a mechanism to prevent sexual harassment is effective, it is essential that offenders be disciplined.
- The disciplinary rules should set out the penalties to which the harasser will be liable if the offence is committed. The nature and type of penalty should depend upon the severity of the offence.
- Since sexual harassment is a form of misconduct, any disciplinary action against the accused employee should be preceded by a proper domestic inquiry.
- To deter false and fabricated accusations against any person, the rule should also set out disciplinary penalties against those who make such accusations.

● Women Grievances & redressal

a. Functions

1. To resolve issues pertaining to girls or women sexual harassment.
2. To Women Grievance Redressal Cell has been formed to resolve issues.
3. To equip the female students, faculty and staff members with knowledge of their legal rights.
4. To safeguard the rights of female students, faculty and staff-members.
5. To provide a platform for listening to complaints and redressal of grievances.
6. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
7. To ensure personality along with academic development of students.

b. Facilities /channels of grievances and its mechanism to resolve with required formats.

Encouragement of the students to express their grievance /problems freely and frankly without any fear of being victimized.

1. Suggestion or complaint box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions.
2. After knowing grievance of students, member discusses it with the chairman and then an appropriate solution is found out. If not solved at this level then grievance is taken up to the Principal and legal advisor.
3. The complainant shall be summoned to hear complaints (if necessary).
4. After hearing of complaints, the committee shall take appropriate decision.

c. Action to be taken

- To encourage victims to report sexual harassment, there should be adequate measures to ensure maximum confidentiality so as to minimize embarrassment to the victim especially at the time of reporting and in the course of investigation into the complaint.
- In a case where the victim of sexual harassment has suffered a loss, such as a demotion or a denial of a promotion, it is appropriate to restore such person to his or her proper position on the job.
- The victim should also be compensated for any monetary loss arising out of a denial of employment-related benefits which were rightfully due to him or her.
- Where the complaints is found to be unjustified and baseless, appropriate remedy should be granted to the accused person if there has been any loss suffered by such person.

Committee members:

S. No	Name	Dept	Designation	Position
1.	YARRAM UMA MAHESWARI	ECE	Asst. Prof	Coordinator
2.	SOWJANYA	S & H	Asst. Prof	Faculty member
3.	P. RAMA DEVI	EEE	Asst. Prof	Faculty member
4.	BLANDINA	MECH	Asst. Prof	Faculty member
5.	SK. NAGEENA	ECE	Student	Student member
6.	K. SARIKA	AGRI	Student	Student member
7.	A. ANUSHA	CSE	Student	Student member
8.	K. SOWJANYA	ECE	Student	Student member

Procedure for receiving the complaint/grievances:

1. Initially a general orientation/awareness programs are conducted to make the students aware of the process and mechanism of complaints/grievances.
2. The following are various channels to receive the complaints/Grievances:
 - a. Suggestion box placed at prominent places of the institute with lock and key and the day and time of opening the box generally once in fortnight in the presence of the at-least any two members of the committee (mostly one will be the Convener).
 - b. Can approach the committee members
 - c. Can approach the HOD or directly to the Principal.
3. The complaint/grievance should be received in the given format of in written document or oral complaint. If it is a oral complaint at least 2 of the ICC members should listen and prepare a document and get the sign of the student if the students is not willing to sign then the two members should sign on behalf of the student.
4. The complaints are noted in a register and get sorted out based on the complaint to the respective committees.
5. If the complaint is related to ICC it will be addressed immediately but it is related to grievances it will be discussed in the committee to resolve effectively.

Complaint/Grievance format:

Grievance Redressal Mechanism:

The Women Grievance Redressal cell was formed at VCTN on 14th June 2016. For gender equality & gender justice in all its intervention & practices Woman Grievance Redressal Cell was established under the Act No. 20 of 1990 of Govt. of India under the able surveillance of then principal Dr. B.RAMANA Vikas College Of Engineering and Technology, Nunna.

The Cell is responsible for looking into any complaints filed by students & staff about Woman Grievances at the college. 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. The counseling cell 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 of this cell :

1. To resolve issues pertaining to girls or women sexual harassment.
2. To Women's Grievance Redressal Cell has been formed to resolve issues
3. To equip the female students, faculty and staff members with knowledge of their legal rights.
4. To safeguard the rights of female students, faculty and staff members.
5. To provide a platform for listening to complaints and redressal of grievances.
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Complaint and Redressal mechanism:

Encouragement of the students to express their grievance /problems freely and frankly without any fear of being victimized.

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Need to prepare an annual report every year by 30th June

1. Number of complaints of sexual harassment received in the year. - 1
2. Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints - 3
3. Number of complaints/Grievances disposed of during the year -1
4. Number of cases pending for more than 90 days - 0
5. Number of workshops on awareness Programmes carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment - 2
6. Nature of action taken by the Technical Institution against the perpetrator -1

