



### Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

### Office Order

The ICC of the College comprises of the following members:

Sl. No.	Name	Designation	Position	Mobile number
1	Dr. J. Josephine Daisy	Principal	Chairperson	9443413872
1	Dr. Sofia Nirmala T.	Dean of women students Asst. Professor, Dept. of Physics	Coordinator	9894713985
2	Dr. Kayalvizhi	Assistant Professor, Dept. of Commerce	Member	9123575322
3	Dr. Latha	Assistant Professor, Dept. of Tamil	Member	9600916288
4	Dr. Roseline S	Assistant Professor, Dept. of Tamil	Member	9566890394
5	Ms. L. Catherine Divaina	Non-Teaching Faculty	Member	9655030261
6	Ms. M. Jayam	NGO Representative	Member	9942218923
7	Ms. J. Sri Haritha (III B. Sc Chemistry)	Student Representative	Member	6369316680
8	Ms. Jaya sri (III BCA )	Student Representative	Member	9080364836
9	Ms. N. Bhuvaneshwari (III B. Com)	Student Representative	Member	9025393019

On receipt to complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant.

ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are noting the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

The Member Secretary, ICC shall receive the written complaints of sexual harassment, if any, on behalf of ICC and shall coordinate the deliberations of the ICC on the complaints received

### **Who can approach ICC for help?**

Any female employee (faculty member, student or non-teaching staff member) of Loyola College of Arts & Science, Mettala, can seek redressal from the ICC.

### **Definition of Sexual Harassment:**

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- f) Under the Act, the following also count as sexual harassment:
- g) Implied or explicit promise of preferential treatment in her employment.

- h) Implied or explicit threat of detrimental treatment of her employment
- i) Implied or explicit threat about their present or future employment status
- j) Interference with her work or creating an intimidating or offensive work environment for her
- k) Humiliating treatment likely to affect her health or safety.

#### **The possible actions that can be taken against the accused if found guilty**

Depending up on the severity of the case, punitive action may take any of the following forms

- Warning
- Written apology
- Bond of good behaviour
- Adversere mark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

#### **If you think you are being harassed, what should you do?**

- Send an email to [lcprincipal19@gmail.com](mailto:lcprincipal19@gmail.com)

Your complaint will be kept **CONFIDENTIAL**.

#### **Inquiry process:**

- The inquiry shall be completed within a period of 90 days from the date of the complaint.
- The ICC shall provide a report of its findings to the Principal within a period of 10 days from the date of completion of the inquiry and such report shall be made available to the concerned parties.
- If the allegation against the respondent has been proved, the ICC shall recommend punitive action(s) to be taken against the respondent.
- The Principal shall act upon the recommendation within 60 days of receiving it.

### **Caveat**

All female faculty members, non-teaching staff and students must bear in mind that such complaints are of an extremely serious nature and should, on no account, be made in a frivolous manner. This platform should not be misused to settle personal scores, or for any other non-genuine reason

### **Useful Documents/Notices:**

- [\*\*UGC/ MHRD Notifications\*\*](#)
- [\*\*Sexual Harassment Electronic Box\*\*](#)
- [\*\*Sexual Harassment Handbook\*\*](#)