

VISHAKA COMMITTEE

INTERNAL COMPLAINS COMMITTEE

MEETING RECORD

21/06 - 21/06

2016-2018

2016-2018

Vishaka Committee Policy

Internal Complaints Committee (ICC)

(3rd July, 2016 at 10:00 am.)

The "Internal Complaints Committee" has been constituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Any grievances in this regard may be referred to the cell by writing through a letter or email within three months from the date of incident.

Objectives, Roles and Responsibilities of ICC

- Prevent discrimination and sexual harassment, by promoting gender amity among students and employees.
- Make recommendations to the management 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, by the students and the employees.
- 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 positive action against the guilty party to the management.

Here it should be noted that according to the Supreme Court guideline sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implications) as:

1. Physical contact and advances.
2. Demand or request for sexual favours.
3. Sexually colored remarks.
4. Showing pornography and
5. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

(Vishaka judgment by Supreme Court).

The following is also sexual harassment and is covered by the committee:

- Eye-teasing.
- Unsavoury remarks
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtones in any manner such as telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.

- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy.

The committee shall meet as often as may be needed and appropriate.

Complaint registration:

Register your complaints related to sexual harassment with any member of the college Internal Complaints Committee (Mobile numbers provided).

Frequency of Meeting:

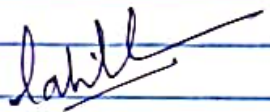
Once in a year (beginning of academic year) and as and when necessary.

Committee Members

1. Dr. J. Mahil - Chairperson
2. Dr. S. Jothibasu - Vice president
3. Dr. L.R. Monisha Mitiam - Member
4. Mrs. Dertha Merin D - Member
5. Mrs. Sumi Bell Sulha R - Member
6. Mrs. H.S. Anuja - Member
7. Mrs. H. Subha - Member.

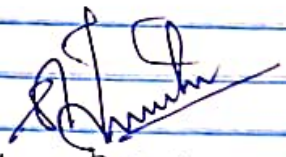
- 8. Nimi K. George - Member
- 9. Nissy T Panicker - Member
- 10. Tindu Johnson. - Member.
- 11. Ruby - Member
- 12. Atthiya Rameshan. - Member

The meeting ended with vote of thanks and regard to all the members present by Vice president.



CHAIR PERSON

Dr. J. Mahil



VICE PRESIDENT

Er. S. Jothibasu

Vishaka Committee Policy Meeting +
Internal Complaints Committee (ICC)

[25th September, 2016, at 10.00 am]

The meeting of ICC was held today in the office of Principal under the chairmanship of Dr. J. Mahil. Initially, the Vice President Er. S. Jothibasu welcomed all the members and then the meeting started by taking up items of the agenda.

The following members were present for the meeting

1. Dr. J. Mahil - Chairperson
2. Er. S. Jothibasu - Vice President
3. Dr. L.R. Monisha Miriam - Member.
4. Mrs. Derina Merin S - Member.
5. Mrs. Sumi Bell Sulfu - Member
6. Mrs. H.S. Anuja - Member
7. Mrs. H. Subha - Member
8. Nimi K. George - Member
9. Nissi T. Paniker - Member.

10. Tintu Johnson — Member
11. Ruby — Member
12. Athuliya Rameshan — Member

Agenda of Meeting :-

- Discussion on types of women harassment and abuse of both women faculty and girl students
- How to handle the worst situations?
- Punishments to persons involving in unpleasant activities.

Minutes of Meeting..

• According to the supreme court guideline sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as

- a) physical contact and advances.
- b) demand or request for sexual favors
- c) sexually colored remarks
- d) showing pornography and
- e) other unwelcome physical, verbal or

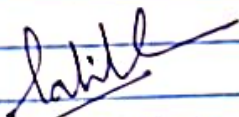
non-verbal conduct of a sexual nature
(Vishaka judgment by supreme court)

These things were discussed and it is decided to give awareness to staff members and students.

• Handling the unwanted situations will be taught in awareness program.

• Punishments will be severe and it will be severe even if has the right to terminate the person involved if the matter is being proved.

The meeting ended with vote of thanks and regard to all the members present by Vice President Dr. S. Jothibasu.



CHAIR PERSON

Dr. J. Mahil



VICE PRESIDENT

Dr. S. Jothibasu

Vishaka Committee Policy Meeting II

Internal complaints Committee (ICC)

[10th December, 2017 at 11.00 am]

The meeting of ICC was held today in the office of Principal under the chairmanship of Dr. J. Mahil. Initially, the Vice President Er. S. Jothibasu welcomed all the members and then the meeting started by taking the items of the agenda.

The following members were present for the meeting.

1. Dr. J. Mahil — Chairperson.
2. Er. S. Jothibasu — Vice President
3. Dr. L. R. Monisha Hirtam — Member
4. Mrs. Serina Merin S — Member
5. Mrs. Surnibell Sutha — Member
6. Mrs. H. S. Anuja — Member.

7. Mrs. H. Subha — Member
8. Nimi K. George — Member
9. Nissi T Paniker — Member
10. Tindu Johnson — Member
11. Ruby — Member
12. Athuliya Rameshan — Member.


Agenda of Meeting:

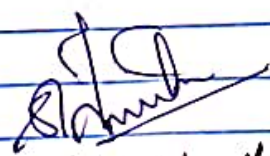
- Discussion on welfare of woman Teaching and Non-teaching staff members of the college.
- To consider the recreational facilities for the staff.
- Discussion on creation of health care facilities to lady staff members and girls students.
- To review the complaints if any received from lady staff members and girl students and to take appropriate action.

Minutes of Meeting:

- The welfare of Women Teaching and Non-teaching staff members is discussed.
- The improvement to be made in the recreation of health care facilities to lady staff members and girls students are discussed.
- There is no complaints from staff members or students to review.

The meeting ended with vote of thanks and regard to all the members present by Er. S. Jothibasu, Vice President.


Chair Person
Dr. J. Mahil


Vice President
Er. S. Jothibasu.

Vishaka Committee Policy Meeting III.
Internal Complaints Committee (ICC)
 [7th February, 2018 at 11.00 am].

The meeting of ICC was held today in the office of Principal under the chairmanship of Dr. J. Mahil. Initially, the Vice President Mr. S. Jothibaslu welcomed all the members and then the meeting started by taking the items of the agenda.

The following members were present for the meeting.

1. Dr. J. Mahil. — Chairperson
2. Mr. S. Jothibaslu — Vice President.
3. Dr. L.R. Monisha Miriam — Member
4. Mrs. D. Devina Merin — Member
5. Mrs. Sumi Bell Sutha — Member
6. Mrs. H.S. Anuja — Member.

7. Mrs. M. Subha. — Member
8. Nimi K. George. — Member
9. Nissi T Paniker — Member
10. Tintu Johnson — Member.
11. Ruby. — Member
12. Athuliya Rameshan — Member.

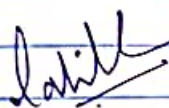
Agenda of Meeting

- Discussion on complaints regarding women harassment.
- About facilities and safety measures made in women's hostel.

Minutes of Meeting

- There are no complaints regarding women harassment.
- The improvement to be made in the safety measures in women's hostel.
- There is no complaints from staff members or students to review.

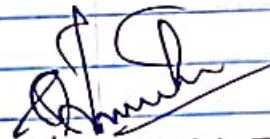
The meeting ended with vote of
thanks and regard to all the members
present by Er. S. Jothibasu, Vice President.



CHAIR PERSON

Dr. J. MAHIL.

13.05.2020



VICE PRESIDENT

Er. S. JOTHIBASU.

2019 - 2021

2019-2021

Internal Complaints Committee (ICC)

About ICC:

Vidya School of Engineering, Yellamodi has reconstituted Internal Complaints Committee (ICC) on Anti Sexual Harassment as per the guidelines issued by the directives of the Hon'ble Supreme Judgment dated 13th August 1997, Utlc and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, & Redressal) Act 2013. The committee works for the prevention, prohibition and redressal of sexual harassment of women at Vidya School of Engineering towards zero tolerance policy. The committee shall meet at least once in a year and the term of the members of the committee is three years.

Roles and Responsibilities:

- To develop the multidisciplinary approach for the overall personality development
- To provide a safe and good academic environment to students and staffs
- To create awareness on the issue of sexual harassment by conducting workshops and lectures.
- To keep the mechanism for registering complaints should be safe, accessible & sensitive
- To create the health care facilities for lady staff members and girl students.

Formation: Internal Complaints Committee (2019-21)

A committee by title 'Internal complaints committee' is hereby reconstituted with immediate effect, to take action on the complaints of sexual harassment reported by any aggrieved women staff member or women student at the workplace in the college campus, tenure of 2019-21.

List of Members:

S.No.	Name	Designation	Representation
1.	Dr. S. Jothibasu	Principal	Chairman
2.	Dr. J. Mahil	Prof / BME	Convener
3.	Ms. T. Merlin Leo	Asso.P / BME	Member
4.	Ms. D. Derina Merin	AP / BT	Member
5.	Ms. S.B Thanga Malar	AP / ECE	Member
6.	Ms. S. Jamela	AP / CSE	Member
7.	Soorya R Mohan	B.E IV year student	Student member
8.	Jisha JA	B.E IV year student	Student member
9.	Abirami R	B.E III year Student	Student member
10.	Mini A	B.E I year student	Student member

Minutes of the first meeting of the Internal complaints committee (ICC) on Sexual Harassment of women at workplace in USE

→ The first meeting of ICC to review the cases of sexual harassment at USE was held on 10.4.2019 at Seminar Hall. 2:00pm

Agenda:

1. To uphold Women's Right to evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women.

2. To keep the mechanism for registering complaints should be safe, accessible and sensitive.

3. To recommend the concerned authorities, follow-up action and monitor the same.

4. To advise the disciplinary authority concerned to make arrangements for appropriate, psychological, emotional and physical support (counseling, security and other assistance)

→ The following members of ICC attend the meeting.

1. Dr. S. Jothibasu - Principal.
2. Dr. J. Mahil - Prof/BME
3. Ms. T. Merlin Leo - Asso.P/BME
4. Ms. D. Divina Merin. AP/BT.
5. Ms. Mini D - Student
6. Jisha JA - Student.
7. Abirami R - Student.

→ Ms. S.B. Thanga Malax and Ms. S. Jameela, could not attend the meeting

→ At the outset, chairperson welcomed all the members of the committee and thanked them for their cooperation and valuable suggestion for the successful functioning of the ICC.

→ The chairperson also welcomed the new members of ICC

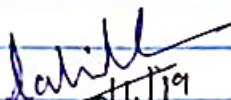
→ The committee noted that no complain of sexual harassment has been received from any women employee of this department

Annual Report on cases (2018-19)

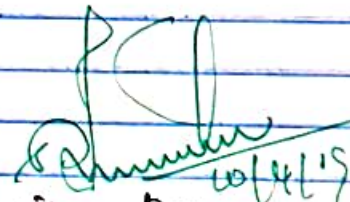
No. of complaints received	0
No. of complaints disposed of	0
No. of cases pending for more than 90 days	Nil
Nature of action taken	Nil

→ The chairperson conveyed thanks to the members for attending the meeting and the members agreed that the committee will meet every year on a regular basis or earlier, if need arise.

Meeting ended with vote of thanks by the chair


19/11/19
Convener

Dr. J. Mahil


20/11/19
Chair. Person

Dr. S. Jothibasa.

Minutes of the second meeting of the Internal complaints committee (ICC) on Sexual Harassment of women at workplace in USE

→ The second meeting of ICC to review the cases of sexual harassment at USE was held on 10.12.2020 at Seminar Hall. 2.00pm.

Agenda:

1. To create awareness and ensure a safe environment that is free of sexual harassment
2. To prevent sexual harassment by promoting gender amity among staff and students
3. To deal the cases of sexual harassment in time and ensuring support services for the termination of harassment.

→ The following members of ICC attend the meeting

1. Dr. S. Jothibasu. Principal.
2. Ms. T. Merlin Leo - Asso.P/BME
3. Ms. S. Jameela - AP/CSE
4. Min. D - student
5. Abirami. R - student.

→ Dr. J. Mahil and Ms. Divina Merin could not attend the meeting.

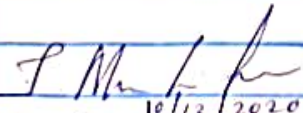
→ The chairperson welcomed the members of ICC.

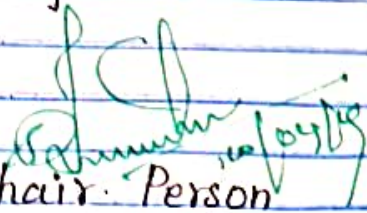
→ The committee emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent place in USE campus.

Annual Report on cases (2019-20)

No. of complaints received	0
No. of complaints disposed of	0
No. of cases pending for more than 90 days	Nil
Nature of action taken	Nil.

→ Meeting ended with vote of thanks


Co-convenor
(Ms. T. Merlin Leo)
10/12/2020


Chair Person
(Dr. S. Jothi Basu)

Minutes of the third meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of women at workplace in USE

→ The third meeting of the ICC to review the cases of sexual harassment of USE was held on 11.10.2021 at Seminar Hall.

Agenda:

- ↳ To create awareness and ensure a safe environment that is free of sexual harassment
- ↳ To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- ↳ To create the health care facilities for lady staff members and girl students.
- ↳ The following members of ICC attend the meeting

1. Dr. S. Jothibasu - Principal
2. Dr. J. Mahil. - Prof/BNE
3. Ms. T. Merlin Leo - Asso.P/BNE
4. Ms. S.B. Thanga Malar - AP/ECE
5. Mini. D - Student

→ At the outset, the chairperson welcomed all the members of ICC

→ No complaint regarding sexual harassment was found

→ The chairperson conveyed thanks to all the members for attending the meeting and the members agreed that the committee will meet every year on a regular basis or earlier, if need arise.

→ Meeting ended with vote of thanks by the chair.

Annual Report on cases (2020-21)

No. of complaints received	0
No. of complaints disposed of	0
No. of cases pending for more than 90 days	0
Nature of action taken	Nil.

Mahil
11/10/21
Convener
(Dr. J. Mahil)

S. Jothi Basu
4/11/2021
Chair-Person
(Dr. S. Jothi Basu)

2022 - 2024

Internal Complaints Committee (ICC)

About ICC :-

The Internal Complaints Committee" has been reconstituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) ACT 2013. The committee works for the prevention, prohibition and redressal of sexual harassment of women at Udaya School of Engineering towards zero tolerance policy. Any grievances in this regard may be referred to the cell by writing through a letter or email within three months from the date of incident.

Roles and Responsibilities :-

→ To provide a safe and good academic environment to students and staff members.

→ To create awareness on the issue of sexual harassment by conducting workshops and lectures.

→ Deal with cases of discrimination and sexual harassment against women in a time bound manner.

→ To keep the mechanism for registering complaints should be safe, accessible and sensitive.

→ To create the health care facilities for lady staff members and girl students.

Formation :- Internal Complaints Committee (ICC)
(2022-2024).

A Committee by title 'Internal Complaints Committee' is hereby reconstituted with immediate effect to take action on the complaints of sexual harassment reported by any aggrieved lady staff member or girl student at the workplace in the college campus, tenure of 2022-2024.

Frequency of meeting :-

The committee shall at least once in a year and as when necessary.

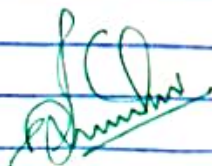
List of Members

Sl. No	Name	Designation	Representation
1	Dr. S. Jothibasu	Principal	Chairman
2	Dr. J. Mahil	Prof / BME	Convener
3	Ms. D.K. Kalivani	AP / CSE	Member
4	Ms. H. Anuja	AP / BME	Member
5	Ms. Kala	AP / Civil	Member
6	Ms. R. Saranya	III rd BME Student	Student Member
7	Ms. Ramya	III rd ECE Student	Student Member
8	Ms. A. Srihaga	IV th BME Student	Student Member

Chair

CHAIR PERSON

Dr. J. Mahil



VICE PRESIDENT

Dr. S. Jothibasu

Minutes of the first meeting of the Internal Complaints Committee (ICC) on Sexual Harassment of Woman ~~at~~ workplace in USE.

→ The first meeting of ICC to review the cases of sexual harassment at USE was held on 13.6.22 at seminar hall - 2.00 pm.

Agenda :-

- To create awareness and ensure a safe environment that is free of sexual harassment.
- To prevent sexual harassment by promoting gender amity among staff and students.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

The following members of ICC attended the meeting.

1. Dr. S. Jothibasu - Principal
2. Dr. J. Mahil - Prof/BME
3. Ms. D.K. Kalavani - AP/CSE
4. Ms. Anuja.H.S - AP/BME
5. Ms. R. Saranya - Student/BME

→ At the outset, chairperson welcomed all the members of the committee and thanked them for their cooperation and valuable suggestion for the successful functioning of the ICC.

→ No complaints regarding sexual harassment was found.

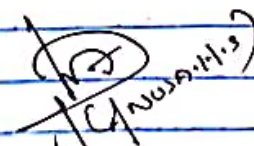
→ The chairperson also welcomed the new members of ICC.

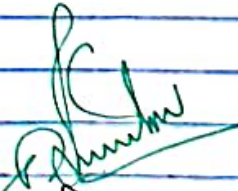
→ The members agreed that the committee will meet every year on a regular basis or earlier, if need arise.

Meeting ended with vote of thanks by the Chair.

Annual Report on cases (2022-23)

No. of Complaints received	0
No. of Complaints disposed of	0
No. of Cases pending for more than 90 days	NIL
Nature of action taken	NIL


 Coconvener
 Ms. H.S. Anuja


 VICE PRESIDENT
 Dr. S. Jothibasu

Minutes of second meeting of the Internal Complaints Committee (ICC) on sexual harassment of women at workplace in USE.

→ The second meeting of ICC to review the cases of sexual harassment at USE was held on 10.04.2023 in seminar hall at 2.00 pm.

Agenda :-

→ Discussion on types of women harassment and abuse of both women faculty and girl students.

→ To recommend the concerned authorities, follow up action and monitor the same.

→ To advise the disciplinary authority concerned to make arrangements for appropriate psychological, emotional and physical support (counseling, security and other assistance).

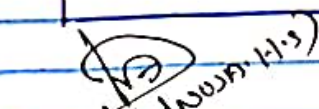
The following members of ICC attended the meeting.


1. Dr. S. Jothibasu - Principal
2. Dr. J. Mahil - Prof/BME
3. Ms. D.K. Kalavani - AP/CSE
4. Ms. Kala - AP/Civil
5. Ms. H. Anuja - AP/BME
6. Ms. Ramya - Student/ECE
7. Ms. A. Srilega - Student/BME

- The chairperson welcomed all the members of ICC.
- The committee emphasized that in order to create awareness and continuous sensitization among the staff members, it is essential to place banners/posters/noticers defining sexual harassment at prominent place in USE campus.
- There is no complaints from staff members or students to review.
- The improvement to be made in the safety measures in women's hostel.
- Meeting ended with vote of thanks by the chair.

Annual Report on cases 2023-24

No. of Complaints received	0
No. of Complaints disposed of	0
No. of Cases pending for more than 90 days	NIL
Nature of action taken	NIL


 Co-Convenor
 Ms. H. S. Aruja


 Chair Person
 Dr. S. Jothibasu

2024-2026

Internal Complaints Committee (ICC)

About ICC!

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) POSH ACT-2013.

"Internal Complaints Committee" Constituted under section-4 to provide protection against sexual harassment of women at workplace and for the Prevention and redressal of complaints of sexual harassment. Any aggrieved women may make, in writing a complaint of sexual harassment at workplace to the internal complaints committee within a period of three months from the date of incident. And in case of series of incidents, within a period of three months from the date of last incident.

The Internal Complaints Committee has been reconstituted as per "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) POSH Act-2013. The Committee works for Prevention, Prohibition and Redressal of Sexual Harassment of women at Udaya School of Engineering towards zero tolerance policy. Any grievances in this regard may be referred to the cell by writing through a letter within three months from the date of incident.

Roles and Responsibilities:

- To provide a safe and good academic environment to students and staff members.
- To create awareness on the issue of sexual harassment by conducting awareness programs and Rallies.

- Deal with cases of discrimination and sexual harassment against women in a time bound manner.
- To keep the mechanism for registering complaints safe, accessible and sensitive.
- To create the healthcare facilities for lady staff members and girl students.

Formation :- Internal Complaints Committee (ICC) (2024-2026)

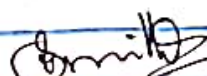
A committee by title ICC is hereby reconstituted with immediate effect to take action on the complaints of sexual harassment reported by any aggrieved lady staff members or girl student at the workplace in the College campus tenure of 2024-2026.


Frequency of Meeting :-

The committee shall conduct meeting twice in a year as when necessary.

List of Members

Sl.No	Name	Designation	Representation
1.	Dr. S. Jothibasu	Principal	Chairman
2	Dr. T. Sunitha	Asso. Prof / ECE	Presiding officer
3	Ms. T. Merlin Leo	Asso. Prof / BME	Member
4	Mr. R.K. Nivendran	AP / Aero	Member
5	Mr. T. Rajasekar	Advocate	Member
6	Mr. J.B. Jeba	Manager	Member


 Presiding Officer
 (Dr. T. Sunitha)


 Chairman.
 (Dr. S. Jothibasu)

Minutes of the Awareness program on "The Sexual Harassment of Women At Workplace (Prevention, Prohibition and Redressal) PoSH Act 2013.

(6th September 2024).

Resource Persons :-

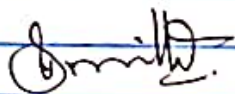
1. Mrs. K. Vijayameena - The district Social Welfare officer, Kanyakumari dist.
2. Mrs. V. Uma - Gender Specialist - District Hub for Empowerment of Women (DHEW)
3. Mrs. Arockia Saranya - Gender Specialist - District Hub for Empowerment of Women (DHEW)

Minutes of the meeting :-

- Description of PoSH Act 2013 - Sexual Harassment of Women At Workplace
- Only women can give complaints at any age.
- Categories of Workplace: Regular/Temporary/Training Places/ Government Organisation/ Private/ NGO/ Sports office/ Club/ Society/ Jewellery shop/ Textile shop etc...
- Sexual Harassment: 1. Verbal Harassment
2. Non-Verbal Harassment
- Sexual harassment can include the following,
- Compelling students for doing something for marks
- Failing a particular student for something not done
- Discrimination (for not obeying) - Affect health
- Teasing using abusing, passing comments, Rumours, Unusual sound, Bad pictures, disturbance

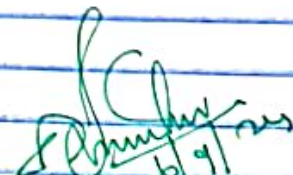
- through phone at unusual time.
- Complaints should be in written form with date, time and evidence
 - No false complaints should be filled
 - Penalty for false complaints
 - child help line - 1098
 - Adults - 181
 - Website - C box.

All Students and faculty members participated in the awareness program. It was more informative for everyone. We thanked the resource persons and requested for more programs in future.



Presiding officer

Dr. T. Sunitha.


Chairman

Dr. S. Jothibasu.