



Udaya School Of Engineering

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Prevention of Sexual Harassment Cell Redressal Mechanism Procedure for logging in complaint

About the Cell

The Internal Complaints Committee (ICC) of the institution is constituted in accordance with Government of India guidelines to promote gender equality, safety, and justice within the campus.

The ICC is responsible for addressing complaints raised by students and staff regarding grievances related to women, including cases of sexual harassment.

As per the Hon'ble Supreme Court of India, sexual harassment includes any unwelcome sexually determined behaviour such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

The Cell ensures protection of the rights of female students, faculty, and staff, and provides a safe platform for grievance redressal. It also promotes awareness about legal rights, health, hygiene, and safety through seminars, workshops, and awareness programs.

Objectives

- To address and resolve issues related to sexual harassment of women students and staff
- To ensure fair enquiry through the Internal Complaints Committee (ICC)
- To create awareness about legal rights among female students and employees
- To safeguard the dignity and rights of women on campus
- To provide a confidential and supportive grievance redressal mechanism
- To promote a safe, hygienic, and respectful campus environment
- To support overall personality and academic development of students

Procedure for Filing a Complaint

Students or staff members may report grievances to their **Tutor / Head of the Department (HoD) / ICC Members**.

- Complaints must be submitted in writing (email, post, or in person) as soon as possible after the incident
- Verbal complaints will not be accepted
- The complaint should include:
 - Name, designation, contact number, Aadhaar number, and address of the complainant

The complaint must clearly provide:

1. Name, department, and designation of the accused
2. Detailed description of the incident(s), including date, time, and location
3. Names of witnesses, if any
4. Details of similar incidents (if applicable)
5. Steps taken by the complainant to address the issue (if any)
6. Any additional relevant information

All complaints will be handled with strict confidentiality and information will be shared only on a need-to-know basis.

Procedure for Redressal

1. Upon receiving a complaint, the ICC will initiate an inquiry with approval from the Principal.
2. A committee will be formed including ICC members and, where required, an external NGO representative.
3. The committee will conduct a detailed inquiry by interacting with:
 - The complainant
 - The respondent
 - Witnesses
4. After completion of the inquiry, a written report will be submitted to the Principal.
5. Based on the findings, appropriate disciplinary action will be recommended.

The action taken will depend on:

- Severity of the misconduct
- Frequency and nature of the incident
- Evidence presented

The final decision will be implemented by the Principal.

Procedure for Appeal

If the complainant is not satisfied with the decision:

- An appeal may be submitted to the Principal
- A higher-level committee will be constituted to review the case
- The matter will be reconsidered as per legal provisions