

## INTERNAL COMPLAINT COMMITTEE

As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide no. F AICTE/WH/2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in SWCET to prevent sexual harassment of woman at work place. Internal Complaint Committee sensitizes the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place. According the Supreme Court's order, Sexual Harassment is any unwelcome:

- ❖ Physical contact and advances
- ❖ Demand or request for sexual favours
- ❖ Sexually colored remarks
- ❖ Display of pornographic content in any form
- ❖ Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

Keeping in view the Supreme Court guidelines, Sanskrithi School of Business, Puttaparthi established ICC against sexual harassment and atrocities against women at the workplace.

### Objectives

1. To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
2. To provide a neutral, confidential and supportive environment for the campus Community who may have been sexually harassed.
3. To ensure fair and timely resolution of complaints about sexual harassment.
4. To provide information regarding counseling and support services on the campus.
5. To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.

## INTERNAL COMPLAINTS COMMITTEE 2024-2025

Name	Designation
Prof. Prashanthi Associate Professor, Department of MBA, Women's Cell	Presiding Officer
Dr. Bhabani Shankar Associate Professor, Department of MBA	Member Secretary
Prof. VN Prakash Sharma, Associate Professor	Senior faculty member
Prof. Mithula, Assistant Professor	Faculty member
Ms. V Vysnavi, MBA Student	Student Representatives (included when a complaint involves students)
Mr. B Ashok, MBA Student	
K. Pavani, BBA Student	

### **Procedures and Responsibilities:**

- On receipt of a 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 not in 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

**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. Under the Act, the following also count as sexual harassment:
  - a) Implied or explicit promise of preferential treatment in her employment.
  - b) Implied or explicit threat of detrimental treatment in her employment
  - c) Implied or explicit threat about her present or future employment status
  - d) Interference with her work or creating an intimidating or offensive work environment for her

- e) Humiliating treatment likely to affect her health or safety.

**What are the possible actions that can be taken against the accused if found guilty?**

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

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

**Write your grievance at <https://www.sanskrithibschool.com/Grievance-Redressal.html>**

**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.

**Useful Documents/Notices:**

- [Vishaka Guidelines](#)
- [UGC Regulations on Sexual Harassment](#)
- [Saksham Handbook](#)

  
**PRINCIPAL**  
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Ananthapuramu (Dt.) A.P.