





Sreepathy Institute of Management And Technology
Vavanoor, Palakkad – 679533




Minutes of Internal Complaint Committee Meeting-1

Date and Time: 12/06/2018, 12.30 pm

Venue: ECE HoD's Room

Members Present:

1. Prof. Sushma M - HoD, ECE 
2. Mr. Rejaneesh R –AP, EEE 
3. Ms. Milja C A –Lab staff CE 
4. Ms. Divya M-Office assistant 

5. Ms.Arathy Das- S7 ECE 
6. Ms.Jisha J- S5 EEE 
7. Mr.Sreekrishnan S- S5 ME 

Agenda:

1. Formation of ICC and WDC

Points Discussed:

1. In continuation to the Circular No: SIMAT/ACAD/P/18/082 dated 28-05-2018 regarding the formation of Committees for Professional Bodies / Clubs / Associations, **Womens Complaint Commission (WCC)** has been reconstituted. Prof. Sushma M - HoD, ECE welcomed all the members to the meeting.
2. **Internal Complaint Committee (ICC)** (No. F AICTE / WH / 2016 /01 - All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.) and **Women Development Cell (WDC)** of SIMAT has been constituted with the members mentioned in the circular as per the norms of AICTE.
3. **Internal Complaint Committee (ICC)** of SIMAT has been formed with an inbuilt mechanism for gender sensitization against sexual harassment and to provide mechanisms of dispute redressal. The Internal Complaints Committee (ICC) is formed according to the provisions of the The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and No. F. AICTE/WH/2016/01.—All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016. The ICC's twin functions are:
 - a. To hear and address complaints regarding sexual harassment at SIMAT, and
 - b. To spread awareness about gender-related issues and functioning of the ICC in collaboration with the women's development club of SIMAT.
4. **Women Development Cell (WDC)** of SIMAT has been formed with an agenda to organise Training Programmes ,workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulation. The WDC's aim is to create social awareness about the problems of women and in particular regarding gender discrimination and develop the self confidence of Women. To guide about Women Welfare Laws, assert the importance of spiritual, economic, social, racial and gender equality, highlight the importance of health and hygiene, develop multidisciplinary approach for the overall personality development.

Decision Taken

1. Prof. Sushma M - HoD, ECE shall be the convener of Internal Complaint Committee (ICC) and is assigned the duty for the the constitution of guidelines & Policy of Internal Complaint Committee (ICC) of SIMAT.

The meeting came to an end at 12.50 pm

Sushma

Dr. Sushma



INTERNAL COMPLAINT COMMITTEE (ICC)

POLICY & GUIDELINES

As per No. F. AICTE/WH/2016/01.—All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 shall apply to

1. All technical Institutions in India.
2. It shall come into force on the date of their publication in the Official Gazette

Technical Institution" (TI) means an AICTE approved Institution. "Internal Complaints Committee" (ICC) is a Committee to be constituted by an TI and shall include any duly constituted Body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH))

Responsibilities of the Technical Institution:

Every TI shall:-

1. Publicly notify the provisions against sexual harassment and ensure their wide- dissemination
2. Publicly commit itself to a zero tolerance policy towards sexual harassment.
3. Create awareness about what constitutes sexual harassment
4. Inform employees and students of the measures available to them if they are victims of sexual harassment.
5. Organise regular orientation or training programmes for the members of the ICC or GSCASH to deal with complaints, steer the process of settlement or reconciliation, etc., with sensitivity.
6. Be responsible to bring those guilty of sexual harassment against its employees and students
7. Treat sexual harassment as misconduct under service rules if the perpetrator is an employee and as a violation of the disciplinary rules if the perpetrator is a student.
8. Monitor the timely submission of reports by the ICC or GSCASH
9. Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Council

Supportive measures:

1. All TIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy
2. Orientation courses conducted at TIs for administrators must have a module on gender sensitization and sexual harassment issues
3. Regular workshops are to be conducted for all sections of the TI community
4. Counselling services must be institutionalized in all TIs and must have well trained full-time counsellors.
5. TIs must build requisite women's hostels, which is a priority area.

Grievance Redressal Mechanism:

1. Every TI shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-
 - (a) A Presiding Officer who shall be a woman faculty member employed at a senior level
 - (b) Two faculty members and two non-teaching employees.
 - (c) Three students (comprising of atleast one girl student) of Pre-Final/Final year at Undergraduate level
 - (d) One member from amongst non-government nominated by the Executive Authority.

2. At least one-half of the total members of the ICC shall be women.
3. The term of office of the members of the ICC shall be for a period of three years. TIs may also employ a system whereby one-third of the members of the ICC may change every year.

Responsibilities of Internal Complaints Committee (ICC) or GSCASH:

The Internal Complaints Committee shall:

1. Provide assistance if an employee or a student chooses to file a complaint with the police.
2. Provide mechanisms of dispute redressal.
3. Protect the safety of the complainant by not divulging the person's identity.
4. Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.
5. Ensure prohibition of retaliation or adverse action against a covered individual.

Process of making Complaint :

1. An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident
2. Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

Process of conducting Inquiry :

1. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt. The respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
2. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the TI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
3. The Executive Authority of the TI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report
4. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the TI within a period of thirty days from the date of the recommendations.
5. The aggrieved party may seek conciliation in order to settle the matter.
6. The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

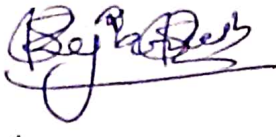
Punishment and compensation:

1. If the offender is an employee, the punishments may include anyone or more such as a written apology, warning, reprimand, censure, undergoing counselling or carrying out community service, withholding of promotion, withholding of pay rise or increments and terminating the respondent from service.
2. When the respondent is a student, depending upon the severity of the offence, the punishments may include withhold privileges of the student such as access to the library, transportation, scholarships, allowances, and identity card, suspend or restrict entry into the campus for a specific period, expel and strike off name from the rolls of the institution and reformatory punishments like mandatory counselling
3. The aggrieved person is entitled to the payment of compensation which shall be recovered from the offender which shall be determined on the basis of severity of offense.


Action against frivolous complaint:


To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, if the ICC or GSCASH concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student.

As per the above guidelines given by AICTE, SIMAT has formed ICC and will adhere to the guidelines and policies given above.


Rajaseesh. R, 

Divya. M 

Milja C.A 

Anubhy Das 

Jisha. J 

Sreekrishnan.S 

Sushma. M 





SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

01/06/2019

Minutes of Women cell Meeting
Minutes of Meeting held on 01/06/2019, 1.00 PM in CADD Lab

Members Present:

- | | |
|------------------------------------|-------------------------------|
| 1. ASWATHY P G- Asst.Prof,CE | 5.NIMISHA RAVI-Asst.Prof EEE |
| 2. APARNA M-Asst.Prof,CSE | 6.SWATHI K V- Secretary |
| 3. ANJALI ANANTHAN- Asst.Prof ECE | 7. Haritha K- Joint Secretary |
| 4. BHAGYASREE P G- Asst.Prof, AS&H | |

Agenda:

1. Review of actions taken of previous meeting decisions
2. To decide on activities to be held on current semester
3. Preparation of annual report of the women cell.

Points Discussed

- 1.Aswathy.P.G,AP/CE addressed the meeting. She reviewed the activities in the previous semester and expressed satisfaction on the conduct of the program National girl Childs day along with NSS volunteers and also the International women's day .
- 2.Discussed about the medical camp and a talk on hygiene conducted as per the decision taken in the previous meeting of women cell. She also appreciated the efforts of staff members in creating an awareness of both women's cell and ICC.
- 2.Bhagyasree P G, AP/AS &H joined the women cell committee .
3. Ms. Swathi K (S7ECE) is assigned as secretary and Ms.Haritha K (S5CSE) is assigned as joint secretary of the women cell.
- 4.Discussed about the urgent maintenance requirement of the doors of the rest room
- 5.The committee members were encouraged to put forward suggestions regarding the various programs to be conducted under women cell for the current academic semester.
- 6.Discussed regarding the preparation of annual report of the women cell that presents a holistic view of the academic, student centric support system and administrative mechanisms of Women Cell ,SIMAT of the previous academic year.

Decisions taken

1. Decided to report the issue regarding the maintenance of restroom doors to the concerned higher Authorities.
- 2.Decided to conduct programs on yoga day in association with women cell.
3. Aswathy.P.G,AP/CE got assigned for preparation of annual report of the women cell.

The meeting came to an end at 1.30 pm

Prepared By
Anjali Ananthan
AP. ECE

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

13/01/2020

Minutes of Women cell Meeting
Minutes of Meeting held on 13/01/2020, 1.00 PM in CADD Lab

Members Present:

1. ASWATHY P G- Asst.Prof,CE
2. APARNA M-Asst.Prof,CSE
3. ANJALI ANANTHAN- Asst.Prof ECE
4. BHAGYASREE P G- Asst.Prof, AS&H

5. NIMISHA RAVI-Asst.Prof EEE
6. SWATHI K - secretary
7. Haritha K- Joint Secretary

Agenda:

1. Review of actions taken of previous meeting decisions
2. To decide on activities to be held on current semester

Points Discussed

1. Aswathy.P.G,AP/CE addressed the meeting. She reviewed the activities in the previous semester and expressed satisfaction on the conduct of the program in the previous semester.
2. Suggestions are invited from committee members about the various programs to be conducted under women cell for the current semester.
3. Tutors were requested to inform the girl students of respective class about Women cell, so that they can utilize the service of cell. They may be encouraged to share any grievances personal or academic with the cell members.
4. Discussed regarding the status of maintenance of restroom doors which was decided in the previous meeting.
5. Discussed regarding the programs conducted on yoga day in association with women cell in the previous semester.

Decisions taken

1. Decided to conduct programs on International womens day .
2. Decided to conduct seminar on "menstrual irregularities truth and myth" by medical professionals under women cell for all the girl students and staffs of simat.
3. Decided to conduct webinar under "We For Women" series .

The meeting came to an end at 1.30 pm

Prepared By:

Anjali Ananthan

AP, ECE

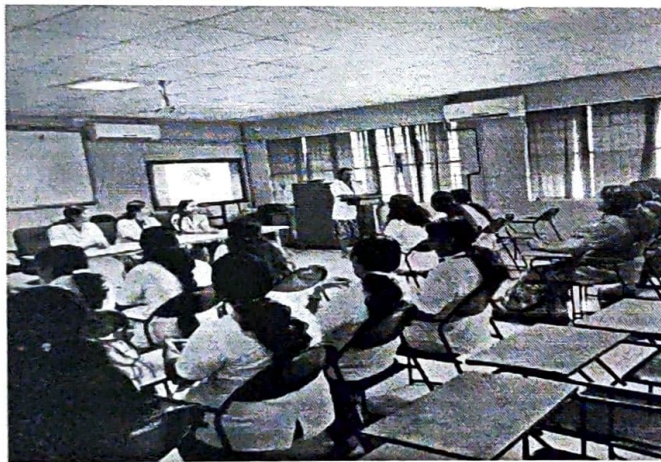




SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY, VAVANOOR

ANNUAL REPORT WOMENS COMPLAINT COMMISSION (2017-2018)

- **Womens Complaint Commission** meeting was held on 28/09/17 at ECE HOD Room and discussed about the activities to be performed in current semester. Ms Sushama M, Women cell coordinator addressed the gathering. Student representatives for women cell got selected during the meeting. Maneesha K S (S7CE) got selected as secretary and Soumya sethumadhavan P(S5 CE) got selected as joint secretary



- Ms Asha ,Counsellor conducted a counselling session for girl students regarding behaviour towards co-students on 04/10/17 at 3.00 PM at seminar hall. The session was very informative and students were able to discuss the gender problems faced by them. Ladies Faculties of all department were present.

- Women Complaint Commission observed **International Women's Day** on March 8th 2018. The inaugural event of the programme started with a prayer which was followed by a welcome address by Ms .Ramya K M (AP , CE) . Women representatives from teaching,non teaching and student community of SIMAT attended the programme at Seminar hall. Ms.Sushma M (HOD ECE Department) felicitated the event. Students took oath on the same day



- Total number of meeting held in the year =3
- One complaint was received from girl student in October 2017 against a boy student which was resolved by the womens complaint commission

Prepared By
Santhi R

Sushma M
15/6/2018

Reference: DOP&T O.M.No.11013/2/2014-Estt.A-III dated February 2, 2015

Annual Return on cases of Sexual Harassment

Period : 1st April, 2016 to 31st March, 2017

Name of the University KTU

Sreepathy Institute of Management & Technology

S.No.		Number of Cases*
1	Number of complaints of sexual harassment received in the year	Nil
2	Number of complaints disposed off during the year	—
3	Number of cases pending for more the 90 days.	—
4	Number of workshops on awareness programmes against sexual harassment conducted during the year	ONE
5	Nature of action	—

Note:

* Information is to be provided in consolidated form in respect of University as a whole (including affiliated/ Colleges constituent).

Sushma =: 21/7/17
Sushma.M
WCC Chairman

Q

21/7/17

Principal
Sreepathy Institute of Management
& Technology, Vavanoor-679 533



SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad – 679533

Minutes of Women Complaint Commission

Minutes of Meeting held on 06/04/2015, 11.30 A.M in ECE HOD's Room

Date: 19/08/16

Members Present:


1. Prof.Sushma
2. Ashmy Antony
3. Santhi R
4. Nisha S.

HOD ECE

Asst. Prof CSE

Asst. Prof ECE

Asst. Prof CSE



Agenda:

1. Activities for this semester.
2. Review of previous semester activities.

Minutes:

Discussion points:

1. Inform girl students about WC Cell through group tutors. So they can utilize the service of the cell to improve the moral values. And also the tutors can forward complaints to the cell through HOD and Principal.
2. Also have to arrange a program to increase the awareness of bad impact of social media and build up a good professional career.
3. As one complaint had been given by a girl student of CSE, the women complaint cell enquired the same and submitted the report to the principal.

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Vavanoor, Palakkad – 679533

ENQUIRY REPORT

The Women's complaint commission of SIMAT, headed by Prof Sushma M. received a complaint forwarded by the Principal. This complaint was given by the father, Mr. James T. L, of the student Ms. Joishy James, S5 CSE, against some boys of S7 EEE. The Committee consisting of the women cell members- Prof Sushma, Santhi . R and Ashmy Antony & tutor of S5 CSE Nisha .S enquired into the matter by calling Ms. Joishy James and three of the identified students – Mr. Akshay U, Mr, Abijeet K & Mr. Mohammed Jawhar, S7 EEE by speaking to them.

Incident Enquiry:

Ms. Joishy has complained that she has noticed the above mentioned boys teasing her and calling her bad names. She reported that she was silent for few days, but when the harassment continued she enquired with them as to why they were harassing her. But still the name calling continued and she has now reported the matter to both her parents and class tutor. The parent has filed a complaint on 18/08/2016. This teasing and name calling has caused mental agony to both her and her parents.

Mr. Akshay U, Mr, Abijeet K & Mr. Mohammed Jawhar, S7 EEE were called individually before the enquiry committee. They have told that they have not intentionally targeted the girl but they call each other by pet names or talk to each other using local slang words in the corridor which the girl may have found offensive. They have written apologies if they have unintentionally caused mental agony to the girl students.

Conclusions:

From the statement of the students, it is clear that there was teasing and calling of bad words by a group of boy students which led to mental agony of the girl student. The girl could identify only three students and many more were involved.

It is the attitude of the boy students that they can do anything; talk vulgarly in the corridors or anywhere in the college. This cannot be accepted.

Recommendation:

As the students have unintentionally caused mental agony to the girl and have apologized for their actions, it is recommended that they be let off with strict warning with a suspension for two days. This will be a warning to all the other students so that these incidents of teasing, which are on rise, will not be initiated by other students.

SIMAT
23/08/16

Sushma M. HOD-EC *Sushma*
Nisha S Asst. professor *Nisha*
Santhi R. Asst. Professor *Santhi*
Ashmy Antony (Asst. Professor) *Ashmy*
23/8/16

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)
Vavanoor, Palakkad - 679 533

SIMAT/ACAD/P/16/082

23/08/2016

Office Order

As per the recommendation from the Women's Compliant Commission, it is decided to suspend the following students for two days for the alleged misbehavior with fellow student, with effect from 22/08/2016.

1. Akshay U – S7 EEE
2. Abhijith K – S7 EEE
3. Mohammed Jowhar – S7 EEE

Principal

Copy to:-

- 1.
2. Akshay U – S7 EEE
3. Abhijith K – S7 EEE
4. Mohammed Jowhar – S7 EEE
5. All Staff
6. Sreepathy Trust

Principal