

COIMBATORE INSTITUTE OF TECHNOLOGY (CIT), COIMBATORE

INTERNAL COMPLAINTS COMMITTEE (ICC)

POLICY AND GUIDELINES

1. PREAMBLE

Coimbatore Institute of Technology (CIT), Coimbatore, is committed to fostering a safe, secure, inclusive, equitable, and gender-sensitive academic and work environment for all members of the institution. The Institute recognizes the dignity and rights of every individual and adopts a Zero-Tolerance Policy towards sexual harassment in any form.

The Internal Complaints Committee (ICC) is constituted to prevent, prohibit, and redress incidents of sexual harassment and to ensure compliance with statutory provisions.

This Policy is framed in accordance with:

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2016.
- AICTE Guidelines on Internal Complaints Committee.
- Relevant Government, UGC, AICTE, and University regulations issued from time to time.

2. OBJECTIVES

The objectives of the Internal Complaints Committee are:

1. To prevent sexual harassment within the Institute.
2. To promote gender equality, dignity, and mutual respect.
3. To create awareness regarding rights and responsibilities of all stakeholders.
4. To provide a safe, secure, and supportive environment for learning and working.
5. To establish a transparent, fair, and confidential grievance redressal mechanism.
6. To ensure prompt inquiry and redressal of complaints.
7. To recommend appropriate disciplinary action where misconduct is established.
8. To conduct gender sensitization and awareness programmes regularly.
9. To uphold principles of natural justice and confidentiality.

3. SCOPE OF THE POLICY

This Policy applies to:

- Faculty members
- Administrative staff
- Technical staff
- Contractual employees
- Research scholars
- Undergraduate students
- Postgraduate students
- Interns and trainees
- Consultants
- Visitors and service providers

The policy covers incidents occurring:

- Within the Institute campus
- Classrooms, laboratories, workshops, libraries, hostels, and sports facilities
- Research centres, incubation centres, innovation laboratories, and start-up facilities
- During internships, industrial visits, fieldwork, training programmes, and placements
- During conferences, workshops, seminars, competitions, and cultural programmes
- During Institute-sponsored travel and educational tours
- Through online platforms, virtual classrooms, social media, emails, messaging applications, and other digital communication channels associated with institutional activities

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any unwelcome act or behaviour, whether direct or implied, including:

Physical Conduct

- Physical contact and advances
- Unwelcome touching or gestures
- Attempted or actual sexual assault

Verbal Conduct

- Sexually coloured remarks
- Inappropriate comments, jokes, or innuendos
- Requests or demands for sexual favours

Non-Verbal Conduct

- Display of sexually explicit material
- Staring, suggestive gestures, or body language

Digital Harassment

- Sending inappropriate emails, messages, images, or videos
- Cyberstalking and online intimidation
- Misuse of social media for harassment

Hostile Environment

Any behaviour that creates an intimidating, hostile, humiliating, offensive, or unsafe academic or workplace environment.

5. INTERNAL COMPLAINTS COMMITTEE MEMBERS

The ICC constituted by the Principal of the Institute:

Sl. No.	Name	Designation	Member	Email Id
1	Dr. S. Vasantharathna	Professor, & Head Dept. of EEE	Chairperson	vasantharathna@cit.edu.in
2	Mrs. N. Thangamani	Advocate	Non Govt. Organisation	nthangamaniadv@gmail.com
3	Mrs. Mahalakshmi Rajagopal	Counselor -Wellness coach	Member	mahalakshmi.rajagopal@cit.edu.in
4	Dr. S. Manjula Gandhi	Associate Professor, Dept. of M.Sc. (SS)	Member	manjulagandhi@cit.edu.in
5	Dr. K. Amshakala	Professor, Dept. of CSE	Member	amshakala@cit.edu.in
6	Dr. G. Suresh Kannan	Associate Professor, Dept. of Mechanical Engineering	Member	sureshkannan@cit.edu.in
7	Dr. R. Lavanya	Assistant Professor (Sr.Gr), Dept. of Mathematics	Member	lavanya.r@cit.edu.in
8	Dr. K.V. Hemalatha	Assistant Professor (Sr.Gr), Dept. of Chemistry	Member	hemalatha.kv@cit.edu.in
9	Mrs. V. Gowripriyaa	Assistant Professor, Dept. of ECE	Member	gowripriyaa.v@cit.edu.in
10	Ms. Rajithra	IV Year B.E. IT	Student Member	71762207035@cit.edu.in

11	Ms. K. Santhiya	IV Year B.E. Civil Engg.	Student Member	71762201037@cit.edu.in
12	Mr. P. Sujin	IV Year B.E. Mech. Engg.	Student Member	71762202047@cit.edu.in

6. POWERS AND FUNCTIONS OF THE ICC

The ICC shall:

1. Receive complaints of sexual harassment.
2. Conduct inquiries in accordance with statutory provisions.
3. Recommend interim relief measures.
4. Recommend disciplinary actions.
5. Maintain confidentiality of proceedings.
6. Conduct awareness and sensitization programmes.
7. Organize orientation programmes for students and employees.
8. Maintain records of complaints and actions taken.
9. Submit annual reports to the Institute authorities.
10. Ensure compliance with UGC and AICTE regulations.

7. FILING OF COMPLAINTS

Submission

A complaint shall be submitted in writing to the ICC within three months from the date of the incident or the last incident in a series of incidents.

Assistance

Where the complainant is unable to submit a written complaint, the ICC shall provide necessary assistance.

Extension

The ICC may extend the filing period by an additional three months for sufficient reasons recorded in writing.

8. CONCILIATION

Prior to initiating an inquiry:

- The ICC may facilitate conciliation at the request of the complainant.
- Monetary settlement shall not form the basis of conciliation.
- If settlement is reached, the ICC shall record and forward the settlement to the competent authority.
- No further inquiry shall be conducted unless the terms of settlement are violated.

9. INQUIRY PROCEDURE

Principles

The inquiry shall be conducted:

- Fairly
- Impartially
- Confidentially
- In accordance with principles of natural justice

Quorum

A minimum of three members, including the Presiding Officer, shall constitute the quorum.

Rights of Parties

Both parties shall be given opportunities to:

- Present evidence
- Produce witnesses
- Submit written statements
- Respond to allegations

Timeline

The inquiry shall be completed within ninety (90) days from receipt of the complaint.

10. INTERIM RELIEF

Pending inquiry, the ICC may recommend:

- Transfer of either party
- Academic accommodations

- Leave up to three months for the complainant
- Hostel accommodation changes
- Restriction of contact between parties
- Counselling and support services

11. INQUIRY REPORT

The ICC shall submit its report within ten days of completion of the inquiry.

The Institute shall implement the recommendations within sixty days of receipt of the report.

Copies of the report shall be provided to both parties.

12. DISCIPLINARY ACTION

For Students

- Written warning
- Written apology
- Community service
- Counselling
- Suspension from classes
- Suspension from hostel
- Debarment from examinations
- Rustication
- Expulsion from the Institute

For Employees

- Written warning
- Adverse service record entry
- Withholding of promotion or increments
- Suspension
- Termination of service

Additional Measures

- Mandatory gender sensitization programmes
- Compensation to the aggrieved person as permitted by law

13. FALSE OR MALICIOUS COMPLAINTS

Where a complaint is found to be malicious or deliberately false after due inquiry, the ICC may recommend appropriate disciplinary action.

However, inability to substantiate a complaint shall not attract any penalty.

14. CONFIDENTIALITY

The identity of:

- Complainant
- Respondent
- Witnesses
- Committee members
- Proceedings and recommendations

shall remain confidential except where disclosure is required under law.

Any breach of confidentiality may attract disciplinary action.

15. PREVENTIVE AND AWARENESS MEASURES

The Institute shall:

1. Conduct annual gender sensitization programmes.
2. Organize workshops, seminars, and awareness campaigns.
3. Conduct orientation programmes for newly admitted students and employees.
4. Display ICC information prominently across campus.
5. Publish ICC details on the Institute website.
6. Encourage reporting without fear of retaliation.
7. Promote gender-sensitive practices in academic and administrative activities.

16. ANNUAL REPORT

The ICC shall prepare an Annual Report containing:

- Number of complaints received
- Number of complaints resolved
- Nature of actions taken
- Awareness programmes conducted
- Recommendations for institutional improvement

The report shall be submitted to the Director/Principal and relevant statutory authorities.

17. PROTECTION AGAINST RETALIATION

No complainant, witness, ICC member, or participant in the inquiry process shall be subjected to:

- Victimization
- Intimidation
- Threats
- Academic discrimination
- Employment-related retaliation

Any such action shall invite disciplinary proceedings.

18. REVIEW OF POLICY

This Policy shall be reviewed periodically and revised in accordance with amendments issued by the Government of India, UGC, AICTE, and other competent authorities.