



SOUNDARYA
INSTITUTE OF
MANAGEMENT AND
SCIENCE



CRITERION - 7

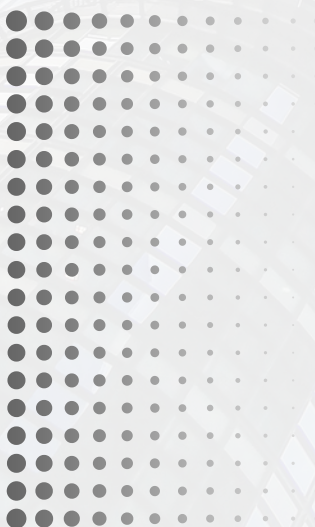
INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.





INTERNAL COMPLAINTS COMMITTEE (ICC) POLICY

1. Purpose

The purpose of this policy is to establish an Internal Complaints Committee (ICC) at Soundarya Institute of Management and Science in compliance with the University Grants Commission (UGC) and the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The ICC shall address complaints of sexual harassment, ensure a safe and dignified environment for all, and promote gender equality in the institution.

2. Scope

This policy applies to all students, faculty, staff, and third parties associated with Soundarya Institute of Management and Science. The ICC will address complaints of sexual harassment, including any behaviour or act that is sexually offensive, discriminatory, or intimidating as per the definition in the UGC guidelines.

3. Definition of Sexual Harassment


Sexual harassment includes any unwelcome sexual behaviour, either physical, verbal, or non-verbal, such as:

- ✿ Physical contact or advances
- ✿ Demand or request for sexual favours
- ✿ Making sexually coloured remarks
- ✿ Showing pornography
- ✿ Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

4. Composition of the ICC

The ICC at Soundarya Institute of Management and Science will consist of the following members, as per UGC guidelines:

- ✿ Chairperson: Senior Women Faculty
- ✿ Faculty Representative 1 (Women)
- ✿ Faculty Representative 2 (Men)
- ✿ Student Representative 1
- ✿ Student Representative 2
- ✿ External Representative [External - Police / Advocate/ NGO]


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Nagasandra Post,
Bengaluru-560 073.



Soundarya Educational Trust (Regd.)
SOUNDARYA INSTITUTE OF MANAGEMENT & SCIENCE
(Recognised by Govt. of Karnataka & Affiliated to Bangalore University)
Accredited by NAAC with "B+" Grade

The ICC should have a minimum of 50% women representation. The term of the members shall be three years, except for student representatives who will serve for one academic year.

5. Roles and Responsibilities of the ICC

- ✦ To receive and redress complaints of sexual harassment in a timely manner.
- ✦ To ensure confidentiality of the identity of both the complainant and the respondent.
- ✦ To provide support and counselling to the victim.
- ✦ To recommend appropriate actions to be taken by the institution, including disciplinary actions against the respondent, if found guilty.
- ✦ To conduct awareness programs on gender sensitization and the prevention of sexual harassment.
- ✦ To submit annual reports on the functioning of the ICC to the management and relevant authorities.

6. Complaint Procedure

- ✦ A complaint of sexual harassment can be made in writing to any member of the ICC within three months of the incident, extendable to another three months if the ICC deems appropriate.
- ✦ The ICC will conduct an inquiry, including interviewing both parties and witnesses, if applicable.
- ✦ The inquiry must be completed within 90 days, and a report shall be submitted within 10 days of the completion of the inquiry to the management.
- ✦ Based on the findings, appropriate action will be recommended and taken within 60 days.

7. Redressal and Disciplinary Action

Upon receiving the ICC report, the management shall take appropriate action, which may include:

- ✦ A written apology
- ✦ Warning or reprimand
- ✦ Suspension or termination of employment (in case of staff/faculty)
- ✦ Expulsion or suspension from the institution (in case of students)

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8. False Complaints

If any complaint is found to be malicious or false after due investigation, the ICC may recommend suitable action against the complainant as per the disciplinary policies of the institution. However, a mere inability to substantiate the complaint or provide adequate proof will not be considered false unless done with malice.

9. Confidentiality

The identity of the complainant, respondent, witnesses, or any information related to the inquiry proceedings shall be kept confidential and shared only with persons necessary for the investigation and resolution process.

10. Awareness and Training

The institution shall regularly conduct gender sensitization and sexual harassment prevention training programs for students, faculty, and staff to ensure awareness of their rights and responsibilities.

11. Annual Reporting

The ICC shall prepare and submit an annual report to the management of the institution and the UGC on:

- ✦ The number of complaints received
- ✦ The status of complaints
- ✦ Disciplinary actions taken

12. Appeal

Any party aggrieved by the decision of the ICC may appeal to the institution's governing body or the relevant legal authority as per UGC guidelines.

13. Review of Policy

The institution reserves the right to amend or update this policy periodically, in accordance with legal and regulatory requirements.

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