



# ST.PIUS X COLLEGE RAJAPURAM

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Aided by the Govt of Kerala  
Affiliated to Kannur University  
Managed by Archdiocese of  
Kottayam

## Internal Complaint Committee

The “Internal Complaint Committee” has been constituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. “Sexual harassment involves any unavoidable sexual advances either verbal or through gestures or through use of sexually suggestive or pornographic material, and includes amongst others; whistling, sexually slanting and obscene remarks or jokes, comments about physical appearance, demands for sexual favours, threats, innuendos, avoidable physical contacts, touching, patting, pinching, kissing, physical assaults and molestation of and towards women workers by their male colleagues or anyone who for the time is in a position to sexually harass a woman”.

1. Provisions apply to all students, faculty and non-teaching staff who are on active rolls of St. Pius X College Rajapuram.
2. Rules and regulations applicable to all complaints of sexual harassment by a
  - Student against a member of the academic/ non-teaching staff/ co-student.
  - By a member of the academic/ non-teaching staff against a student/ another member of academic/ non-teaching staff.

Any grievances in this regard may be referred to the Cell by writing through a letter or email within three months from the date of incident or if there are series of incidents, three months from the date of last incident.

### Registration of complaints:

Despite the preventive efforts made by the committee, if any incidents of sexual harassment take place; registration of complaints shall follow the following procedures.

1. Complaints can be lodged directly with any member of the committee. The person to whom the complaint is made should bring to the notice of the committee within 2 working days of receiving it.

2. As far as possible attempt should be made to explore whether mediation or conciliation can provide a suitable solution to the case. This should be desirable in so far it can spare trauma of formal procedure for both the complainant and the accused.
3. The complaint may be oral or in writing, if the complaint is oral it shall be reduced in writing by the committee or the member who has received the complaint with the signature of the complainant.
4. A complaint should be lodged within four weeks of the incident. In extraordinary circumstances this could be extended to four months.
5. The committee shall study the complaint and may hear both the complainant and the accused and other involved parties to determine if an enquiry should be instituted. If so then an enquiry committee will be formed from the committee consisting of not less than 3 persons or not more than 5 persons. 50% of this committee will be women.
6. The process shall be complainant friendly and quick in its decision regarding whether the matter needs to be enquired into or can be taken care of by counselling or mediation.
7. At no time in the complaints receiving or recording procedure the past sexual history of the complainant is probed into.
8. The complainant may withdraw his/her complaint in writing at any time while receiving during/enquiry procedure. In such case the procedure shall be terminated. If the committee feels or has enough reason to believe that the withdrawal is the consequence or effect of cohesion/ intimidation/ threat exerted by the accused or any person on his/her behalf the enquiry proceedings shall continue.
9. The enquiry committee shall complete the enquiry in the shortest possible time not exceeding 3 months from the date of complaint.
10. The enquiry committee shall provide reasonable opportunity to the complainant and the accused for presenting/ defending their case.
11. The enquiry committee shall then submit a detailed report to the main committee in which it shall communicate its findings based on its investigation.
12. The main committee along with the enquiry committee will then forward its findings and recommendations to the management for further action.

## Internal Complaints Committee members

<b>Name</b>	<b>Designation</b>	<b>Position in the committee</b>
Dr. Sr. Marykutty Alex	Principal	Chairperson
Dr. Asha Chacko	Asst. Prof. Chemistry	Convener
Fr. Dino Kummanikkattu	Bursar	Member
Dr. Shiju Jacob	Asst. Prof Physiology	Member
Dr. Bibin P.A	Asst. Prof. Management Studies	Member
Ms.Varsha Puthiyapurayil	Student representative	Member
Dr. Sr. Jessy N.C	Principal, P.K.M College of Education, Madampam	Member
Adv. K.T Jose	Advocate	Member
Ms.Ancy Jaimon	NGO Representative	Member

This committee in collaboration with women's forum and other associations shall organize programs for the gender sensitization of the campus community through workshops, seminars, posters, film shows, debates, skits and any other means that seems fit.