

Shiv Nadar University Chennai
Rajiv Gandhi Salai (OMR), Kalavakkam - 603110

With reference to University Grants Commission's (UGC) letter DO. No.F.91-2/2020(GS)Pt. 1 dated 10.06.2021, Shiv Nadar University Chennai has constituted the Internal Complaints Committee (ICC) with the following members to deal with the issue of gender based violence and to conduct gender sensitization programmes.

Internal Complaints Committee (ICC)
(Revised on 02/12/2024)

Presiding Officer	Prof. Prita Nair Professor (Physics)	Chairperson	pritanair@snuchennai.edu.in
Faculty Members	Dr. S. Vidhusha Associate Professor (CSE)	Member	vidhushas@snuchennai.edu.in
	Dr. Rejitha Nair Assistant Professor (Law)	Member	rejithanair@snuchennai.edu.in
Non-teaching employees	Dr. S. Balamurugan Librarian	Member	balamurugans@snuchennai.edu.in
	Ms. M. Kavitha Junior Executive	Member	kavitham@snuchennai.edu.in
Member from NGO or a person familiar with the issues relating to sexual harassment	Ms. Selvi Palani Advocate	Member	altius.selvi@gmail.com
Student nominees (if the matter involves students)	Mr. Keerthivas. L II Year B.Tech AI & DS	Member	keerthivas23110090@snuchennai.edu.in
	Mr. Deepak K Pranav II Year B.Com. (PA)	Member	deepak23210034@snuchennai.edu.in
	Mr. M. Ramkumar Ph.D. Scholar/ Commerce	Member	ramkumarm@snuchennai.edu.in

The above constituted ICC will be working as per UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

If any faculty, staff or student has any grievance, including any kind of harassment, the same can be brought to the notice of the Presiding Officer or any of the Committee Members for necessary action and redressal.

The contact phone numbers are given below:

1. Prof. Prita Nair, Presiding Officer - 9444909632
2. Dr. Rejitha Nair, Member - 8401601807
3. Ms. M. Kavitha - Member - 8124026462
4. Mr. Deepak K Pranav - Member - 6380983694



P. Nair
02/12/2024
REGISTRAR



INTERNAL COMPLAINT COMMITTEE POLICY

1. PREAMBLE

The participation of women and girl students in higher education has increased manifold. The University has shown interest in more female students taking admissions and participating in higher studies. To promote high level teaching, research and socially inclusive growth, it is imperative to provide a safe and dignified environment, so as to enable the students especially girl students to continue their studies and develop themselves without impediments. The aim of Internal Complaint Committee is to make a system through which the problems of students/employees are addressed in an appropriate manner.

The Shiv Nadar University, Chennai is committed to create and maintain a community in which students, teachers and staff members can work together in an environment free of harassment, exploitation and intimidation. Every member of the University community should be aware that while the University is committed to the right to freedom of expression and association, it strongly supports gender equality.

2. OBJECTIVES OF THE POLICY

The Internal Complaint Committee (ICC) of Shiv Nadar University, Chennai is constituted as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition Redressal) Act of 2013 and MoE (erstwhile MHRD) notification of 2nd May 2016 regarding University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in higher educational Institutions) Regulations 2015.

The objective of the Sexual harassment policy is to resolve the problem faced by any student/employee through an internal system of relief that is easy to access, and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that he/she can continue to study and develop without impediments. This is important to recognize that redressal does not necessarily have to be punitive and instead may be educational, openly discussed at forums which are attended by both teachers and students; women students are encouraged to speak up freely in class or elsewhere.

3. SCOPE

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- i. by a member of the University against any other member of the University irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- ii. by an outsider against a member of the University or by a member of the University against an outsider if the sexual harassment is alleged to have taken place within the campus
- iii. by a member of the University against an outsider if the sexual harassment is alleged to have taken place outside the campus.

In such cases the Committee shall recommend that the University authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

4. CONSTITUTION OF ICC

- The Chairperson shall be a woman faculty member employed at the middle or senior level at the educational institution;
- Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively;
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment;
- Persons in senior administrative positions in the Higher Education Institution, such as Vice-Chancellor, Pro-VCs, Registrar, Dean(s), Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy;
- The term of each member (other than students) shall be of three years. The previous Committee will continue till the new Committee is constituted. Complaints can be given to any member of the Committee. It will be incumbent on the head of any department/administrative unit or any teacher to forward a complaint s/ he receives to the committee immediately.

5. GUIDING PRINCIPLES OF ICC

- **Confidentiality** with respect to the details of the complaint, the complainant's identity and the person(s) who he/she has charged must therefore be mandatorily guaranteed.
- **Non - Coercion and Interim relief**– The University applies this policy in letter and spirit. As per the rules an order of restraint is issued to the respondent as soon as the complaint is filed, prohibiting all direct or indirect contact with the complainant, her family or witnesses. Violations of the order of restraint are viewed as aggravating the offence committed.
- **Fair Policy**- In accordance with the fair policy, all ICC enquiries are carried out in accordance with a detailed procedure starting from the filing of the complaint, examination and cross-examination of witnesses, right up to the submission of the report.

- **Education and Redressal** - There is zero tolerance for quid pro quo harassment involving a faculty\employee and a student or those in any other hierarchical relationship. The specific redressal, a particular complaint demands, vary according to individual cases, but the objective of the interventions by ICC is to ensure that the sexual harassment stops at once.
- **Ethics for Research Supervision:** The perspective that should guide ethics for research supervision is to maintain clear norms in the relationship such that neither is the student violated nor does her research suffer. Time spent with supervisors is professionally oriented and all meetings should be conducted during office hours in office space. Any complaint made by a student about a supervisor must be forwarded to ICC and officially acknowledged. Following this the Supervisor must be suspended and another faculty member assigned in consultation with the student.

6. RESPONSIBILITIES OF INTERNAL COMPLAINTS COMMITTEE

- Provide assistance if an employee or a student chooses to file a complaint with the police.
- Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
- Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or change supervisor if required during the pendency of the complaint, or also provide for the transfer of the offender.
- Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

7. GRIEVANCE PROCEDURE

- Any woman employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Vice Chancellor's office.
- The complaint will be afforded full confidentiality at this stage.
- After receiving the complaint, the chairperson shall convene the meeting of the cell.
- The chairperson will appoint investigation committee. Coordinator of the committee will convene the meetings.
- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainant /his/her representative.
- In case the investigation committee decides to proceed with the complaint, the wishes of

the complainant shall be ascertained and if the complainant wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, the person will be warned about his/her behaviour and non-occurrence of it. In case the complainant requests that the complaint should be proceeded beyond mere a warning, the same may be proceeded within the manner prescribed hereafter.

8. PROCEDURE FOR INVESTIGATION

- If the complainant wishes to proceed beyond mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he/she should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his/her part.
- If the written explanation of the accused is not found to be satisfactory or if he/she does not provide any written explanation, the investigation committee will decide whether the offence deserves a minor penalty or a major penalty.
- In the event that the investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the chairperson of the cell for decision.
- If the investigation committee comes to a conclusion that the accused should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he/she may be placed under suspension under the provisions of act.
- If a person is charged with physical molestation or rape on University premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions may be initiated as per the laws of Indian Penal Code.

9. PUNISHMENT FOR SEXUAL HARASSMENT

Any member of the University fraternity (student/employee/person related to the University) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under Government/ University rules.

A student/employee/person related to University is found guilty of sexual harassment, shall be liable for any of the following penalties:

- a) Warning or reprimand.
- b) Suspension from University for a period of one month.
- c) Debarment from appearing for the examination for a period up to three years.
- d) Rustication from the University as the case may be.
- e) Any other punishment as defined by the Government/ University act.

10. PROTECTION AGAINST VICTIMIZATION

The committee noted and approved the policy on Protection against Victimization of the Women Grievance Redressal Cell as following

- a) In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- b) In the event the complainant and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainant, if it is otherwise so authorized.