

अखिल भारतीय वाक् - श्रवण संस्थान, मैसूरु - 570 006
ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE 570 006

No.SH/Dir/Gen.85/2023-24

06.10.2023

टिप्पणी / NOTE

Sub: Internal Complaints Committee to prevent Sexual Harrassment – reg.

The undersigned has been pleased to constitute the Internal Complaints Committee (ICC) for the prevention of sexual harassment at AIISH. The Committee plays a vital role in ensuring a safe and respectful work environment for all our employees and students. It is imperative that we maintain a workplace free from any form of sexual harassment and discrimination.

This committee includes:

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|----|--|-----------------|
| 1. | Dr. M.S Vasantha Lakshmi
Associate Professor in Biostatistics
Email: vasanthalakshmi@aiishmysore.in
Mob: 9886252546 | Chairperson |
| 2. | Dr. R Rajasudhakar
Associate Professor in Speech Sciences
Email: rajasudhakar@aiishmysore.in
Mob: 9886342654 | Member |
| 3. | Dr. Jadhav S Jayasankar Rao
Registrar
Email: jadhavjsrao@aiishmysore.in
Mob: 7795696916 | Member |
| 4. | Dr. Irfana M
Assistant Professor in Speech Sciences
Email: irfana@aiishmysore.in
Mob: 9400112980 | Member |
| 5. | Ms. M.N Sumana
Advocate
Mob: 9448177117 | External Member |

Objectives:

1. To develop a policy against sexual harassment of women at the Institute.
2. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

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3. To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
4. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
5. To create a secure physical and social environment to deter any act of sexual harassment.
6. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
7. To encourage the early reporting of any allegations/complaints of sexual harassment of women and to ensure that complaints are dealt with in a sensitive, equitable, fair, timely and confidential manner.

Role of the Committee:

1. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for acts of sexual harassment.
2. To create and ensure a safe environment that is free of sexual harassment particularly of women employees and girl students.
3. Create awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity.

Procedure for registering complaints:

1. Any aggrieved woman, girl student may make, in writing, a complaint of sexual harassment at institute to the Internal Complaints Committee within a period of three months from the date of incident and in case of series of incidents, within a period of three months from the date of last incident.
2. Provided that where such complaint cannot be made in writing, the Chairperson or any member of the Committee may render all reasonable assistance to the aggrieved woman for making the complaint in writing.
3. The mechanism of registering complaints should be safe, accessible, and sensitive.
4. All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee.

Procedure to be followed by the Committee:

1. During the enquiry proceedings the complainant and/or their witnesses and the defendant shall be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.

M. P. Pawar

2. The complainant will be allowed to be accompanied by one representative during the enquiry.
3. The Committee must inform the defendant in writing about the material particulars of the charges made against him and he should be given a period of 5 days to respond to the charge sheet.
4. The Committee shall provide reasonable opportunity to the complainant and the defendant for presenting and defending her/his case.
5. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
6. The venue of the enquiry should take into consideration the convenience and security of the complainant.
7. The Committee has to create an independent confidential file of the complaint and all subsequent related documentation.
8. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
9. The Enquiry Report shall be submitted to the undersigned within 90 days from the date on which the enquiry is commenced. In the event of any delay in submission of the Enquiry Report the reasons for the same shall be recorded in writing.


DIRECTOR

To:

1. The Chairperson and Members of the Committee
2. All HOD's/Section heads – to circulate among staff
3. Academics – to display on student notice boards
4. AIISH website