AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING - INTEGRATED POLICY		
Title - Internal Complaints Committee Policy		
Description – This statutory policy ensures a safe and respectful work environment, preventing and addressing sexual harassment. It promotes gender equality and provides a clear framework for handling complaints, ensuring dignity and protection for all members of the college community.		
UDIN	AMJ/POL/ADP/ICC/2024/24/VER-3	
Effective Date	22-05-2024	
Revision Period	May 2024	
Review Cycle	2 years	
Policy Population	All members of the institution	
Policy Implementing Department	IT Team & Management Office	
Proposer & Drafter	Dr. B. Mahavir, Principal	
Revision Drafter	Ms. Bhavani S, Assistant Coordinator, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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AGURCHAND MANMULL JAIN COLLEGE, MEENAMBAKKAM

ANTI-SEXUAL HARASSMENT POLICY

DATE: 09.08.2021

Preamble

With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998,to all the universities, advising them to establish a permanent cell and a committee., to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view, AGURCHAND MANMULL JAIN COLLEGE has constituted a Committee against Sexual Harassment.

AGURCHAND MANMULL JAIN COLLEGE has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non- teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. The college has a **"Zero tolerance and safe environment policy"** against any form of Sexual Harassment inside the college campus or online. This includes all forms of gender violence, sexual harassment and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

The Supreme Court of India, in a landmark judgement in August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14,15 and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1) (g). Another Supreme Court Judgement in January1999 (Apparel Export Promotion Council vs. Chopra) has stated that sexually harassing behaviour "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment " is a violation of the fundamental right to gender equality and the right to life and liberty".

DECLARATION OF POLICY

AGURCHAND MANMULL JAIN COLLEGE, shall value the dignity of every individual, enhance the development of its resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Rights" under articles 14,15,19(1)(g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education and anyone who is associated with the institution either directly or indirectly through its contractors. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

OBJECTIVES OF THE POLICY

1. To fulfill the directive of the supreme Court, as per UGC directives in respect of implementing a policy against sexual harassment in the institution.

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that the college 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. Anti-Sexual Harassment Policy of AGURCHAND MANMULL JAIN COLLEGE is a **Gender Neutral Policy** (an inclusive policy). Sexual harassment is treated as a "misconduct" under the Code of Conduct of AGURCHAND MANMULL JAIN COLLEGE. Any complaint of Sexual Harassment shall be dealt with in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (the **"POSH Act"**). The complaints covered under the POSH Act would be dealt with by the Internal Committee (IC) as per the process laid down under the POSH Act.

COMPOSITION OF INTERNAL COMMITTEE (IC)

a) A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution;
b) 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;
c) 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.
Provided that at least one- half of the total Members so nominated shall be women.

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The members of the committee for the academic year 2021-2022 are:

Sr No	Name	Designation	Contact Number
1	Ms M. Sripriya	Convener	9444959889
2	Dr. B Mahavir	Member	9025233518
3	Ms. A. Sharmila	Member	9444310342
4	Dr. J.S Sindhu	Member	9677020878
5	Ms . Sangeetha Rajappa	Member	9940417323
6	Ms. N. Mahalakshmi	Member	9137810713
7	Dr. J Vasanthakumari	External Member (Gender and POSH Specialist)	9841035150

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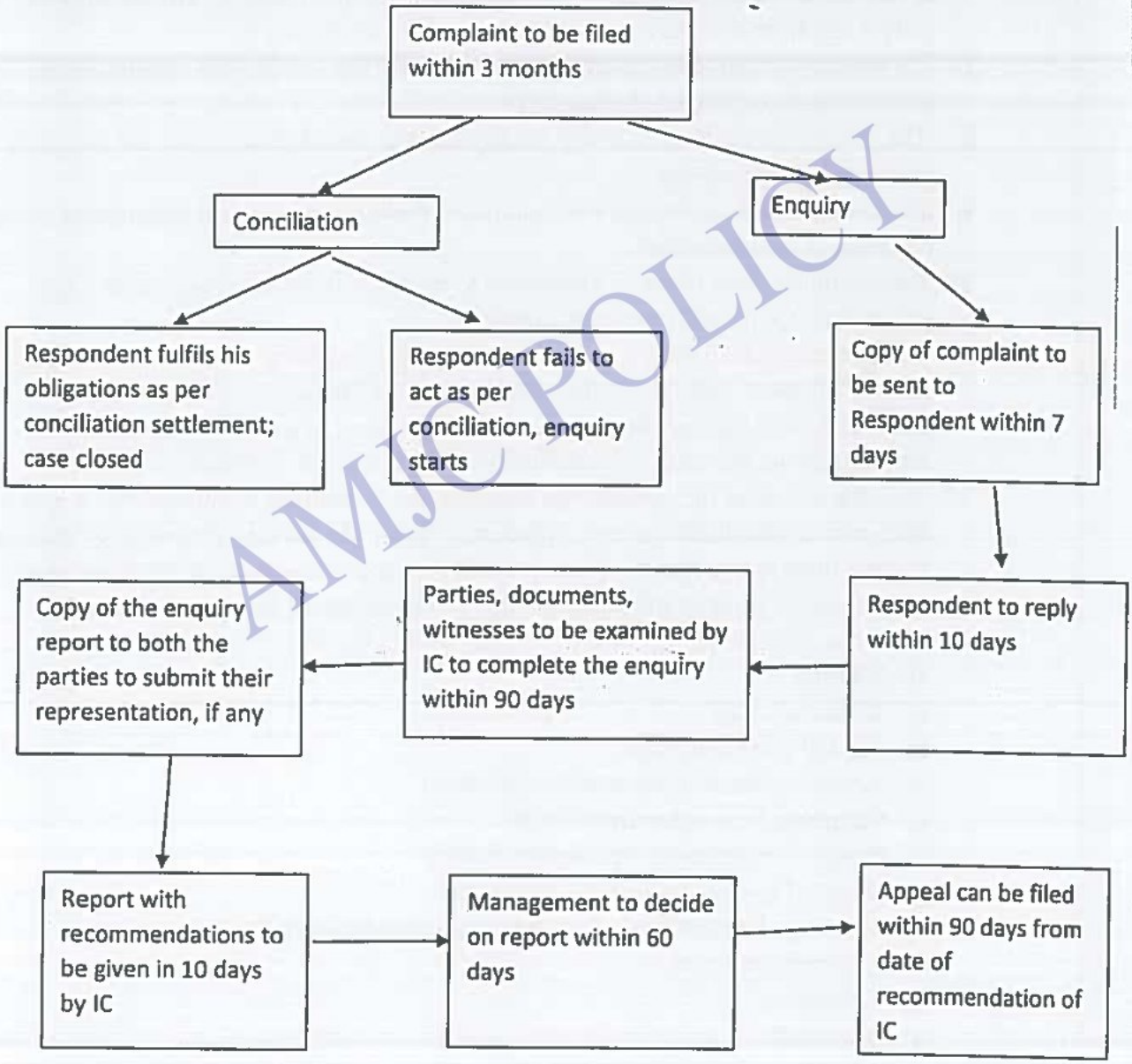
4. To seek medical, police and legal intervention with the consent of the complainant.

5. To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desires.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE



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1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.

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If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Management, with reasons and with recommendations of the action to be taken against such person.

13. The IC must keep complete confidentiality in respect of proceedings, complainant, respondent and witnesses.

CHANGE IN POLICY

The Management reserves its right to modify the POLICY, and it shall be binding upon all employees, students and other third parties who are covered under the purview of the same.

ANNUAL REPORT

The Chairperson of the Committee will prepare an Annual Report at the end of each calendar year, giving a full account of the activities of the Committee during the year gone by. A copy of the report may be sent to the A.M Jain College Management, UGC and District Officer.

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For AGURCHAND MANMULL JAIN COLLEGE

SECRETARY

✆ Shift - I :044-22248603
Shift - II :044-22246705
Fax :044-22245637

AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S.S. Jain Educational Society)
Reaccredited by NAAC **ISO 9001:2008 Certified**
(A Jain Minority Institution)
Meenambakkam, Chennai-600 114
Web: amjaincollege.info Email : amjain1952@yahoo.com

PROCEEDINGS OF THE SECRETARY DATED 18.12.2021

The Management has constituted the committee for the **Prevention of Sexual Harassment (POSH) at Workplace** Committee. The committee will consist of the following members:

Sl. No.	Name	Designation
1.	Ms. M. Sripriya	Convener
2.	Dr. B. Mahavir	Member
3.	Ms. A. Sharmila	Member
4.	Dr. J.S. Sindhu	Member
5.	Ms. Sangeetha Rajappa	Member
6.	Ms. N. Mahalakshmi	Member
7.	Dr. J. Vasanthakumari	External Member (Gender and POSH Specialist)

SECRETARY

Copy to:
The Members – POSH Committee
The Principal
Advisors
Office – Shift I
Office – Shift II
Notice Board

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AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S.S. Jain Educational Society)
Reaccredited by NAAC ISO 9001:2008 Certified
(A Jain Minority Institution)
Meenambakkam, Chennai-600 027
Web: www.amjaincollege.edu.in Email : management@amjaincollege.edu.in

Secretary's proceeding dated 13.07.2023

Subsequent to the retirement of Mrs. M. Sripriya, convenor of POSH Committee, the POSH Committee has been reconstituted with the following members. The appointment of the new POSH Committee come to force with immediate effect. The period of appointment of the committee is three years.

SL. NO	NAME	DEPARTMENT	DESIGNATION
1.	Dr. K. SUCHITHRA	MATHEMATICS	CONVENOR
2.	Lt. Dr. G. MAHAVEER	CORPORATE SECRETARYSHIP	MEMBER
3.	Dr. B. JAYANTHI	CHEMISTRY	MEMBER
4.	Dr. M. THAMARAISELVI	TAMIL	MEMBER
5.	Dr. JULICE SUDHIR. W	CORPORATE SECRETARYSHIP	MEMBER
6.	Ms. MAHALAKSHMI	PSYCHOLOGIST	MEMBER
7.	Dr. VASANTHA KUMARI. J	External Member (Gender & POSH Specialist)	

SECRETARY

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