

**K.S. RANGASAMY COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
TIRUCHENGODE - 637 215**

INTERNAL COMPLAINT COMMITTEE

Objectives

- To frame guidelines and norms against sexual harassment.
- To extend principles and procedures to contest sexual harassment.
- To uphold a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To afford an environment free gender-based discrimination.
- To generate a sheltered physical and social environment which will prevent acts of sexual harassment
- To collect details for the implementation these policies.
- To draft a detailed plan of action, for short and long term.
- To organize gender sensitization awareness programme.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the persecuted.
- Creation and delivery of customized awareness training sessions to the management, internal complaints committee and employees, on a need basis.

Responsibilities/ Activities

- Organize workshops and awareness programs at regular intervals for sensitizing all the members of the college with the provisions of the Act and orientation programs for the members of the Internal Committee in the manner as may be prescribed.
- Provide necessary facilities to the Internal Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

- Assist in securing the attendance of respondents and witnesses and present them before the Internal Committee;
- Make available such information to the Internal Committee, as it may require data regard to the complaint.
- To ensure provision of a work and educational environment that is free from sexual harassment
- To take all reasonable steps (active and preventive in nature) to prevent the harassment to occurring;
- To address any oral/written complaint about unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of a sexual nature.
- Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students.
- Provide the policy and other relevant information on sexual harassment to faculties and students as a standard part of induction.
- Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures;
- Monitor the timely submission of reports by the Internal Committee.

Meeting Frequency:

Once in a semester

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List of Members

Sl. No	Name, Designation and Department	Category	Mobile number and Email.ID
1.	Dr.S.NISHA Asst. Prof./Department of Commerce	Coordinator	s.nisha@ksrcas.edu MB: 9942704497
2.	Ms.J.MARY DALLFIN BRUXELLA Asst. Prof./ Department of Computer Applications	Member	j.marydallfin@ksrcas.edu 9443658582
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7.	Ms. M.BHUVANESHWARI Assistant Prof, Dept. of Commerce CA	Member	m.bhuvaneshwari@ksrcas.edu MB:9791407297