



केरल केन्द्रीय विश्वविद्यालय Central University of Kerala

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित/ Established under the Act of Parliament in 2009)

INTERNAL COMPLAINTS COMMITTEE (ICC)

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MEASURES FOR PREVENTION OF SEXUAL HARASSMENT

CUK has a Zero Tolerance Policy towards Sexual Harassment

Raise your voice against sexual harassment

File a written complaint to ICC or Write an email- icc@cukerala.ac.in or Speak with ICC members about your complaints

ICC COMMITTEE MEMBERS:

Name & Designation	Responsibility
Dr. R. Aswati Nair, Associate Professor	Presiding Officer
Dr. Shaini P, Assistant Professor	Member
Dr. Joshith, Assistant Professor	Member
Mr. Biju P, Section Officer (Finance)	Member
Smt. Bindu Pradeep, UDC	Member
Mr. Abhijith, BA (International Relations)	UG Representative & Member
Ms. Anjana PM, M.Sc (Chemistry)	PG Representative & Member
Ms. Akhila KP, Ph.D (Social Work)	Ph.D Representative & Member
Ms. Sharanya Rai, Non-Govt. Organization (NGO)	NGO Representative & Member
Dr. Thasleema TM, Assistant Professor	Member Secretary

What is Sexual Harassment?

- Unwelcome physical contact and advances (Molestation, Stalking)
- Demand or request for sexual favors (either explicitly or implicitly) in return for employment/ promotion/awarding higher marks in examination
- Sexually colored remarks
- Displaying/showing/communicating pornography, obscene letter
- Sexual or indecent gestures and indication (which offends the individual's sensibilities and affects her performance)
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature (including eve teasing, innuendos and taunts)
- Entry into places marked for female employees and students, with the intent to commit mischief and harassment
- Taking of photographs of female workers/ staff without permission and converting it in to pornographic material and circulating the same by means of electronic media
- Harassment through telephone calls or email, uninvited following, blackmailing
- Controlling a person's reputation by rumour-mongering about her private life
- Humiliating a person in front of colleagues, engaging in smear campaigns
- Exclusion from group activities or assignments without a valid reason
- Statements damaging a person's reputation or career
- Insults or humiliations, repeated attempts to exclude or isolate a person
- Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed
- All such acts and conducts against women employees and students, which amount to offence defined in the Indian Penal Code (IPC), 1860 and few under the Information Technology Act, 2000
- Other behaviors and scenarios as exemplified in "Handbook of Sexual Harassment of Women at Workplace" released by Ministry of Women and Child Development, Govt. of India

How the Complaint submitted at ICC is handled?

All procedures followed as per “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” or PoSH Act (2013) and “University Grants Regulation (UGC) Regulations, 2015 on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions)”

DETAILED INQUIRY PROCESS	
STEP I	Aggrieved female student/ staff submits complaint to ICC within 3 months* of incident
STEP II	ICC send one copy of complaint to respondent within 7 working days
STEP III	Respondent files reply to complaint alongwith list of documents, names and address of witnesses within 10 working days
STEP IV	Both complainant and respondent given opportunity of being heard before ICC. Copies of report prepared following hearing made available to both.
STEP V	Completion of Inquiry procedure
STEP VI	ICC submits a report of findings to Employer (Vice Chancellor) within 10 days from date of completion of inquiry

ICC concludes that allegations raised in complaint proved

Recommends actions to be taken by employer for misconduct

ICC concludes that allegations raised in complaint has not been proved

Recommends no action to be taken by employer

Aggrieved Person may appeal to court/tribunal within 90 days

CENTRAL UNIVERSITY OF KERALA

INTERNAL COMPLAINTS COMMITTEE (ICC)

**PROFORMA FOR FILING OF COMPLAINTS OF SEXUAL HARASSMENT
(Submit the complaint in six copies to ICC)**

Name	
Gender (Male/ Female)	
Status	Tick any one: <input type="radio"/> Student <input type="radio"/> Non-teaching Staff <input type="radio"/> Academic Staff <input type="radio"/> Outsourced staff <input type="radio"/> Other (Specify)
If employee, give details of administrative unit and position:	
If student, specify Department name and program of study:	
Campus Address:	
Campus Phone Number and e-mail ID:	
Name, official address of individual involved in alleged harassment: If e-mail ID known, please specify that also:	
Your relationship to the individual involved in alleged harassment:	Tick any one: <input type="radio"/> Supervisor <input type="radio"/> Co-worker <input type="radio"/> Teacher <input type="radio"/> Advisor <input type="radio"/> Student <input type="radio"/> Friend <input type="radio"/> Other (Specify)
Please describe the specific act(s) alleged: (Use separate sheet, if required)	
Location of alleged incident:	
Date(s) and approximate time(s) during which the alleged incident took place:	
Is this the first incident of this kind?	Yes / No

<p>If No, Specify:</p>	<p>1. Was the first incident reported?</p> <p>2. Were the same individual(s) involved in other incidents. Give details, if any (Use separate sheet, if required)</p>
<p>Was there any other person who had witnessed this behaviour/ incident?</p>	<p>Yes / No</p>
<p>If yes, please provide name(s), official address, phone number and e-mail ID, if any, of the witness(es)</p>	
<p>Did you take any action(s) or step(s) to stop the harassment</p>	
<p>Do you have any additional information or documents to support your complaint.</p>	
<p>What kind of action do you expect to be taken. Specify</p>	

Complaint filed by:

Signature:

Date:

Name:

Place: