



**SRI VENKATESWARA COLLEGE OF ENGINEERING
(AUTONOMOUS)**

Karakambadi Road, Opposite LIC Training Centre, Tirupati – 517 507.
Accredited by NBA (B.Tech – CIVIL, CSE, ECE, MECH, EEE & IT) NAAC with 'A' Grade
Approved by AICTE, New Delhi, Permanently affiliated to JNTUA, Ananthapuram.

CIRCULAR

Date: 16.7.2025

Subject: Constitution of Internal Complaints Committee (ICC) under POSH Act, 2013

In compliance with the provisions of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**, and in the interest of ensuring a safe and secure working and learning environment for all, the following Internal Complaints Committee (ICC) is hereby constituted in our institution:

Sl. No.	Name	Role	Mobile Number
1	Dr. M. Neeraja (HOD – MBA)	Presiding Officer	97015 33671
2	Dr. G. Sujatha (Professor – ECE)	Member	99595 05760
3	Mrs. K. Sree Devi (Asst. Prof. – CSM)	Member	80746 82544
4	Dr. P. Tarangini (HR Manager)	Member	95737 82395
5	Mrs. V. Vimala (Accounts Manager)	Member	88866 44508

This committee will be responsible for receiving and addressing complaints regarding sexual harassment and shall function strictly as per the POSH Act, 2013.

All faculty, staff, and students are hereby informed of the above and advised to approach the committee, if required, with confidence and confidentiality.


Principal
S.V. COLLEGE OF ENGINEERING
KARAKAMBADI ROAD
TIRUPATI - 517 507, A.P.



Standard Operating Procedure (SOP) for POSH Act, 2013

1. Objective

To ensure a safe and secure working and learning environment for all faculty, staff, and students by preventing, prohibiting, and addressing sexual harassment at the workplace in compliance with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013**.

2. Scope

This SOP applies to:

- All **faculty members, staff, and students** of the institution.
- Visitors, consultants, vendors, and any individual associated with the college.
- Incidents occurring **on campus**, during **official events, fieldwork, industry visits**, or **online interactions** related to the college.

3. Internal Complaints Committee (ICC)

As per the circular dated **16.07.2025**, the ICC is constituted with the following members:

Sl. No.	Name	Designation	Role	Mobile Number
1	Dr. M. Neeraja	HOD – MBA	Presiding Officer	97015 33671
2	Dr. G. Sujatha	Professor – ECE	Member	99595 05760
3	Mrs. K. Sree Devi	Assistant. Prof – CSM	Member	80746 82544
4	Dr. P. Tarangini	HR Manager	Member	95737 82395
5	Mrs. V. Vimala	Accounts Manager	Member	88866 44508

Note: A High Court Advocate is also part of the ICC as the External Member, bringing legal expertise to the committee's proceedings and ensuring compliance with statutory requirements.

4. Definitions



- **Sexual Harassment** includes unwelcome acts such as:
 - Physical contact or advances
 - Demands for sexual favors
 - Sexually colored remarks
 - Showing pornography
 - Any unwelcome sexual conduct that creates a hostile environment

5. Complaint Registration Process

1. Filing a Complaint:

- A complaint must be made **in writing** within **3 months** of the incident.
- It can be submitted to the **Presiding Officer** or **any ICC member**.
- The complaint may include details of:
 - Date, time, and place of the incident
 - Persons involved and witnesses
 - Supporting documents or evidence (if any)

2. Mode of Submission:

- Handwritten/typed letter in a sealed envelope.

6. ICC Procedure

1. Acknowledgment:

- Complaint is acknowledged within **3 working days** of receipt.

2. Preliminary Assessment:

- ICC verifies if the complaint falls under the purview of the POSH Act.

3. Investigation:

- ICC conducts a **confidential inquiry**.
- Both complainant and respondent are given an opportunity to present their case.
- Investigation must be completed within **90 days**.

4. Report Submission:

- ICC submits a **final report** to the Principal/Management within **10 days** after completion of the inquiry.



5. Action:

- Based on the report, the institution will take disciplinary action as per service rules or academic regulations.

7. Interim Relief

During the investigation, the ICC may recommend interim measures such as:

- Transfer of the complainant or respondent
- Granting leave to the complainant
- Restricting contact between the parties involved

8. Confidentiality

- All proceedings, identities, and documents related to the complaint shall be treated as **strictly confidential**.
- Any breach of confidentiality will invite disciplinary action.

9. Awareness and Training

- Regular **awareness programs**, workshops, and induction sessions will be organized to educate staff and students about POSH provisions.
- Display of posters and circulars about ICC members and their contact details at prominent locations.

10. Record Keeping

The ICC shall maintain records of:

- Complaints received
- Inquiry proceedings
- Reports and actions taken



These will be included in the **Annual Report** submitted to the management and concerned authorities.

11. Review and Updates

- The SOP will be reviewed annually or whenever there is a change in POSH legislation or ICC composition.

Actions under the POSH Act, 2013

1. If Sexual Harassment is Proven

If the ICC concludes that the complaint is valid, it can **recommend the following actions** to the employer or head of the institution:

A. Disciplinary Action Against the Respondent

- Written apology
- Warning or reprimand
- Withholding promotion or pay increments
- Suspension from duties/classes
- **Termination or expulsion**, in severe cases
- Mandatory counseling or gender-sensitivity training

B. Compensation to the Aggrieved Woman

The ICC can recommend monetary compensation to the complainant, to be deducted directly from the salary of the respondent or paid by him.

Compensation is calculated based on:

- Mental trauma, pain, or suffering caused
- Loss of career opportunity
- Medical expenses (if any)
- Income or financial status of the respondent
- Feasibility of payment by the respondent



C. Interim Relief During the Inquiry

While the case is being investigated, ICC can suggest:

- Temporary transfer of the complainant or respondent
- Granting **paid leave** to the complainant for up to **3 months**
- Restricting direct contact between the parties
- Any other measure to ensure the safety of the complainant

2. If the Complaint is Found to be False or Malicious

- If it is proven that the complaint was **false, frivolous, or malicious**, the ICC can **recommend action against the complainant**, such as:
 - Warning or written apology
 - Disciplinary measures similar to those imposed on respondents
 - However, **inability to provide evidence** alone **does not** make a complaint false.

3. Employer's Duty

The employer or institutional head **must act within 60 days** of receiving ICC's recommendations by:

- Implementing disciplinary action
- Providing compensation, if applicable
- Reporting the action taken to the ICC and including it in the **Annual Report**

4. Legal Action

- In cases of **serious offenses**, the ICC can recommend that the matter be forwarded to the **police** for action under **IPC Section 354A and related laws**.
- The employer must assist the complainant in filing an **FIR** and provide necessary support during the investigation.