



# ALWAR POLYTECHNIC

(Approved by AICET-New Delhi Affiliated SBTET-AP)

Himachal Nagar, Mulagada, Gajuwaka, Visakhapatnam-530026

Date: 13.06.2025

## INTERNAL COMMITTEE

### **Sub: Constitution of Internal Committee (IC) -reg.**

Ref1: Letter dt. 13.06.2024 from S PRASANTHI, HoD, EEE

Ref2: Regulations, 2016 vide No. F. AICTE/WH/2016/01, dated 10th June, 2016

Ref3: NAAC SSR 5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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ALWAR POLYTECHNIC is committed to providing for all women who fall within its jurisdiction including its academic, non-academic staff and students, a place of work and study, free from sexual harassment, intimidation and exploitation. Every woman shall have a right to work in an environment free from any form of Sexual Harassment.

Internal Committee has been constituted with the following members for the academic year 2025-2026.

### **Lady Faculty Members**

Sl. No	Name	Designation in Committee	Department
1	G.Sreekanya	Member	Lecturer, Bs&H
2	V.Vara Lakshmi	Member	Lecturer, Bs&H
3	S.Prasanthi	Member	HOD, EEE
4	H.Noorjahan	Member	Lecturer, CME

### **Functions of the Committee**

- To promote and nourish a thriving culture for its stakeholders (female students & employees).
- To create awareness pertaining to gender sensitization.
- To provide a conducive platform for the stakeholders to air their grievances and ensure timely redressal through the 'Grievance Redressal System' in place.

### **General Roles and Responsibilities**

- Dissemination of information and awareness generation (i.e. to create & communicate a detailed policy).
- To constitute a sub- committee at the departmental level comprising of faculty and student members for the welfare of women.
- Ensure that the members are trained in both skill & capacity in striving for an equal, safe and harmonious environment.
- To address and resolve grievances if any, on a timely basis.
- Prepare an annual report of the departmental women welfare activities and submit to the authorities

### **Objectives**

- To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and implement a policy against sexual harassment of women at the ALWAR POLYTECHNIC.
- To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
- To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
- The foremost objective of this cell is to safeguard the self-esteem and rights of the women in the college; empowering them to take part in all the activities of the college and thereby make them to feel that they are no longer inferior to men.
- Women's Welfare Cell renders its support for the upliftment of girl students of rural areas.
- Women's Welfare Cell also provides a platform to uphold the dignity of women at work.
- Any type of sexual harassment i.e. physical, verbal or mental shall come under the purview of the cell, and it is empowered to initiate legal actions against such offences.
- To uphold the commitment of the Institute to provide an environment free of genderbased discrimination.

The person who becomes victim of any act of sexual harassment narrated in Paragraph-1 should report to the

chairperson of the complaint committee. The chairperson will also work as counselor in this regard. The committee will process individual grievances concerning any kind of harassment including sexual in the ALWAR POLYTECHNIC and take suitable actions in the manner and mode provided as under:

- a. Any women employee or girl student will file a complaint concerning any sexual harassment against a boy student or a male officer or an employee
- b. Such a complaint may either be oral or in writing.
- c. Any complaint in writing has to be signed by the person making the complaint.
- d. If the complaint is oral, the same shall be put in writing (in detail) by the counselor and will read out to the complainant and will not be acted upon till the same is signed by the complainant.
- e. The complainant shall be afforded full secrecy at each stage.
- f. The chairperson will convene a meeting of the committee at the earliest but within a period of one week from the date of such complaint.
- g. Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard. The committee shall, then decide whether the complainant deserves to be proceeded with depending on the evidence and presentation made before it.
- h. In case the committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he may be warned about his behavior. The matter shall be treated as concluded and disposed of with a note to that effect made in the complaint AO.
- i. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the same be proceeded after observing law of natural justice and full opportunity should be given to present their version to both the concerned parties.
- j. Based on the inquiry made by the complaint committee and also the presentation and evidences presented, the committee will give its final report including the recommendations of the penalty to be imposed to the provost (ALWAR POLYTECHNIC) of the college.

### **Definition of Sexual Harassment**

For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favors;
3. Sexually colored remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **Powers of the Committee**

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

**Penalties;** The penalties may be minor or major depending upon the nature of guilt for the employees and the students as the case may be as per the Discipline Appeal Rules and Maintenance of Discipline of the Students on the campus respectively.

All Heads of the Institution, Heads of the Department and the Section Heads are here by requested to kindly bring this to the notice of all the employees and students of the Institutions/ Sections concerned.

**Period of Meeting**

Once in a month (or) as and when required

**Tenure of the Committee:**

The tenure of the ICC will be for one years from the date of its constitution, subject to review and reconstitution if required.

This order is issued with immediate effect.



PRINCIPAL

ALWAR POLYTECHNIC

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