

College Code : 7631



**ಎಸ್.ಈ.ವಿ. ವಿಜ್ಞಾನ ವಾಣಿಜ್ಯ ಮತ್ತು ಕಲಾ ಕಾಲೇಜು**  
(ಬೆಂಗಳೂರು ಉತ್ತರ ವಿಶ್ವವಿದ್ಯಾಲಯದಿಂದ ಸಂಯೋಜನೆಗೊಂಡಿದೆ ಹಾಗೂ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಮಾನ್ಯತೆ ಪಡೆದಿದೆ)  
**S.E.A COLLEGE OF SCIENCE, COMMERCE & ARTS**  
(Affiliated to Bengaluru North University, and Recognized by Govt. of Karnataka )  
NAAC Accredited with 'B' Grade

Ektanagar, A. Krishnappa Circle Ayyappanagar, Devasandra Main Road, Virgonagar Post, K.R. Puram, Bengaluru -560 049.  
Tel. : 25613741 / 42 Fax : 25613418 Mob : 9900732511 E-Mail: priseadegree@gmail.com Website : www.seadegree.ac.in



The Institution has established Internal complaints Committee in the year of 2021. The IQAC has Established ICC and elected convener, faculty members and student members in IQAC Governing Body meeting through the notification Ref no- SEAD/2351/2021 dated on 6<sup>th</sup> October 2021 which was held at Principal office of SEA College of Science, Commerce & Arts, K.R. Puram, Bangalore.

**College ICC Members**

SL NO	NAME	DESGINATION	ROLE	CONTACT NO EMAIL ID
1	Dr Muthe Gowda	Principal	Chair person	9900732511 priseadegree@gmail.com
2	Dr. S Raji	Vice Principal	Member	9482518212 Rajisea2022@gmail.com
3	Karabi Das	Asst. Prof.	Convener	8310120028 Karabidas2987@gmail.com
4	Bhavya	Asst. Prof.	Member	8970718505 Bhavyakotalane@gmail.com
5	Sunitha	NGO Representative	NGO Representative	9740275509 Sunitha1985@gmail.com
6	Divya DK	Asst. Prof.	Member	9740593528 Divya3gagan@gmail.com
7	Bhagya Lakshmi	FDA	Non- Teaching Representative	9606197182 Bhagyasb7@gmail.com
8	Umra Jaweed	Student	Member	9019291833 umrajaweed@gmail.com
9	Sandeep yadav	Student	Member	7892268282 Sv056775@gmail.com

**POLICY**

As per the guidelines of UGC, NAAC and the Supreme Court, the college has established the Internal Complaints Committee for effective enforcement of basic human rights of gender equality and assurance of an environment free of sexual harassment and abuse.

The Objective of the ICC is to develop healthy and safe atmosphere for the faculty and students of the College and to prevent sexual harassment or exploitation of any kind. Policy measures and procedures are laid down to combat sexual harassment, if any arises, and the students are made aware of these proactive measures through seminars and outreach programme. The college's Internal Complaints Committee addresses the grievances filed in a confidential and sensitive manner.

## **Vision and Mission**

### **Vision: -**

To envision a safe environment and protection against sexual harassment of women at college and for redressal of ensure gender equality.

### **Mission:-**

- To develop a policy against sexual harassment for women.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints.
- To uphold the committee of the institute to provide an environment free of gender based discrimination.

## **Objectives, Roles and Responsibilities of college Internal Complaints Committee (ICC)**

- Prevent discrimination and sexual harassment by promoting gender unity among students and employees.
- Make recommendations to the management for the changes/collaboration in the rules for students in the prospectus and by laws to make them gender just and lay down procedures for the prohibition, resolution, settlement and prosecution of acts discrimination and sexual harassment, by the student or employs.
- Deal with the cases of discrimination and sexual harassment against women. In a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the management. Here it should be noted that according to the supreme court guild lines sexual harassment can be defined as "unwelcome" sexually determined behaviour as:
  1. Physical contact and advances:
  2. Demand and request for sexual favours:
  3. Sexually collared remarks:
  4. Showing pornography and,
  5. Other unwelcome physical, verbal or non-verbal contact of sexual nature.
- The following is also sexual harassment and is covered by the committee:
  1. Eve-teasing.
  2. Unsavoury remarks.

3. Jokes causing or likely to cause awkwardness or embarrassment.
  4. Gender based insult or sexual remarks and
  5. Forcible physical touch or molestation.
- Frequency of meeting: one in a year and as and when necessary.

### **Procedure upon filing of complaint.**

1. Meeting will be held if a complaint is received by any member.
2. The written complaint is taken and the committee prepares and submits the detailed statement of the incidents within two days.
3. An enquiry will be held with the members of Internal complaints Committee
4. The issue will be discussed and finalized within seven days
5. File the minutes of the inquiry. Action Plan: Counsel the affected

### **Action Plan:**

- ⊞ Counsel the affected students to overcome the trauma
- ⊞ Display current laws and affairs about sexual harassment and gender discrimination in key places in the campus
- ⊞ Conduct awareness programs and campaigns for the benefit of the students and staff community

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Ref no- SEAD/ICC/410/2021

Date-04-10-2021

## Circular

It is here by informed to all the teaching and non-teaching staff members that there is a meeting on 06-10-2021 to discuss about some important points of our newly opened "Internal complaints committee". So, all staffs are requested to attend the meeting.

Venue: 207

Time: 2 PM

Principal

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## Internal complaints committee

### Academic year 2021-2022

### Minutes of meetings

Date: 06-10-2021

Time: 2pm

Venue: Room no 207 (2<sup>nd</sup> floor)

#### Agenda:

1. Discussion on dealing with complaints with in the college.
2. Framing the working rules of the Committee
3. suggestions

#### Discussion:

1. Complaints regarding sexual harassment against women can be made either in form or sending by email.
2. There should not be any kind of discrimination against complainant.
3. ICC should create and ensure a safe environment that is free of sexual harassment , including safety from persons/visitors coming into contact at the workplace.

Attendees signature

Principal signature

Dr. S Raji, Vice Principal ( Chairperson)

Karabi Das, Asst. Prof.( convener)

Bhavya, Asst. Prof. ( Member)

Sunitha, NGO Representative ( Member)

Bhagya Lakshmi ,FDA (Non Teaching Representative)

Umra jaweed, Student(Member)

Sandeep yadav, Student(member)