

## **SCMS School of Architecture**

### **INTERNAL COMPLIANCE COMMITTEE**

#### **1. Introduction:**

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules 2013 and section 4(1) of the Act, SCMS School of Architecture has constituted an Internal Compliance Committee (ICC).

In order to provide a conducive environment for growth unbiased and devoid of any gender prejudices and sexual harassment, the committee will aim to achieve,

- i. Prevention of sexual orientation one-sided disposition with regards to the settling of the viability of work dispensed inside working hours.
- ii. Protection of the basic privileges of women and protect them against any harassment at the institution at any level.

#### **2. Definition of Sexual Harassment:**

Sexual Harassment includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication), namely

- 2.1. Physical contact and advances, or
- 2.2. A demand or request for sexual favors, or
- 2.3. Making sexual coloured remarks, or
- 2.4. Showing pornography, or
- 2.5. Any other unwelcome physical, verbal, non-verbal conduct of sexual nature

*If any of the following circumstances occurs or is present in relation to or connected with, any act or behaviours of sexual harassment among other circumstances, it may amount to sexual harassment:*

- 2.6. Implied or explicit promise of preferential treatment in her employment, or
- 2.7. Implied or explicit threat of detrimental treatment of her employment, or
- 2.8. Implied or explicit threat about her present or future employment status, or
- 2.9. Interference with her work or creating an intimidating or offensive or hostile work environment for her, or humiliating treatment likely to affect her health or safety.

### 3. Composition of ICC:

3.1. The ICC shall comprise of a maximum of five members. At least three members amongst the five should be female members. The chairperson of the committee shall be either the Dean or a senior female Professor. The other members may be members of the faculty team. The ICC shall have a tenure of 2 years. Changes to the committee may be at the discretion of the Director/ Vice Chairman of the institution.

### 4. Duties of the Internal Complaints Committee:

- 4.1. Implementation of the Anti–Sexual Harassment Policy at the workplace
- 4.2. Submit an Annual Report
- 4.3. Initiation of inquiry at the earliest
- 4.4. Redress the complaints in a judicious manner
- 4.5. Provide interim relief to the complainant
- 4.6. Provide an opportunity for conciliation wherever possible
- 4.7. Stick to the principles of natural justice at all stages of the proceedings.
- 4.8. Whenever required, forward the complaint to the police
- 4.9. Submit the inquiry report along with recommendations
- 4.10. Maintain confidentiality in regard to the proceedings taking place before the Committee.

### 5. Members of the Internal Compliance Committee (2022-24):

S. No.	Name	Designation	Email ID	Mobile Number	Position in ICC
1	Dr. Meril George	Professor & Dean (Administration)	merilgeorge@scmsgroup.org	9061980705	Chairperson
2	Ar. Subha Chandran	Associate Professor	subhavic@scmsgroup.org	8754498040	Convenor
3	Ar. John Kuruvilla	Professor	johnkuruvilla@scmsgroup.org	9847516000	Member
4	Ar. Sunitha Arun	Assistant	sunitha@scmsgroup.org	9747175450	Member
5	Ar. Vishnu Prakash	Assistant Professor	vishnuprakash@scmsgroup.org	9633405539	Member