

Objectives:

- To deal with gender based violence issues
- To conduct gender sensitization programme

Process:

- Submission of Complaint
- Notice and Reply to the Respondent
- Completion of Inquiry
- Submission of report

Procedure and Responsibility:

| Procedure | Timeline | Rules and Responsibility |
|---|--|--|
| Submission of Complaint to the ICC | Within 3 months of the last incident | 1. Receive and acknowledge receipt of complaint 2. Meet and talk to the complainant to discuss options of informal/formal resolution 3. Start Informal/formal mechanism as chosen by complainant |
| Notice to the Respondent by the ICC | Within 7 days of receiving the complaint | Inform the Respondent and ask for a response |
| Reply of the Respondent in writing (optional) | Within 10 days of receiving notice from ICC | 1. Prepare the file 2. Consideration: interim measures and support for the complainant |
| Completion of Inquiry by ICC | Within 90 days of receiving complaint | 1. Prepare an interview plan: complainant, respondent, witnesses 2. Assess completeness of the information collected |
| Submission of report by ICC to the employer | Within 10 days of completion of inquiry | 1. Analyse information gathered 2. Create a timeline of events from the information 3. Compare similarities/differences of statements from the interviewees 4. Write the report 5. Submit the report to the employer |
| Implementation of Recommendations | Within 60 days of receipt of report from ICC | 1. Conclude whether the complaint is upheld or not 2. Recommendations according to the findings |

[Signature]
28/11/23
Head - ICC
(Dr. M. KALAMANI)

[Signature]
28/11/23
Presiding officer
(Dr. D. SHARMILA)

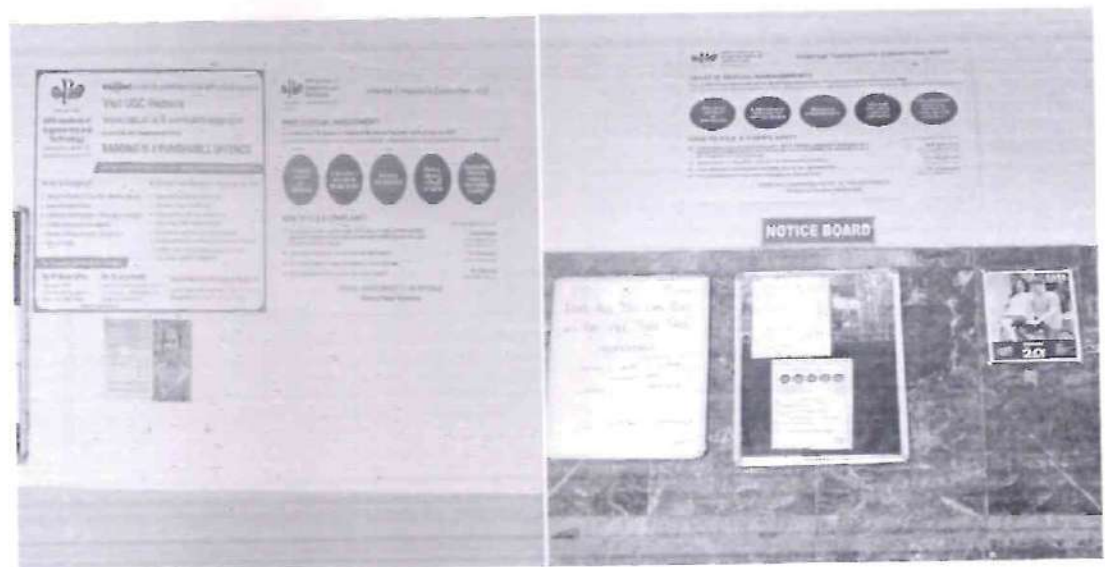


Display Boards and Notice Boards

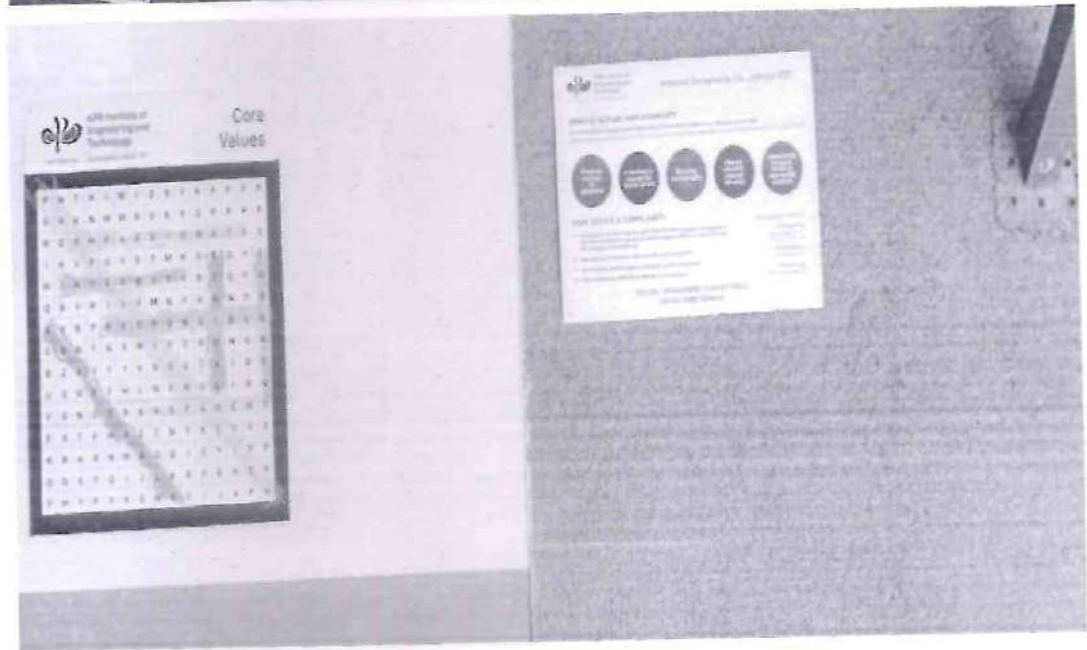
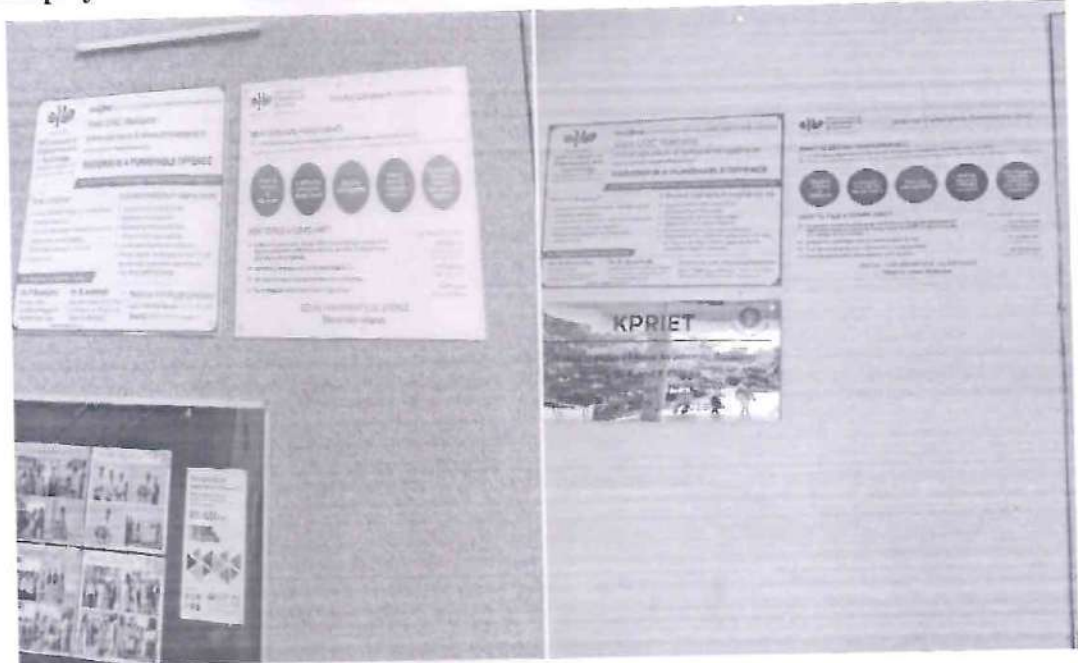
DISPLAY BOARDS AND NOTICE BOARDS

- As per UGC and AICTE notification, the details of ICC is displayed in display boards and department notice boards at various places
- 6 Display Boards are displayed in:
 - Academic Block entrance (BME, CSE and EEE)
 - Admin Block
 - Ladies and Boys Hostel mess
- 17 Notice Boards
 - All Engineering departments
 - S&H
 - Boys and Girls Hostel mess
 - CoE
 - Admin Block

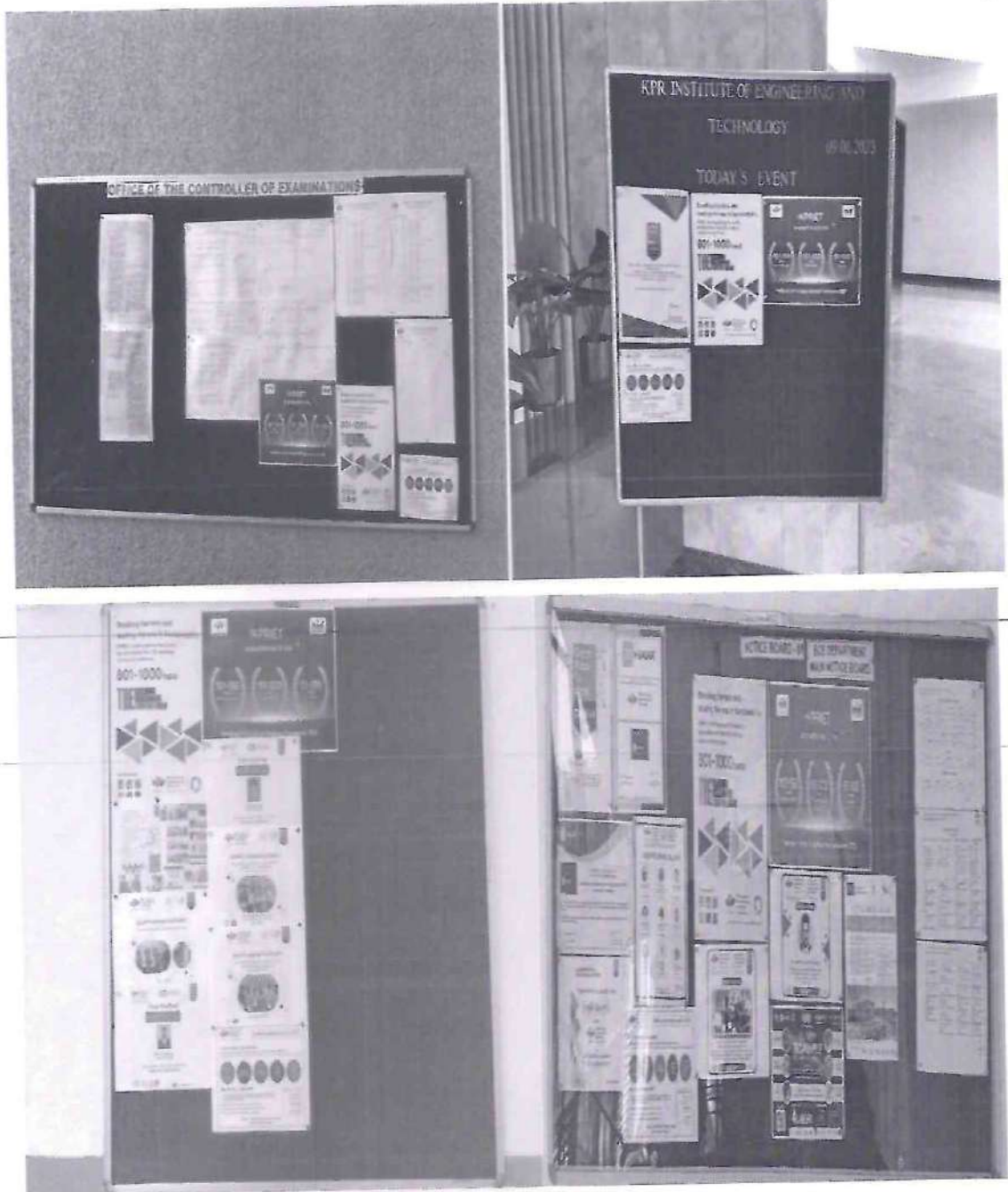
Display Boards - Hostel mess




Display Boards - Academic Blocks



Notice Boards




27/11/23
Head - ICC


29/11/23
Presiding Officer

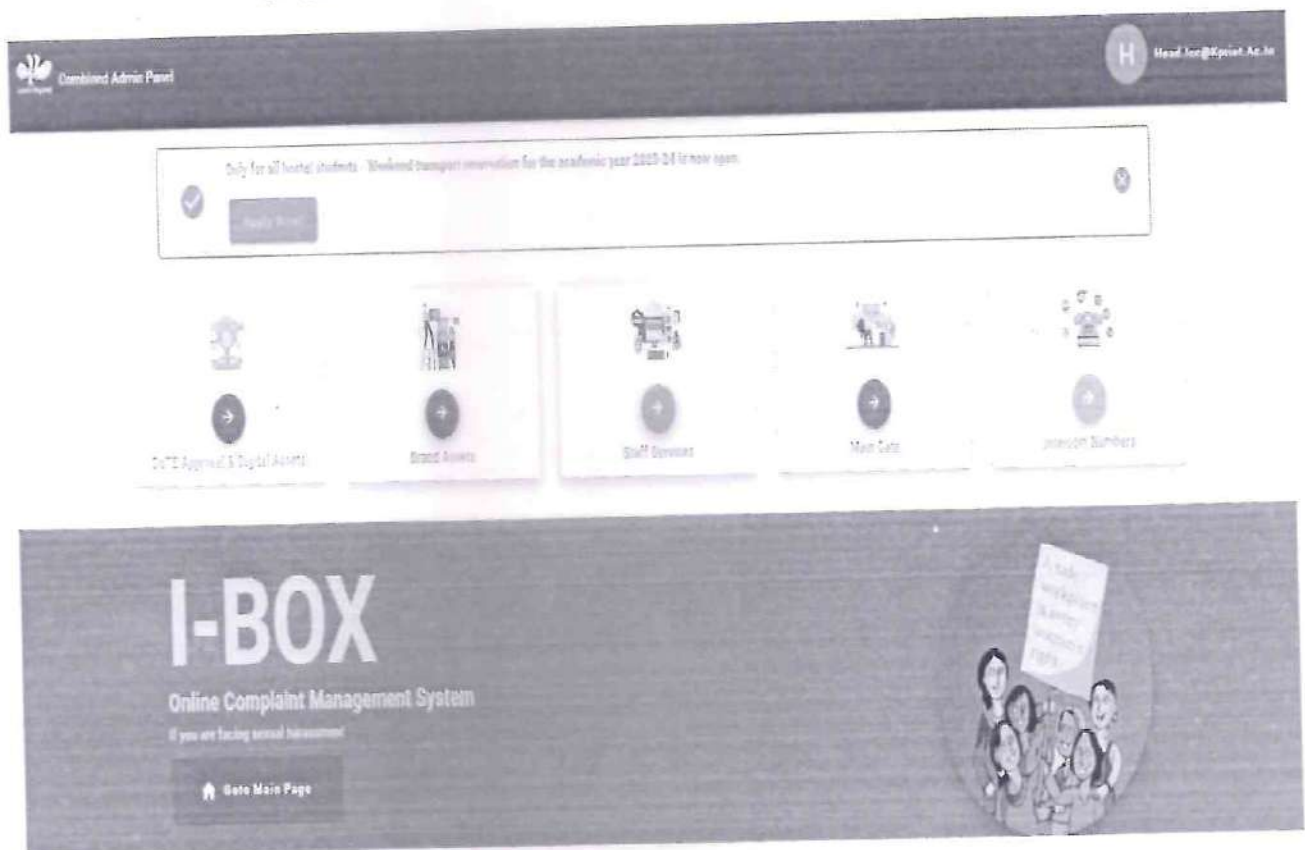
I-Box (Online Complaint Management System)

I-BOX (ONLINE COMPLAINT MANAGEMENT SYSTEM)

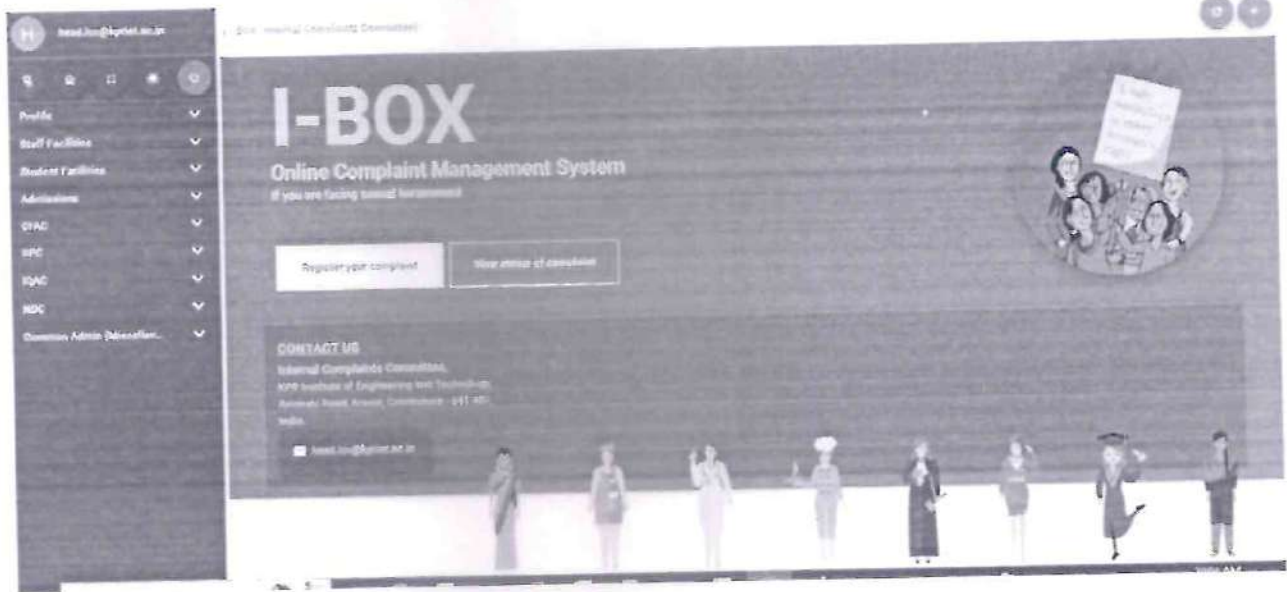
- I-Box is an online Complaint Management System was developed for KPRIETians in order to register their complaints related to workplace sexual harassment. Main objective of this is to create a safe and secure workplace for women free from sexual harassment.
- This I-Box to provide a single window access to every woman, irrespective of her work status to facilitate the registration of complaint related to sexual harassment.
- Any woman facing sexual harassment at workplace can register their complaint through this portal. Once a complaint is submitted to the 'I-Box', it will be directly sent to the concerned authority having jurisdiction to take action into the matter.

Register online complaint through CAP Facility:

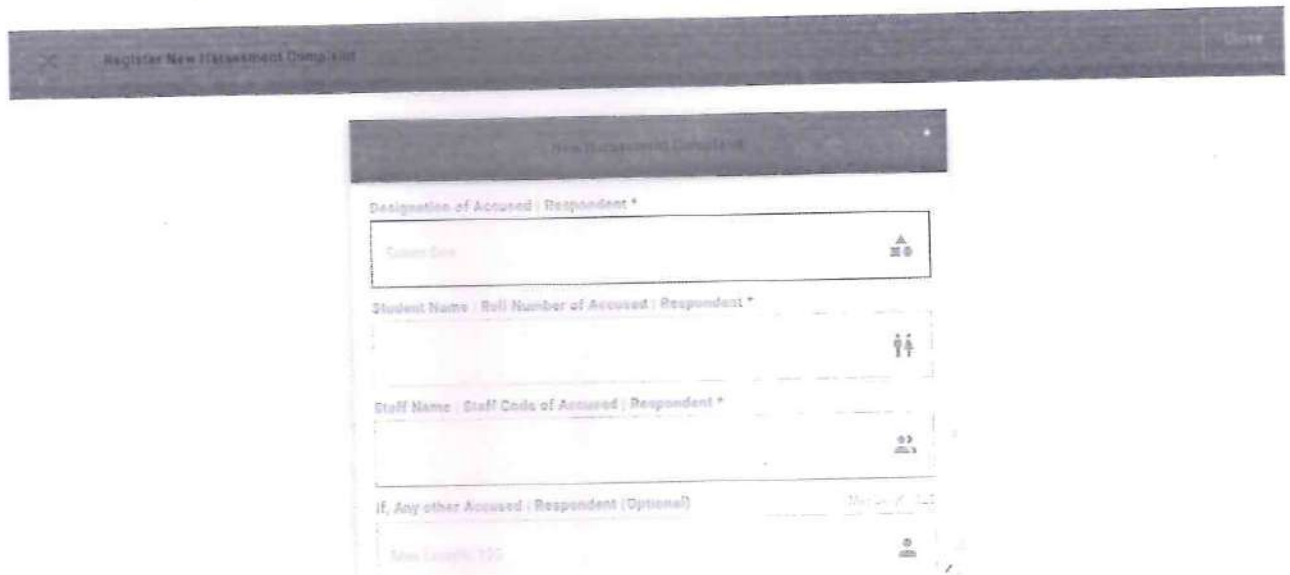
1. In CAP login page



2. In I-Box click Goto Main page



3. Register your Complaint



Relationship(s) with Accused | Respondent * Max Length: 210


Max Length: 510

Brief Description * Max Length: 2000

Max Length: 2000

4. Action taken in authorized login (head.icc@kpriet.ac.in)

| Ticket | ON | Status | Type | Petitioner | Accused | Relationship | Created At | Change Status |
|--------|----|--------|---------|--|--|---|----------------------|---------------|
| 2098 | 10 | Closed | Student | AKSHAYANAR 21ME014 807074801 21me014@kpriet.ac.in | Staffs 1.ME005- Maleekumar M | Student | 20-04-22 9:07 am | Change Status |
| 1940 | 9 | Closed | Staff | AKSHAYANAR 21ME014 807074801 21me014@kpriet.ac.in | Staffs 1.ME005- Maleekumar M | Acad/Inquire | 20-04-22 1:42 am | Change Status |
| 1949 | 8 | Closed | Student | AKSHAYANAR 21ME014 807074801 21me014@kpriet.ac.in | Staffs 1.ME005- Maleekumar M | student teacher relationship | 20-04-22 10:00 am | Change Status |
| 1909 | 7 | Closed | Student | EMHE026.A 19ME027 7413649125 19me027@kpriet.ac.in | Staffs 1.EE006 - Fenny Darsh Shekhar | Kindy connect with me to use the college Wi-Fi network, because of journal take from Google | 20-01-22 10:24 am | Change Status |
| 1440 | 6 | Closed | Student | EMHE026.A 19ME027 7413649125 19me027@kpriet.ac.in | Staffs 1.EE006 - Fenny Darsh Shekhar | for my portal but mail cc request to correct | 22-02-22 10:12 am | Change Status |
| 9420 | 5 | Closed | Staff | Kalman16 00000 9442354635 kalman16@kpriet.ac.in | Staffs 1.EE006 - Fenny Darsh Shekhar | Faculty and Work | 20-11-22 2:07 pm | Change Status |
| 9412 | 4 | Closed | Staff | Kalman16 00000 9442354635 kalman16@kpriet.ac.in | Staffs 1.EE006 - Fenny Darsh Shekhar | Faculty | 20-11-22 11:44 am | Change Status |


27/11/23
Head - ICC


27/11/23
Presiding Officer