



UNNAMALAI INSTITUTE OF TECHNOLOGY


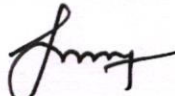
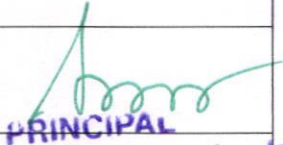
SubaNagar,Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

INTERNAL COMPLAINT COMMITTEE POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
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PREPARED BY	VERIFIED BY	APPROVED BY
		
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INTERNAL COMPLAINT COMMITTEE POLICY

As per the law, the Unnamalai Institute of Technology has the mechanisms to manage Internal Complaints as it is a mandatory in the institutions. The Internal Complaint Committee Cell which includes sexual harassment against women and any unwanted messages through mobile or online chatting.

The Following Acts are Followed in Internal Complaint Committee Cell:

- To receive the complaints related to sexual harassment, unwanted communications, unwanted comments.
- To make sure whether the committee is taking necessary actions periodically for the filed complaints.
- To create awareness among the students about sexual harassment especially for Ladies. And they not to make any hesitation on making complaints.
- The committee should ensure the true circumstances behind every complaint.
- To file the complaints only on true incidents.



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INTERNAL COMPLAINT COMMITTEE POLICY

1. Introduction

Unnamalai Institute of Technology, in adherence to university guidelines, has instituted a robust mechanism to address internal complaints, with a specific focus on sexual harassment against women and unwarranted communication through mobile or online platforms. The Internal Complaint Committee (ICC) is entrusted with the responsibility of ensuring a safe and respectful environment within the institution.

2. Scope and Applicability

2.1 Comprehensive Coverage

The ICC oversees complaints related to sexual harassment, unwanted communications, and inappropriate comments. It operates within a framework that aligns with legal provisions and emphasizes a zero-tolerance policy for any form of harassment.

3. Acts Governing the Internal Complaint Committee Cell

3.1 Complaint Reception Process

The ICC is responsible for receiving complaints related to sexual harassment, unwanted communications, and inappropriate comments promptly and efficiently. The reception process is designed to encourage individuals to come forward without fear of reprisal.

3.2 Periodic Actions on Filed Complaints

The committee ensures that necessary and periodic actions are taken for all filed complaints. This involves a thorough investigation, proper documentation, and appropriate interventions to address the concerns raised.

3.3 Awareness and Sensitization Initiatives

The ICC is committed to creating awareness among students, especially women, about sexual harassment. Initiatives are undertaken to educate the campus community on recognizing and reporting incidents without hesitation. The goal is to foster an environment where individuals feel empowered to voice their concerns.



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3.4 Verification of Complaint Circumstances

The committee conducts thorough verifications to ascertain the circumstances behind every complaint. This includes ensuring the authenticity of incidents reported and maintaining a commitment to truth and fairness throughout the investigative process.

3.5 Filing Complaints Based on Truthful Incidents

The ICC strictly adheres to filing complaints only based on truthful incidents. False complaints can harm the reputation of individuals and undermine the integrity of the complaint resolution process.

4. Functions and Duties of Internal Complaint Committee

4.1 Ensuring a Safe and Peaceful Environment

The primary objective of the ICC is to provide a safe and peaceful environment for individuals of all genders within the institution. This involves proactive measures to prevent and address instances of harassment.

4.2 Thorough Inquiry into Complaints

Complaints filed with the ICC undergo comprehensive inquiries to ensure a meticulous examination of the facts. Sensitivity to the nature of the issue is paramount, and the committee handles each case with the utmost care and discretion.

4.3 User-Friendly Complaint Mechanism

The ICC strives to maintain a user-friendly complaint mechanism accessible to both students and staff. Clear guidelines are provided to facilitate the reporting process, ensuring ease of use for all stakeholders.

4.4 Appropriate Enquiry Sessions

Enquiry sessions are conducted with due diligence, involving relevant committee members. The process is designed to be respectful, unbiased, and thorough, promoting transparency and fairness.



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4.5 Documenting Actions Taken

All actions taken by the ICC in response to complaints are diligently documented. This includes measures taken against offenders and any necessary preventive or corrective actions to address the underlying issues.

4.6 Impartiality of Committee Members

Committee members are expected to maintain impartiality while adjudicating complaints. Biases are actively avoided to uphold the integrity of the investigative and resolution process.

5. Conclusion

The Internal Complaint Committee at Unnamalai Institute of Technology operates with the utmost commitment to creating a secure and respectful environment for all members of the institution. By adhering to this comprehensive policy, the ICC ensures a fair and effective process for addressing internal complaints, contributing to a campus culture that prioritizes the well-being and dignity of every individual.