

Internal Complaint Committee

Objective:

To ensure the wide dissemination against gender-based violence perpetrated against employees and students of all genders, an Internal Complaint Committee is functional in the campus as per the directives of AICTE. The committee aims to act decisively against all gender-based violence perpetrated against employees and students.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Who can approach ICC for help?

Any employee or student of MCKV Institute of Engineering

If you think you are harassed or being harassed, what should you do?

Any aggrieved person may make, a complaint in writing of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

If such complaint cannot be made in writing, the Presiding Officer or any other member of the ICC shall render all reasonable assistance to the aggrieved for making the complaint in writing.

Your complaint will be kept CONFIDENTIAL.

Inquiry process:

The inquiry shall be completed within a period of ninety days from the date of the complaint. On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.

The employer shall act upon the recommendation within thirty days of receiving it.

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

ICC Members:

Name	Department
1. Dr. Pubali Mukherjee (Presiding Officer)	ECE
2. Prof. (Dr.) Satadal Saha	ECE
3. Dr. Sasmita S. Choudhury	CSE
4. Mr. Surojit Bhattacharyya	CSE
5. Ms. Sulagna Chakraborty	ECE
6. Ms. Satakshi Ghoshal	Administration
7. Ms. Disha Howladar	ECE (Student)
8. Ms. Priti Roy	EE (Student)
9. Mr. Saptarshi Dey	CSE (Student)
10. Ms. Sarbani Mukhopadhyay	External Member