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OFFICE OF THE PRINCIPAL
MAHATMA GANDHI COLLEGE

(Affiliated to University of Kerala)(Re-Accrediated with B+ Grade by NAAC,
UGC-College with Potential for Excellence)

KESAVADASAPURAM, THIRUVANANTHAPU RAM- 695004
KERALA, INDIA

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Date: 05/07/2024

Declaration

Sub: Confidentiality of Internal Complaints Committee Meeting Minutes

This is to inform you that the minutes of the meeting held by the Internal Complaints Committee (ICC) on are strictly confidential. Due to the sensitive nature of the discussions and the privacy concerns of the individuals involved, the names of the persons involved and specific details cannot be disclosed. The ICC is committed to maintaining a safe and respectful workplace environment and adheres to strict confidentiality protocols to protect all parties involved.

Principal


Principal
Mahatma Gandhi College
Thiruvananthapuram

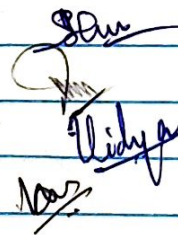

Minutes of the Meeting

AS per the letter NO Supt-163/21 dated 5/8/2021 ~~from~~
~~the~~ a meeting of IEC was held
 on 3/11/2021 at 2.30pm. In the principal's chamber.
 All members were present. The Agenda Included
 the implementation of centralized awareness program
 and department-wise awareness programme. The
 decisions taken are

1. To conduct department-wise awareness classes
 joining with the IOAC (M.G. College), on self-defence
 of Girls, legal aspects of sexual harassment,
 Gender equality.
2. Guidance and counselling facilities to wipe out
 fears and suspicions about speaking out-
 harassment issues.
3. Propaganda to promote the use of
 helpline numbers and e-mail id whenever
 and where ever necessary.
4. To display the helpline numbers in common
 areas.
- 5.

members present.

1. Dr. T. SRIEDEV
2. Dr. Bijakumar. K
3. Dr. Vidya Rayagopal
4. Smt. Hema Chandra
5. Mr. Sajeer S.R
6. Advt. Radhika
7. Dr. Ambika. M.


 Dr. Vidya


Report regarding the constitution and functioning of the Internal Complaints Committee of Mahatma Gandhi College, Thiruvananthapuram

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of Mahatma Gandhi College, Thiruvananthapuram has been constituted to deal with complaints relating to Sexual harassment at the work place. Thus, ICC of this college, through its activities, envisages to provide comfortable working atmosphere to women employees and peaceful environment of study to the students. The ICC of the College comprises of the following members:

| | | | |
|----|---|--|---------------------------------|
| 1. | Presiding Officer | Dr. Chitra V.S. Associate Professor of English | Chairperson |
| 2. | Two faculty members | Dr. Vidya Rajagopal Associate Professor of English Dr. Balamurali R.S. Associate Professor of Zoology | Member Member |
| 3. | Two non-teaching employees | Mr. Unnikrishnan Nair B. Senior Superintend Ms. Hema Chandran Senior Clerk | Member Member |
| 4. | Two Members from NGO or a person familiar with sexual harassment issues | Adv. (Dr.) Radhika G. Part time law lecturer & Advocate Adv. Sandhya K. Nair Practising Lawyer | Member Ex Officio Member |
| 5. | Three Student nominees (if the matter involves students) | Ms. Shibina. S (Research Scholar) Ms. Ganga Satheesh (P.G. Student) Ms. Anamika C.R (U.G. Student) | Member Member Member |

On receipt of a complaint, the ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. The statements of the complainant, Respondent and the witness, if any will be recorded through separate hearings. ICC shall then submit the preliminary enquiry report to the Principal, along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, the ICC may refer such complaints to the Grievance Redressal Cell or to the Principal. The ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner. If the ICC concludes that the allegations made were false or malicious, or the complaint was made knowing it to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015. ICC provides a detailed final report to the Principal with adequate recommendations.

ICC has taken initiatives to conduct awareness programmes on Gender equity to the students at two levels during the year 2021-2022. Starting with a common orientation programme for the students, it was continued through the gender equity programmes conducted by all departments. In the year 2022-2023, a general awareness in this regard was offered during the Induction Programme for first year students. One of the latest programmes in this regard was conducted on 02/02/2023 to impart legal awareness in this regard among students.