



JIT

Jayalakshmi Institute of Technology

**NH-7, Salem Main Road, T. Kanigarahalli, Thoppur,
Dharmapuri, Tamil Nadu - 636 352.**

(Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai)

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Anti-Sexual Harassment Committee

1. PREAMBLE

The Government of India enacted the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and the corresponding rules, which came into force on December 9, 2013. The Act was formulated in accordance with the guidelines issued by the Hon'ble Supreme Court of India in the case of *Vishaka v. State of Rajasthan*.

These legal provisions were established to ensure protection of women against sexual harassment at all workplaces—whether in the public or private sector—and to promote a safe and secure working environment that upholds the fundamental rights to gender equality, life, liberty, and equality in working conditions.

Jayalakshmi Institute of Technology (JIT) is an equal opportunity institution that does not discriminate on the basis of race, caste, religion, colour, marital status, sex, age, nationality or disability. The Institution firmly believes that every employee, staff member and student has the right to be treated with dignity and respect.

JIT recognizes that sexual harassment in any form at the workplace is a serious offence and is committed to maintaining a workplace and campus environment free from any form of sexual harassment. The Institution adopts a policy of **zero tolerance** toward sexual harassment and is dedicated to preventing, prohibiting, and redressing such conduct.

JIT shall respond promptly and effectively to any report of sexual harassment and shall take appropriate action in accordance with the provisions of the Act

and the Rules. Where necessary, the Institution will also facilitate appropriate legal recourse.

In compliance with the Act and the Rules, the Anti-Sexual Harassment Committee, formally known as the **Internal Complaints Committee (ICC)** and designated as “JIT-ICC,” has been reconstituted to ensure effective enforcement of gender equality, protection against sexual harassment and the creation of a safe and conducive environment for all staff members, employees and students of JIT.

This Anti-Sexual Harassment Policy is framed to give effect to the legal provisions of the Act and the Rules, to establish a structured mechanism for the prevention and redressal of complaints related to sexual harassment and to address matters connected therewith or incidental thereto.

2. VISION OF ICC

To create and sustain a safe, inclusive, gender-sensitive and respectful academic and work environment that upholds dignity, equality and justice for all members of the institution.

3. MISSION OF ICC

- ❖ To prevent sexual harassment through awareness and sensitization.
- ❖ To provide a safe and confidential mechanism for reporting grievances.
- ❖ To ensure fair, transparent, and time-bound redressal of complaints.
- ❖ To promote gender equality and mutual respect across the campus.
- ❖ To comply fully with statutory requirements under the Act.

4. OBJECTIVES OF ICC

- ❖ To implement the provisions of the Act and Rules effectively.
- ❖ To develop policies that prevent sexual harassment.
- ❖ To provide prompt redressal of complaints.
- ❖ To recommend appropriate disciplinary action.
- ❖ To create awareness among staff and students.
- ❖ To conduct periodic sensitization programmes.
- ❖ To maintain confidentiality in complaint proceedings.

- ❖ To submit annual reports to the appropriate authority.

5. SCOPE OF THE POLICY

This Policy applies to:

- ❖ All teaching and non-teaching staff.
- ❖ Contractual, temporary, visiting faculty.
- ❖ Students (UG, PG).
- ❖ Administrative staff.
- ❖ Third-party staff (security, housekeeping and vendors).
- ❖ Any person visiting the campus.

It covers sexual harassment occurring:

- ❖ Within campus premises.
- ❖ During official duties, academic activities or institutional events.
- ❖ During travel, training, workshops, conferences related to the institution.
- ❖ Through electronic or online communication connected to the institution.

6. DEFINITION OF SEXUAL HARASSMENT

6.1 Legal Basis

This Policy is framed in accordance with the provisions of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and the Rules notified thereunder, effective from December 9, 2013.

Sexual harassment includes any unwelcome act or behaviour (whether direct or implied), including physical, verbal, non-verbal or digital conduct of a sexual nature.

Sexual harassment may occur as a single incident or as a pattern of behaviour.

6.2 General Behaviours that May Constitute Sexual Harassment

The following behaviours may constitute sexual harassment:

- ❖ Verbal or physical threats.
- ❖ Insulting, abusive, embarrassing, or patronizing behaviour or comments.
- ❖ Offensive gestures, inappropriate language, rumours, gossip, or jokes.

- ❖ Humiliating, intimidating, demeaning, and/or persistent criticism or open hostility.
- ❖ Sexually coloured remarks, suggestive comments, or inappropriate body language.
- ❖ Isolation or exclusion from the normal workplace or academic environment.
- ❖ Publishing, circulating, or displaying pornographic, racist, sexually suggestive, or otherwise offensive materials in any form (print, digital, electronic).
- ❖ Unwanted physical contact, ranging from invasion of personal space to serious assault.
- ❖ This list is illustrative and not exhaustive.

6.3 Specific Acts Covered Under Sexual Harassment

The following acts are specifically covered under this Policy and fall within the jurisdiction of the Internal Complaints Committee (ICC):

- ❖ Eve-teasing.
- ❖ Unsavoury or inappropriate remarks.
- ❖ Jokes causing or likely to cause embarrassment or awkwardness.
- ❖ Innuendos, taunts, or sexually loaded comments.
- ❖ Gender-based insults or sexist remarks.
- ❖ Unwelcome sexual overtones through telephone calls, messages, emails, or social media.
- ❖ Touching, brushing against, or deliberate physical contact without consent.
- ❖ Displaying pornographic, offensive, or derogatory pictures, cartoons, pamphlets, or digital materials.
- ❖ Forcible physical contact, molestation, or sexual advances.
- ❖ Physical confinement against one's will.
- ❖ Any act that interferes with an individual's work or academic performance.
- ❖ Any conduct that creates an intimidating, hostile, or offensive environment.

- ❖ Any behaviour that violates the dignity, privacy, or safety of an individual.

6.4 Circumstances Amounting to Sexual Harassment

Sexual harassment may also occur in situations involving:

- ❖ Implied or explicit promise of preferential treatment.
- ❖ Implied or explicit threat of detrimental treatment.
- ❖ Threat regarding employment or academic status.
- ❖ Interference with work or study performance.
- ❖ Humiliating treatment affecting health, safety or well-being.

6.5 Institutional Position

JIT strictly prohibits all forms of sexual harassment and adopts a **Zero Tolerance Policy**. Any violation shall attract disciplinary action as per institutional rules and statutory provisions.

1. ROLE AND RESPONSIBILITIES OF ICC

The ICC of JIT shall perform the following roles and responsibilities:

1.1 Preventive Responsibilities

- ❖ To take all reasonable steps (proactive and preventive in nature) to prevent sexual harassment within the campus.
- ❖ To promote a safe, dignified, and gender-sensitive environment.
- ❖ To display Anti-Sexual Harassment awareness posters on notice boards and common areas.
- ❖ To circulate brochures, policy extracts, and complaint procedures.
- ❖ To conduct regular awareness programmes, workshops, seminars, and orientation sessions for staff and students.
- ❖ To organize gender sensitization programmes periodically.
- ❖ To ensure the policy is included in student handbooks and staff manuals.

1.2 Redressal Responsibilities

- ❖ To receive complaints of sexual harassment.
- ❖ To provide assistance in filing written complaints where required.
- ❖ To conduct fair, impartial, and time-bound inquiries.
- ❖ To follow the principles of Natural Justice.
- ❖ To maintain strict confidentiality of proceedings.
- ❖ To recommend appropriate disciplinary action.
- ❖ To submit annual reports to the Principal and statutory authorities.

2. COMPOSITION / STRUCTURE OF ICC

The Internal Complaints Committee shall be constituted in accordance with the provisions of the Sexual Harassment of Women at Workplace Act, 2013.

Internal Committee Members:

S.No.	Name of the members	Contact No.	Designation
1.	Mrs.M.R Sathya, HOD/AIDS	9087666201	Presiding Officer
2.	Ms. A.Kannammal, HOD/IT	9087666202	Member
3.	Mrs.V.Jothi Lakshmi, HOD/ECE	9087666203	Member
4.	Prof.P.Selvi, ASP/CSE	6380493693	Member
5.	Mrs.S.Jaichitra, AP/EEE	9659860593	Member
6.	Ms.C.Monambigai, AP/CIVIL	9600873802	Member
7.	Mrs.Santhanam, AP/MBA	8610953387	Member
8.	Mrs.R.Sathiya, AP/S&H	6374144199	Member
9.	Ms. A. Janani,	9345218248	Member
10.	Mr.S.K.Gunasoorya, Advocate	6383593493	Member

Faculty & Student Members: 2025-26

S.No.	Name faculty & Students	Designation	Email ID & Mobile No.
1	Mrs.S. Priyanka	Assistant Professor	priyankarajan2706@gmail.com 7708542188
2	Mrs. Mrs.Muthalagu	Assistant Professor	muthalagumit@gmail.com 9790456978
3	Mrs.Jaichitra S	Assistant Professor	chitramanoj2402@gmail.com 9659860593
4	Mr.R.Sathish Kumar	Assistant Professor	sathish.mech@jit.net.in 9566986395
5	Mr.R S Alex Navaneethan	Assistant Professor	alexnavanethan90@gmail.com 8438326702
6	Ms.C.Monambigai	Assistant Professor	monacdpi@gmail.com 9600873802
7	Mr.S.Sathiyathan	Assistant Professor	sathiyathan992@gmail.com 7540029218
8	Mr.A.Balaji	Assistant Professor	balaji440.10@gmail.com 9659054771
9	Mrs. Sumathi	Librarian	library@jit.net.in 9677484113
10	Keerthana S	Representative of Student	keerthanaseenivasan63@gmail.com 9344547636
11	K.Tamilselvi	Representative of Student	kannanammu122006@gmail.com 9361755820
12	Shobica	Representative of Student	shobica18@gmail.com 9865369904,9994863441
13	Arunkumar K	Representative of Student	abiarunkumar75@gmail.com 6380753745

3. MEETINGS OF THE ICC

- ❖ The Committee shall meet as and when necessary.
- ❖ Meetings shall be convened to:
 - Review complaints
 - Conduct inquiries
 - Plan awareness programmes
 - Review policy implementation
- ❖ Attendance of members during inquiry meetings is mandatory.

4. QUORUM FOR MEETINGS

- ❖ The quorum for conducting inquiry proceedings shall be **a minimum of three members**, including the Presiding Officer.

- ❖ For general meetings, at least **two-thirds (2/3rd)** of the total members must be present.

5. PROCEDURE FOR CONDUCTING MEETINGS

- ❖ Meetings shall be convened by the Presiding Officer with prior notice.
- ❖ Members shall be informed of the agenda in advance.
- ❖ Minutes of the meeting shall be recorded in English.
- ❖ Proceedings shall be signed by the Presiding Officer and members present.
- ❖ Confidential records shall be securely maintained.
- ❖ Inquiry proceedings shall strictly follow principles of Natural Justice.

6. PROCEDURE FOLLOWED / WORKING MECHANISM OF ICC

6.1 Filing of Complaint

- ❖ A complaint must be submitted in writing to the Presiding Officer or any ICC member.
- ❖ The complaint must be filed within **3 months** from the date of the incident.
- ❖ In case of a series of incidents, within **3 months from the last incident**.
- ❖ An extension of additional 3 months may be granted for valid reasons.
- ❖ If the complainant is unable to submit a written complaint, reasonable assistance shall be provided.

6.2 Receipt of Complaint

- ❖ A copy of the complaint along with supporting documents shall be provided to the Respondent within **7 working days**.
- ❖ The Respondent must submit a written reply within **10 working days**.

6.3 Inquiry Process

- ❖ The ICC shall fix the date, time, and place of hearing and inform both parties.
- ❖ Both parties shall be given equal opportunity to present evidence and witnesses.
- ❖ Parties must submit names of witnesses at least 24 hours prior to hearing.

- ❖ The ICC may call additional witnesses if necessary.
- ❖ Proceedings shall be confidential.
- ❖ If a party fails to attend **three consecutive hearings** without sufficient cause, the ICC may proceed ex parte after giving 15 days' notice.

6.4 Confidentiality

The following shall not be disclosed:

- ❖ Identity of complainant or respondent.
- ❖ Details of complaint.
- ❖ Inquiry proceedings.
- ❖ Recommendations of ICC.

Violation of confidentiality shall invite disciplinary action.

6.5. PENALTIES / DISCIPLINARY ACTION

If allegations are proved, disciplinary action may include:

- ❖ Written apology.
- ❖ Warning or reprimand.
- ❖ Withholding promotion/increment.
- ❖ Suspension.
- ❖ Termination of service.
- ❖ Expulsion (in case of students).
- ❖ Community service.
- ❖ Deduction of compensation from salary.

Action shall be in accordance with service rules of the institution.

6.6. FALSE OR MALICIOUS COMPLAINT

If the complaint is found to be false and malicious:

- ❖ Appropriate disciplinary action may be taken.
- ❖ Mere inability to substantiate complaint does not attract punishment.

6.7. Institutional Commitment

JIT is committed to ensuring a safe, respectful, and harassment-free campus and strictly enforces a **Zero Tolerance Policy** toward sexual harassment.

ANNEXURE – I
INTERNAL COMPLAINTS COMMITTEE (ICC)
COMPLAINT FORM

1. DETAILS OF THE COMPLAINANT

1. Name: _____
 2. Gender: _____
 3. Designation / Course & Year: _____
 4. Department: _____
 5. Employee ID / Register Number: _____
 6. Contact Number: _____
 7. Email ID: _____
 8. Residential Address: _____
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2. DETAILS OF THE RESPONDENT (Person against Whom Complaint is Made)

1. Name: _____
2. Designation / Course & Year: _____
3. Department: _____
4. Contact Details (if known): _____
5. _____

3. INCIDENT DETAILS

1. Date(s) of Incident: _____
2. Time(s): _____
3. Place(s) of Occurrence: _____
4. _____

4. NATURE OF COMPLAINT

(Please describe the incident clearly and in detail. Attach additional sheets if required.)

5. WITNESSES (If Any)

1. Name: _____ Contact: _____

2. Name: _____ Contact: _____

6. SUPPORTING DOCUMENTS (If Any)

Screenshots

Emails

Messages

Photographs

Medical Report

Other (Specify): _____

7. RELIEF SOUGHT (If Any)

8. DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that the proceedings shall be confidential and I agree to cooperate with the ICC during the inquiry process.

Signature of Complainant: _____

Name: _____

Date: _____

Place: _____

Received by (ICC Member Name & Signature): _____

Date of Receipt: _____

ANNEXURE – II
STUDENT UNDERTAKING FORMAT

I, _____ (Name),
Register Number _____,
Department _____,
Year / Semester _____,

hereby declare that:

1. I have read and understood the Anti-Sexual Harassment Policy of JIT.
2. I am aware that sexual harassment in any form is strictly prohibited within the campus and during any institutional activity.
3. I understand that engaging in any act of sexual harassment will attract strict disciplinary action, including suspension or expulsion.
4. I agree to maintain dignity, respect, and gender sensitivity towards fellow students, faculty, and staff.
5. I shall report any incident of sexual harassment to the ICC.

I hereby undertake to abide by the rules and regulations of the Institution.

Signature of Student: _____

Name: _____

Date: _____

ANNEXURE – III

STAFF UNDERTAKING FORMAT

I, _____ (Name),

Designation _____,

Department _____,

hereby declare that:

1. I have read and understood the Anti-Sexual Harassment Policy of JIT.
2. I acknowledge my responsibility to maintain a safe, respectful, and harassment-free workplace.
3. I understand that any act of sexual harassment will invite disciplinary action as per institutional rules and statutory provisions.
4. I agree to cooperate fully with the ICC, if required.
5. I commit to promoting gender equality and maintaining professional conduct at all times.

Signature of Staff: _____

Name: _____

Employee ID: _____

Date: _____