

**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

No. SNGCE/AD/B-3/FL003/2023 - 24

18/09/2023

**CIRCULAR**

**11. The Internal Complaint Committee (ICC) of our institution is re – constituted w.e.f 18/09/2023 for the academic year 2023-24.**

1. Ms Renjitha K V (Ward Member), Community Representative
2. Dr Alby S , Assoc Professor (CA), Chairperson
3. Dr Binu P P , Professor (ME), Member
4. Ms Beena T Balan, Asst. Professor (S&H), Member
5. Ms Bindu T R , Instructor Gr.II (EEE), Member
6. Ms Surya K.S., Junior Superintendent (Admn Office), Member
7. Ms Arya Manoj, Student, NASB, Member
8. Ms Arya Manoj , Student, MBA, Member
9. Ms Anjali Santhosh, Student, MCA, Member

*A. Alon*

**PRINCIPAL**



**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

No. SNGCE/AD/B-3/FL003/22-23

25/09/2022

**CIRCULAR**

The Internal Complaint Committee of our institution is re – constituted w.e.f 25/09/2022.

1. Dr Alby S , Assoc Professor (CA), Chairperson
2. Ms Renjitha K V (Ward Member), Community Representative
3. Dr Binu P P , Professor (ME), Member
4. Ms Beena T Balan, Asst. Professor (S&H), Member
5. Ms Bindu T R , Instructor Gr.II (EEE), Member
6. Ms Surya K S , Office Asst. Gr.I (Admn Office), Member
7. Ms Amina Azad, Student, MBA, Member
8. Ms Neha Joy , Student, CSE, Member
9. Ms Elana Varghese George, Student, ECE, Member



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**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

**CIRCULAR**

SNGCE/AD/B-3/FL051/02

22/03/2021

**Subject: Re- Constitution of Internal Complaints Committee (ICC) -Reg.**

The Internal Complaints Committee has been re-constituted in our college to deal with the complaints of sexual harassment of women workers at work places. The members of the ICC are listed below.-

1. Dr. Alby S., Asst Professor (MCA) – Coordinator – Contact No. 9847002446
2. Ms. Renjitha K.V., Ward II Member , Contact No. 96452 25867
3. Dr. Binu P.P., Professor (ME) – Member – Contact No. 9447511860
4. Ms. Beena T. Balan., Asst. Professor (S&H) – Contact No. 9497687828
5. Ms. Bindhu t.R., Instructor Gr. II (EEE) - Contact No. 9495548205
6. Ms. Surya K.S., Office Asst. Gr. I (Admn Office) - Contact No. 9446093880
7. Ms. Devika Vijayan (Student) Contact No. 9961621622
8. Ms. Arya Mani (Student) Contact No. 8138831887
9. Ms. Keerthi Rajan (Student) Contact No. 9539436200



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## POLICY AGAINST SEXUAL HARASSMENT

### Objective

Sree Narayana Gurukulam College of Engineering, Kadayiruppu, by virtue of its long standing commitment to core values, ethical practices, integrity and honesty is committed to providing a safe and conducive work environment to its employees and to ensuring that each employee is dealt with in full fairness, with respect and dignity in the work place.

Harassment in any form is strictly forbidden in the college. The objective of the policy is to provide its women employees a workplace, free from harassment/ discrimination.

This policy has been framed in accordance with the provisions of "The sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and the rules thereunder to prohibit, prevent or deter the commission of acts of sexual harassment at the workplace and to provide a suitable mechanism for the redressal of complaints relating to sexual harassment .

### Policy Statement

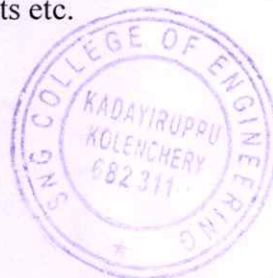
SNGCE is committed to provide a work environment that ensures that every woman employee is treated with dignity and respect and afforded equitable treatment. The College is also committed to promote a work environment that is conducive to the professional growth of its women employees and to provide equal opportunities to women. The College will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

Accordingly

- Sexual harassment will be treated as misconduct under the service rules and standing orders of the Company.
- Measures to deal with sexual harassment will be based on the principles of natural justice, fairness, impartiality, sensitivity and respect.
- Everyone who works for SNGCE has a responsibility to sustain a respectful work environment by upholding the highest standards of conduct.
- This policy will be in congruence with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules. The Act and Rules framed there under will form as part of this policy.

### Applicability

This policy applies to all the employees employed by the College, for any work on regular, temporary, ad hoc or daily wage basis, students etc.



*A. J. J.*  
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## **Workplace**

For the purpose of this policy Work Place means and shall include, all the departments of SNGCE as on date of this policy.

## **Prevention of sexual harassment**

The college shall endeavor that no women employee of the college shall be subject to sexual harassment at any of its workplace by a subordinate, supervisor, manager or a third party who has business relation with college.

## **Internal Complaints Committee**

The college has constituted an "Internal Complaints Committee" ( as per section 4 of the SHWW Act 2013 read with its Rules) to deal with and resolve grievances related to sexual harassment.

The Internal Complaints Committee will comprise of the following members:

1. Dr. Alby S (Chair Person ) , Assoc. Prof. ,CA , SNGCE
2. Renjitha K V , Ward Member, Panchayath
3. Beena T Balan , Assoc. Prof., S&H, SNGCE
4. Dr. Binu P P ,Prof. ,ME, SNGCE
5. Bindu T R , Instructor ,EEE, SNGCE
6. Surya K S , Office Asst., Admin Office, SNGCE
7. Keerthi Rajan , Student, CSE , SNGCE
8. Arya Mani, Student, EEE , SNGCE
9. Devika Vijayan, Student,ME , SNGCE

## **Powers & Responsibilities of the Committee.**

The committee is empowered to conduct enquiries in accordance with principles of natural justice in a confidential manner, investigate if required, into any complaint received on sexual harassment and submit a report of enquiry and recommend action in accordance of provisions of the Act. The committee can also recommend to the management to take appropriate disciplinary action against a witness if the committee arrives at a conclusion that he/she has given false evidence or produced any forged or misleading document during the enquiry.

The committee shall, in each calendar year, prepare in such form and at such time may be prescribed, an annual report and submit the same to the management.



  
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## Management's right

Management will have the right to reconstitute the committee at any point of time in accordance with the provisions of the SHWW Act 2013 and the rules framed there under. The management will have the right to review the policy from time to time and make suitable amendments if required.

## Act & Rules

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules there under, forming part of this policy is appended below.

For Sree Narayana Gurukulam College of Engineering, Kadayiruppu

*R. H. A. S.*

12.04.21

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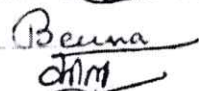
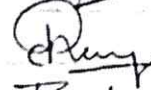

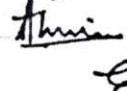
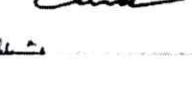
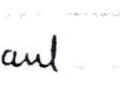

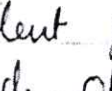
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Kadayiruppu  
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Dated: 12/04/2021



Minutes of meeting 1  
held on 31/08/2021 (Tuesday) at 2.30 pm.

Members Attended:

- 1. Dr. Abby S. Presiding Officer. 
- 2. Prof. Beena T. Balan Member. 
- 3. Dr. Binu P.P. Member. 
- 4. Mrs. Renjitha K. V. Member. 
- 5. Mrs. Bindu T.R. Member. 
- 6. Mrs. Surya K.S. Member. 
- 7. Ms. Amina Azad Member. 
- 8. Ms. Elana Varghese Member. 
- 9. Ms. Neha Joy Member. 

Special Justice : Dr. Kennethose P. Paul   
Principal.

The meeting started with a silent prayer.

- 1. Dr. Abby S welcomed Principal and other members to the meeting.
- 2. Principal gave an overview of the committee, its rules and what kind of complaints come under ICC. She commented that the committee is reconstituted with a vision that will make all girls/ladies aware of all kinds of sexual harassments that are happening at their work places.
- 3. As an initial step, Dr Abby S conveyed the idea of organizing an awareness programme for the lady members of staff of our college.
- 4. With permission from Principal, it was decided in the meeting to organize an awareness programme on "Gender Justice".

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and Sexual harassment against women, by a real apt person, Mr. Saji Mathew, who is an orator in this area.

5. As per the convenience of Mr. Saji Mathew, the programme can be organized for the lady staff of the college and through them and especially through group tutors the awareness should be reached to the girl students.
6. All members of the meeting approved the suggestion.
7. The committee decided to meet next as and when required or any complaint is brought to notice.

Prof. Beema T. Balam proposed the vote of thanks in the meeting.

The meeting was adjourned at 3.15 pm.

*A. Alex*  
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*Dr. Alby S.*

Dr. Alby - S.

*A. Alex*

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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

SNGCE/AD/B-1/FL041

01/11/2021

Circular- Internal Complaint Cell (ICC)

This is to inform all concerned that an awareness program on Gender justice and Harassment against women is organized for all lady staff in SNGCE.

Speaker: Mr Saji V Mathew  
Head, H R Dept.  
Sud-Chemie India Pvt. Ltd.  
Binanipuram, Kalamassery.

Date & Time: 05/11/2021(Friday), 2.00pm

Venue: PG Seminar Hall

*A. Alase*  
01.11.21  
PRINCIPAL

Copy to:-

1. All HoDs – To circulate among all lady staff members in their Depts.
2. Executive Director
3. Dr. Alby S., ICC Co-ordinator - SNGCE ✓
4. Main Library
5. File

*A. Alase*  
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## Awareness Program on Gender Justice and Sexual Harassment against Women

Venue: PG Seminar Hall.

Date: 5/11/2021

Time: 2 pm.

Speakers: Mr. Saji V. Mathew  
GM - HR & Site Head  
Sud. Chemie India (Pvt.) Ltd.

*SVM*

### Members Present:





Sl No	Name	Department	Signature
1	Dr. Alby S.	CA	<i>Alby</i>
2	BEENA T. BALAN	SH	<i>Beena</i>
3	Vidhya PM	CSE	<i>Vidhya</i>
4	Jitha JS	SH	<i>Jitha</i>
5	Pinky Rajan	CSE	<i>Pinky</i>
6	Dr. Preetha Varghese	SH	<i>Preetha</i>
7	Dr. Suprabha T	SH	<i>Suprabha</i>
8	P. Sathubha Varghese	ECE	<i>PS</i>
9	Nitha S Unni	ECE	<i>Nitha</i>
10	Divya S.	ELE	<i>Divya</i>
11	Sourmya A-M	ECE	<i>Sourmya</i>
12	Neethu Bhaskaran	ECE	<i>Neethu</i>
13	Sasitha Sathyan	EEE	<i>Sas</i>
14	Reshmila S	EEE	<i>Reshmila</i>
15	Lakshmi TR	Library	<i>Lakshmi</i>
16	Rani P Vasudevan	Library	<i>Rani</i>
17	Deni Sekhar R	MBA	<i>Deni</i>
18	Lisha Kurian	CSE	<i>Lisha</i>
19	Rajipriya R	CSE	<i>Rajipriya</i>
20	Nimmi M K	CSE	<i>Nimmi</i>

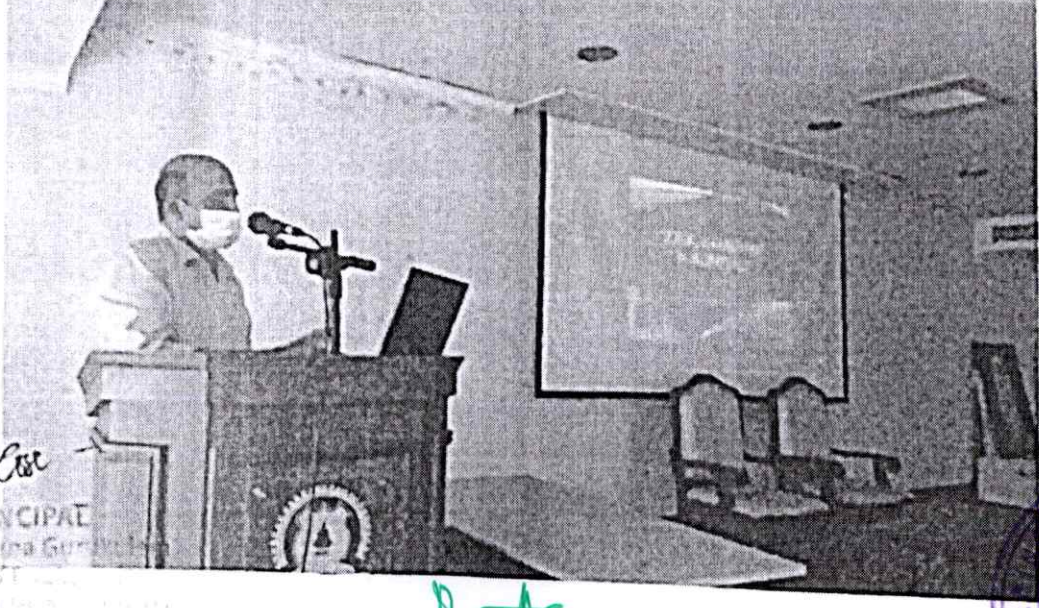
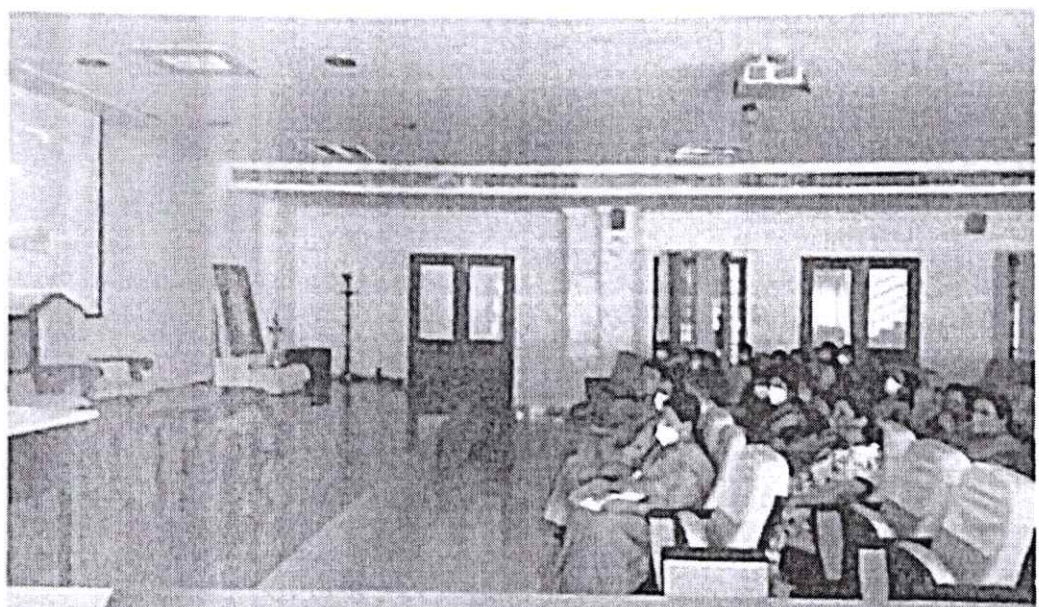
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	Name	Department	Signature
21	Dr Usha S	Civil Engg	
22	Prof Jayasree S	Mech engg	
23	Vidha Joseph	MBA	
24	Sudhija K	MCA	



*R. Jose*

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*R. Jose*

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05/11/2021

### Profile - Saji V Mathew

**Mr. Saji V Mathew**,(54) is currently working as General Manager-HR & Site Head, with Sud-Chemie India (Pvt) Ltd, Binanipuram Cochin.

Sud-Chemie is a German MNC manufacturing catalysts for various industrial applications. In India, apart from Cochin they have manufacturing site at Vadodara in Gujarat. He has been working with Sud-Chemie since April 2007.

Mr. Saji, holds a "Master's degree in Personnel Management" and is a rank holder in "Diploma in Labour Laws and Labour Welfare" from University of Pune.

He has over 30 years of experience in Human Resource Management and in Industrial Relations in various manufacturing industries.

Prior to joining Sud-Chemie, he was with "UB group" as Head HR for their brewery at Palakkad,. He also worked as Head HR of "Indsil Group of Companies" Coimbatore, "Growel Times Limited" Pune and "BENCON Limited" Pune.

He has conducted several training programmes on POSH ACT offline and online for various industries and Business schools.

Mr.Saji is NSQF level 5 certified trainer by National Skill Development Corporation of India.



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Contact NO: 9447007867



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Report

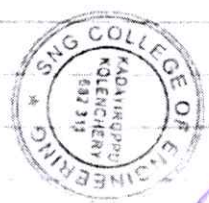
The internal Complaints Committee (ICC) has organized an awareness program on 5/11/2021 by the resource person Mr. Saji V. Mathew who is currently working as General Manager - HR & Site Head, with Sud Chemie India (PVT) LTD Bmanipuram, Cochin. The purpose of the program was to make aware all the lady staff of SNGCE and through them all the lady students of the institution that ICC is functioning in our institution to provide protection against sexual harassment of women in our institution. The resource person explained in detail about the responsibilities of ICC, the process of making complaint of sexual harassment and the process of conducting inquiry. 24 female staff of SNGCE attended the program and overall it was an useful program.

*A. Arose*

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*S. S.*

Dr. Alky. S.

6/11/2021.

