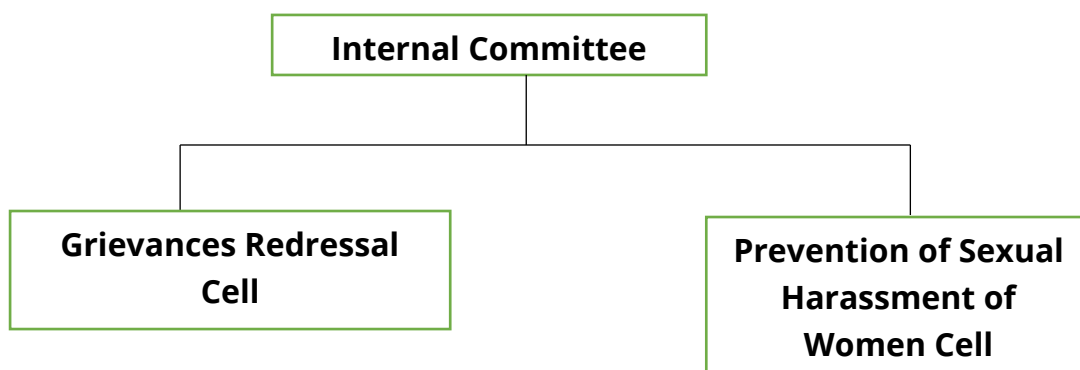




INTERNAL COMMITTEE (Grievance Redressal Committee & POSH Committee) - SOP

1. Description of the Committee

The Internal Committee (IC) serves as a pivotal safeguard within institute, ensuring a safe and respectful environment for all members. The Internal Committee comprises of Grievance Redressal Cell and Prevention of Sexual Harassment of Women (POSH) Cell.



I. a. Description of Grievances Redressal Cell (GRC)

The Grievance Redressal Cell has been constituted in the Institute as per the AICTE Regulations 2019, to redress the grievances of Students, Faculty and Staff. The GRC aims to look into the complaints lodged by any student, faculty & Staff regarding any academic and non- academic matter within the campus through the online portal and grievance/ suggestion box and redress it as per requirement. The institution aims at solving the grievances of the complainant within stipulated time.

b. Purpose of Grievances Redressal Cell

The purpose of the GRC within Institute is to provide a dedicated platform for reporting and addressing grievances. It ensures that every individual, regardless of gender or status, can study and work in an environment free from any grievances.



c. Objectives of Grievances Redressal Cell

- Ensure that all members of the institute, including students, faculty, and staff, are aware of the reporting procedures and feel comfortable coming forward with their grievances.
- Conduct thorough and impartial investigations to determine the authenticity of the grievances

d. Composition for Grievances Redressal Cell

S. No.	Name of Faculty	Designation	Committee Designation	Email ID
1	Dr.Farhathullah Khan	Director	Chair Person	director@measiim.edu.in
2	Dr.D.Charumathi	Assistant Professor	Convenor	charumathi.d@measiim.edu.in
3	Mr.A.Govindarajan	Assistant Professor	Member	agrajan@measiim.edu.in
4	Mr.M.S.Siranjeevi	Assistant Professor	Member	siranjeevi.ms@measiim.edu.in
5	Ms.Sumiya.S	Assistant Professor	Member	sumiya.s@measiim.edu.in
6	Ms.Seema	Student-I MBA	Member	seema.23m045@measiim.edu.in
7	Mr.Afdath	Student- II MBA	Member	afdath.22m007@measiim.edu.in

e. Roles and Responsibilities

Roles and Responsibilities of Chair Person

- Ensures compliance with relevant laws, regulations, and institutional policies.
- Maintains confidentiality and oversees the complaint resolution process.



Roles and Responsibilities of Convenor

- Receives complaints and initiates the complaint resolution process.
- Facilitates meetings and ensures that discussions are conducted in an orderly manner.
- Maintains accurate records of complaints, investigations, and outcomes.
- Coordinates investigations, assigns tasks to cell members, and ensures adherence to timelines.
- Provides support and guidance to complainants throughout the process.
- Complete enquiry and submit enquiry report within a period of ninety days (90 days) from the date on which the enquiry is commenced.
- Facilitate to organize training sessions and awareness campaigns to educate the college community about harassment prevention and reporting procedures.

Roles and Responsibilities of Members

I. Faculty Members

- Participates actively in cell meetings and discussions relating to any grievances.
- Contributes insights and perspectives to the decision-making process.
- Assists in the investigation of complaints, including gathering evidence and interviewing relevant parties.
- Offers support and guidance to complainants and respondents throughout the process.
- Upholds principles of fairness, impartiality, and confidentiality in all committee activities.

II. Student Representatives

- Represents the interests of students.



- Provides insights into the student experience and perspective regarding on any grievances.
- Raises awareness among students about reporting procedures and support services available on grievances Redressal mechanism.

f. Frequency of Meetings

The Internal Committee meets once in per semester or as and when the need arises to discuss on-going cases, review procedures, and address any administrative matter relating to grievances and sexual harassment grievances.

g. Procedure

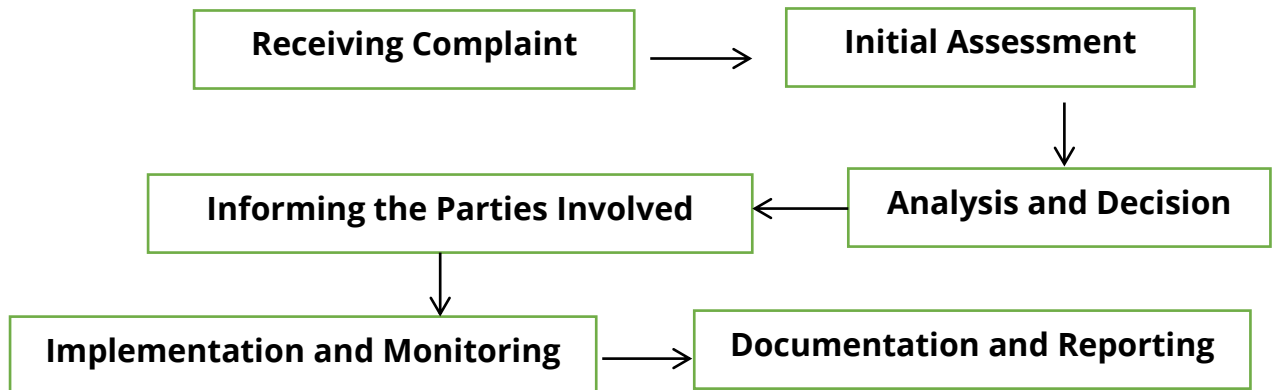


Fig:1 Representing Flow Chart on Grievance Redressal Cell Process

- **Receiving Complaint:** The GRC receives a written complaint in person / Suggestion Box or online complaint on grievances from an employee or student.
- **Initial Assessment:** The GRC conducts an initial assessment to determine if the complaint falls within its jurisdiction and if it merits further investigation. The committee assesses the seriousness of the complaint and decides if immediate action, such as interim measures to redress the grievances, is necessary. The GRC acknowledges receipt of the complaint in writing and informs the complainant of the process and next steps. The committee ensures confidentiality and provides support to the complainant throughout the process.



- **Analysis and Decision:** Based on the findings of the initial assessment, the GRC analyses the evidence and determines the validity of the complaint. The committee decides on appropriate action, , corrective actions, or recommendations for organizational changes
- **Informing the Parties Involved:** The GRC informs the decision in writing or in oral form.
- **Implementation and Monitoring:** The GRC ensures that the decision is implemented effectively and monitors compliance with any corrective actions. Follow-up measures may be taken to address any ongoing issues and prevent recurrence of similar grievances.
- **Documentation and Reporting:** The GRC maintains detailed records of the complaints, Redressal process, and decision. Reports on grievances trends, outcomes, and recommendations for improvement may be submitted to the Director.
- **Review and Continuous Improvement:** The GRC periodically reviews its procedures and practices to ensure they remain effective and comply with legal requirements and organizational policies.

II. Description of Prevention of Sexual Harassment of Women (POSH) Cell

Sexual harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) such as: physical contact and advances, demand or request for sexual favours , sexually coloured remarks, showing pornography, any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature. (Vaisakha judgment by Supreme Court). As per the guidelines of UGC, AICTE and Honourable Supreme Court, Prevention of Sexual Harassment of Women at workplace Committee has been established in the Institute to provide a healthy and congenial atmosphere to the female staff members and students of the Institute.

a. Purpose of Prevention of Sexual Harassment of Women (POSH) Cell

The purpose of POSH Cell is to ensure that there is no insecure and hostile environment and protect students and female staff members of the Institute from any act of sexual harassment in the campus. Complaints can be made



by the complainant in person or through post or mail addressed to the Convenor of the cell.

b. Objectives of Prevention of Sexual Harassment of Women (POSH) Cell

- Prevent instances of sexual harassment, gender discrimination, and related misconduct within the Institute.
- Conduct thorough and impartial investigations to determine the authenticity of the allegations.
- Organise awareness programs, workshops, and training sessions to educate the students about issues related to sexual harassment, gender discrimination, and respectful behaviour

c. Composition for POSH Cell

S. No.	Name of Faculty	Designation	Committee Designation	Email ID
1	Dr.D.Charumathi	Assistant Professor	Co-ordinator	charumathi.d@measiim.edu.in
2	Ms.Sumiya.S	Assistant Professor	Member	sumiya.s@measiim.edu.in
3	Ms.Trishaa	Student-I MBA	Member	Trishaa.22m177@measiim.edu.in
4	Ms.Seema	Student- II MBA	Member	seema.23m045@measiim.edu.in

d. Roles and Responsibilities

Roles and Responsibilities of Convenor

- Receives complaints and initiates the complaint resolution process on issues relating to sexual harassment.
- Facilitates meetings and ensures that discussions are conducted in an orderly manner on issues relating to sexual harassment.
- Maintains accurate records of complaints, investigations, and outcomes.



- Coordinates investigations, assigns tasks to cell members, and ensures adherence to timelines.
- Provides support and guidance to complainants throughout the process.

Roles and Responsibilities of Members

I. Faculty Members

- Participates actively in cell meetings and discussions relating to Sexual Harassment issues.
- Contributes insights and perspectives to the decision-making process.
- Assists in the investigation of complaints, including gathering evidence and interviewing relevant parties.
- Offers support and guidance to complainants and respondents throughout the process.
- Upholds principles of fairness, impartiality, and confidentiality in all cell activities.
- Assist to organise training sessions and awareness campaigns to educate the college community about harassment prevention and reporting procedures.

II. Student Representatives

- Represents the interests of students.
- Provides insights into the student experience and perspective regarding harassment and discrimination issues.
- Raises awareness among students about reporting procedures and support services available on issues relating to sexual harassment.

e. Frequency of Meetings

The Internal Committee meets once in per semester or as and when the need arises to discuss on-going cases, review procedures, and address any administrative matter relating to sexual harassment issues.

f. Procedure



Fig:2 Representing Flow Chart on POSH Cell Process

Stage 1: Receipt of Complaints

- Receive and acknowledge receipt of complaint
- Meet and talk to complainant to explore options for formal and informal resolution.

Stage 2: Investigation

- Preparation of file by defining the issues, consideration of legal compliances, Identifying the critical information, Finalising the areas of queries

Stage 3: Interview

- Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent
- : Assess the Completeness of the Information Collected

Stage 4: Reasoning

- Once the information and review is complete, make reasoned finding(s), which involves having identifying the substance of each aspect of the complaint and Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law
- Create a timeline to help establish the sequence of events related to the complaint.
- Compare similarities and differences within each of the statements made by the parties involved in the complaint.



Stage 5: Findings & Recommendations

- Arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.
- Make appropriate recommendations which may include:
 - Where the Cell is unable to uphold the complaint, it shall recommend no action.
 - Where the Cell upholds the Complaint, it may recommend action which may include a warning to terminate

Stage 6: Report

- Prepare a final report that contains the following elements:
 - A description of the different aspects of the complaint;
 - A description of the process followed;
 - A description of the background information and documents that support or refute each aspect of the complaint;
 - An analysis of the information obtained;
 - Findings ;
 - Recommendations

Prepared By:	Internal Committee	Approved By:	
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