



Ready for
Every Good Work

SACRED HEART COLLEGE (Autonomous)

Tirupattur - 635 601, Tirupattur Dt. ❖ Tamil Nadu ❖ South India

College : (04179) 220553
Resi. : (04179) 220103
Fax. : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle - under RAF) with CGPA of 3.31/4 at 'A+' Grade

INTERNAL COMPLAINTS COMMITTEE

Guidelines and Procedures

The Grievance Redressal Committee is established to provide a platform for redressal of genuine grievances of innocent students which could not be solved at the department level. As per the AICTE regulations, this cell has been constituted.

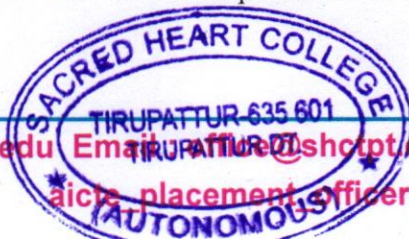
Functions of the committee:

- To make officials of the college responsive, accountable and courteous in dealing with the students.
- To ensure effective solution to students' grievances with an impartial and fair approach
- The function of the cell is to look into complaints lodged by any student and judge its merit
- The cell is also empowered to look into matters of harassment

In case the person is unwilling to appear in person, grievance may be dropped in writing at the letter box/suggestion box kept in each department. The grievances may also be sent through email to principal or to ombudsman.

Process being followed:

- The aggrieved student has to submit in writing his grievances which could not be solved at department level.
- The grievance shall be considered at the earliest by the committee.
- The complaint management mechanism is carried out in 3 levels.
- The department level grievances are attended by concerned class advisors and department heads.
- One coordinator in each department act as a facilitator to communicate and sort out grievances at department level.
- Unsolved grievances at the department level are referred to Grievance Cell of Institution




Principal

URL : www.shcpt.edu Email : tirupattur@shcpt.edu Alumni : shcalum@gmail.com
aictc_placement_officer@shcpt.edu


Sacred Heart College (Autonomous)
Tirupattur-635 601, Tirupattur - Dist

- Suggestion box is also provided in each building for students to present their grievances.

Internal Complaints Committee has been constituted with the following members

Si No	Name	Desg / Dept	Capacity	Mobile Number
1	Dr. D. Maria Antony Raj	Principal	Chairperson	9443438658
2	Dr. J. Sasiganth	Dean- AICTE	Convener	9944321909
3	Dr. George Louis Raja	Prof & HOD-MCA	Member	9443392500
4	Dr. S. Sasi Kumar	Prof & HOD-MBA	Member	9003588110
5	Dr. R. Saravanapriya	Asst. Professor	Member	9965814162
6	Dr. R. Arockiamary	Asst. Professor	Member	9952657036
7	Mr. Suriya	MCA	Student Representative	
8	Ms. Gomathi	MCA	Student Representative	
9	Mr. Rajarathinam	MBA	Student Representative	
10	Ms. Poojashri	MBA	Student Representative	




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INTERNAL COMPLAINTS COMMITTEE ON SEXUAL HARASSMENT

Sacred Heart College (Autonomous) is committed to provide secured academic and work environment for girl students and women employees. As per the guidelines given by UGC regarding the "Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013", an Internal Complaints Committee has been established in the year 2015 and continue to work since then. The college has an Internal Complaints Committee which looks swiftly and diligently into matters related to sexual harassment. Sacred Heart College has tried to create awareness on the issue of sexual harassment by conducting workshops and lectures by lawyers and activists.

OBJECTIVES

- To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of women.
- To raise awareness on sexual harassment in the campus.
- To deal with cases of sexual harassment in a time bound manner, aiming at ensuring support services to the victimized, prevention and termination of the harassment.
- To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
- To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at SHC.

WHAT CONSTITUTES SEXUAL HARASSMENT?

According to "The Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal Act, 2013" An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment and any further adverse consequences and includes any one or more the following unwelcome act or behavior

- Any unwelcome physical, verbal or non-verbal conduct of sexual nature
- Demand or request for sexual favour
- Making sexually coloured remarks
- Physical contact and advances
- Showing pornography
- Use of electronic media (phone, internet, intranet) for perpetrating any of the above
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature


Principal

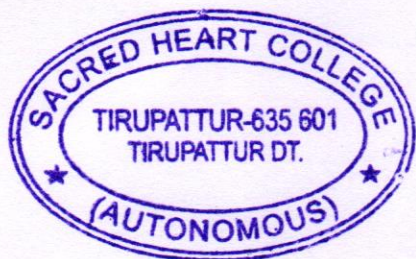
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6	Dr. R. Arockiamary	Asst. Professor	Member	9952657036
7	Ms. Latha Munusamy	Student Counsellor	Member	9677896272
8	Ms. S. Monisha	MBA	Student Representative	
9	Ms. Gomathi	MCA	Student Representative	

Working of Internal Complaints Committee –Women will be as per guidelines issued,

- All complaints will be dealt with confidentially.
- Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- Other conflicts and grievances if any should be submitted to the respective Grievance Redressal Cells (either for Staff or Students) or to the Discipline Committee.
- All students and staff are bound to obey the rules specified in the College Manual and any complaint regarding the same is not under the purview of the ICC




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