



Bharath Institute of Higher Education and Research
(Deemed to be University)

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),
7, Works Road, Chromepet, Chennai – 600044

SBIST/WEC/ORD/2025-26/001

Date: 01 October 2025

OFFICE ORDER

ESTABLISHMENT OF INTERNAL COMMITTEE (IC)

FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT AT WORKPLACE

1. PREAMBLE

In pursuance of:

- The judgment of the Hon'ble Supreme Court of India (Vishaka Guidelines),
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013,
- UGC Regulations on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions,
- AICTE Directives on Gender Sensitization and Women Safety,

Sree Balaji Institute of Science and Technology (SBIST), Chrompet, hereby constitutes an **Internal Committee (IC)** to provide a safe, secure, gender-sensitive, and dignified environment for employees and students.

The Committee shall prevent, prohibit, and redress complaints of sexual harassment and recommend appropriate action in accordance with statutory provisions.

2. OBJECTIVES

The objectives of the Internal Committee are:

1. To prevent sexual harassment at the workplace.
2. To create awareness about gender equality and respectful workplace behavior.
3. To provide a safe and accessible mechanism for redressal of complaints.

4. To ensure fair, impartial, and time-bound inquiry into complaints.
5. To recommend appropriate corrective and disciplinary actions.

3. APPLICABILITY AND SCOPE

This policy applies to:

3.1 Covered Persons

- All employees (regular, temporary, ad hoc, daily wage, contractual, consultants, probationers, trainees, apprentices, interns)
- Teaching and non-teaching staff
- Students
- Vendors and visitors interacting with the Institution

3.2 Workplace Coverage

The policy applies to:

- Institutional premises
- Any location visited by employees arising out of or during employment
- Official travel
- Employer-provided transportation
- Events, conferences, workshops
- Any place considered a notional extension of the workplace

The Act applies when either or both of the complainant and respondent are employees or students of the Institution.

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any unwelcome physical, verbal, or non-verbal conduct of sexual nature
- Creating an intimidating, hostile, or offensive work environment

Any act perceived as detrimental to a healthy and congenial work environment may be considered under this policy.

5. CONSTITUTION OF THE INTERNAL COMMITTEE (IC)

CONSTITUTION OF THE INTERNAL COMMITTEE

(As per Section 4 of POSH Act, 2013)

The Internal Committee is constituted as follows:

S. No	Name	Designation	Role	Email ID
1	Dr. J. Indumathi	Dean	Presiding Officer (Senior Woman Employee)	deansbist@gmail.com
2	Dr. S. Manikandan	Assistant Professor	Member	manischem@sbist.edu.in
3	Dr. Rithika T	Assistant Professor	Member	rithikaathanigaiselvan@gmail.com
4	Dr. Jose Antony	Assistant Professor	Member	josephy@sbist.edu.in
5	Mrs. C. Bright Christline	Assistant Professor	Member	chrisbright1498@gmail.com
6	Mr. Jeswin Paul	Assistant Professor	Member	jeswinpaul2023@gmail.com
7	Mrs. N. Pounrani	Assistant Professor	Member	ranimaths86@gmail.com
8	External Member (NGO / Legal Expert)	[To be Notified]	External Member (Mandatory under Act)	_____

Statutory Compliance:

- Presiding Officer is a **Senior Woman Employee**.
- **Minimum 50% of members are women.**
- One External Member from NGO/legal background is mandatory.

- Tenure of IC: 3 years (as per Act).

The Committee consists of representatives from faculty, staff, and includes provisions for external representation as mandated.

6. REPORTING OF COMPLAINTS

6.1 Filing of Complaint

Any aggrieved person may file a complaint:

- By email to: **officesbist@gmail.com**
- To any member of the Internal Committee
- Within **three (3) months** from the date of incident
- In case of a series of incidents, within three months from the last incident

If the complaint cannot be made in writing, the Committee shall provide reasonable assistance to the complainant.

The Committee may extend the time limit by an additional three months if sufficient cause is shown.

7. INQUIRY PROCEDURE

1. The Internal Committee shall conduct a fair and impartial inquiry.
2. Both complainant and respondent shall be given opportunity to be heard.
3. Proceedings shall adhere to principles of natural justice.
4. Inquiry shall ordinarily be completed within 90 days.
5. A report shall be submitted to the Employer within 10 days of completion.
6. Employer shall act upon recommendations within 60 days.

The Internal Committee is advisory in nature. Final disciplinary action rests with the Employer.

8. POSSIBLE DISCIPLINARY ACTIONS

Based on findings, the following actions may be recommended:

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in confidential report

- Stoppage of increments or promotion
- Suspension
- Dismissal
- Referral for criminal proceedings
- Any other appropriate action

False or malicious complaints may attract disciplinary action after due inquiry.

9. CONFIDENTIALITY

The Institution shall ensure:

- Strict confidentiality of complaints and proceedings.
- Information shared only on a “need-to-know” basis.
- Names of complainant and respondent shall not be disclosed publicly.
- Protection from retaliation.

However, the Committee shall not be liable where material facts are already in the public domain.

10. PROTECTION AGAINST RETALIATION

The Institution shall not tolerate retaliation against:

- Complainants
- Witnesses
- Committee members

Any act of victimization shall attract disciplinary action.

11. PROFESSIONAL CONSEQUENCES

Violation of this policy shall be deemed:

- Breach of employment terms
- Violation of gender equality principles
- Potential criminal offence under applicable law

12. ANNUAL REPORT OF INTERNAL COMMITTEE

Annual Report for the Academic Year: _____

1. Number of complaints received: _____
2. Number of complaints disposed of: _____
3. Number of cases pending: _____
4. Nature of action taken: _____
5. Awareness programs conducted: _____
6. Gender sensitization workshops organized: _____

Meeting Details

The meeting(s) of the Internal Committee were held on:

- Date: _____
- Venue: _____
- Agenda: Review of complaints / Awareness / Policy review

Minutes of the meetings are recorded and maintained.

13. AWARENESS AND PREVENTIVE MEASURES

The Institution undertakes:

- Periodic awareness sessions
- Gender sensitization workshops
- Display of policy on institutional website
- Display of contact details of IC members

14. CONCLUSION

At SBIST, we are committed to fostering a safe, dignified, inclusive, and healthy work and academic environment. The Internal Committee ensures that all employees and students are protected from sexual harassment and that every complaint is addressed with fairness, sensitivity, and confidentiality.

The Institution reaffirms its zero-tolerance policy toward sexual harassment and its dedication to promoting equality and respect.

J. Indumathi



