

## **Mechanism for Redressal by internal committee**

### **1 Complaint Procedure**

- 1) In case of any complaint concerning to internal committee, meeting of atleast two internal committee members is called and after discussion if the incident is within the period of three month then written complaint from complainer is taken
- 2) When the complainer is unable to file a complaint ,her legal heir or such other person may make the a complaint but written complaint with signature is must and will be readout to the complainant .
- 3) The name,address,identity is kept confidential and will not be disclosed even to the committee,till the meeting in this regard is convened.
- 4) Within a period of 5 working days form the date of such communication, Chairperson will convene a meeting for preliminary enquiry to verify the facts of the complaint.An Enquiry Committee will be constituted if the complaint is found genuine. The Enquiry decides to proceed or settle the matter between complainant and complaine through conciliation.
- 5) After the satisfaction of complainant and according to her wish warning of behavior or disiplinary action is taken and matter is concluded and disposed of with a note to that effect made in the register

## **2 Constitution of the enquiry Committee.**

The enquiry Committee will be a part of the main committee with the following criteria

### **1 When complainant is a student:**

- 1) One male and one female student } Mandatory
- 2) Chairperson (female member)
- 3) One faculty member
- 4) One external member

### **2 When complainant is a Faculty:**

- 1) One male and one female Faculty } Mandatory
- 2) Chairperson (female member)
- 3) One staff member
- 4) One external member

### **3 When complainant is a Staff:**

- 1) One male and one female Staff members } Mandatory
- 2) Chairperson (female member) }
- 3) One faculty member
- 4) One external member

### **4 When complainant is a any other Visitor:**

- 1) One Student member
- 2) Chairperson (female member)
- 3) One staff member
- 4) One faculty member }Mandatory
- 5) One external member }

**\*\*\* In all cases at least one male member is compulsory**

### **III) The Enquiry Process**

In case the complainant requests to process with mere warning, then same may be processed and solved within a stipulated time of 90 working days.

- 1 Within 5 days from start of enquiry , the inquiry Committee shall furnish a copy of the complaint to the accused and complainant along with a written notice requiring both parties to furnish a written submission.
- 2 With in a week both parties should submit replies to the documents that have been served to them. The replies may may also include a list of questions that the party wishes the enquiry committee to ask the other party.
- 3 Committee will start process of an oral hearing after getting replies and list of questions from complainant.
- 4 Chance is given to say about this matter to complainant, Accused and their witnesses separately
- 5 No Lawyers are allowed during enquiry. but both sides can avail help from them.
- 6 The enquiry committee shall conduct the process in a fair manner and shall provide opportunity to both parties for presenting and defending his/her case.

#### **IV Complaint Withdrawal**

The complainant may withdraw her complaint at any time during the inquiry procedure, however the committee must ascertain the reasons for withdrawal of the complaint and record the same in writing and get it counter signed by the complainant.

#### **V Disciplinary Actions**

Enhancement of disciplinary action depends on factors such as nature, extent of injury, the impact of the violation on the institution as a whole, the position of harasser in the power hierarchy and repetition of offence etc.

#### **VI Redressal**

Submission of report along with recommended disciplinary actions to the Director and Director of the IIPS implement the disciplinary action on the basis of the basis of the recommendations of the Committee under relevant service rules within two months.