

Prevention of Sexual Harassment - Redressal Mechanism

Procedure for logging in complaint: Complaints should be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number and address.

The complaint should provide the following information:

1. The name, department and position of the person allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
3. The names of other individuals who might have been subject to the same or similar harassment.

All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis.

Procedure for resolving the issue:

1. On receiving the complaint by the Sexual Harassment Committee (SHC), will initiate an enquiry by forming a committee with the members along with the approval of the Principal. The committee will meet and interview the complaint, the respondent and any witnesses to determine whether the alleged conduct occurred.

2. Upon conclusion of an investigation, the Chairperson will submit a written report of the committee findings to the Principal. The committee will recommend appropriate disciplinary action. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, the quality of the evidence.

3. Finally, recommendations submitted will be implemented by the Principal.

Copy to:

All HODs




PRINCIPAL

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