



ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA
REACCREDITED BY NAAC WITH A++ GRADE (CGPA 3.68)

INTERNAL COMPLAINT COMMITTEE
ANNUAL REPORT
2022-23

Internal Complaint Committee

The Internal Complaint Committee is Constituted as per UGC guidelines. Under the Act, Internal Complaints Committee Policy is required to prevent instances of sexual harassment and also to receive and effectively deal with complaints related to such acts.

Objectives

- The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women are as follows:
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.

Constitution of Internal Complaint Committee

The committee consist of a senior faculty as the presiding officer, two faculty, two administrative staff and two student representatives as members.

Different methods for registering complaints

- The College portal has an online complaint filing area for registering complaints. Complaints can be filed online at icc@stxaviersaluva.ac.in This is introduced to enable the students to express their grievances easily.
- Suggestion boxes are installed in common areas of all the departments and near the college office in which the students can drop their complaints with or without revealing their identity.

Committee Members 2022-2023

1. Dr. Cicily Pearly Alex- Presiding Officer
2. Dr. Seema K- Assistant Professor, Department of Zoology
3. Ms. Jonis V C- Assistant Professor, Department of Chemistry
4. Sr. jiji Joseph- Administrative staff
5. Mr. Jomon Thomas- Administrative staff
6. Ms. Bhadra G Nair- Student representative
7. Ms, Megha Maria Lal- Student representative

Report 2022-23

- As per the instruction of UGC, ICC has filed online compliance of gender audit on Saksham portal.
- Name and contact details of ICC committee members were displayed in different areas in the campus for providing an easy and transparent working of the committee. The details of ICC members were also available in college website.
- All HoD's, Class in charges and office superintendent were informed about the functioning of the cell and to inform all stakeholders about the same and forward any complaints to the cell.
- The details of the teacher in charges of the cell are published in the college calendar for the knowledge of the students.
- An online complaint filing area was created in the college portal for registering complaints. Complaints can be filed online at icc@stxaviersaluva.ac.in
- To review the functioning of the cell and to strengthen the activities of the cell, two meetings of the committee was convened in the academic year 2022-23.
- No complaints of acts of sexual harassment were received during the academic year 2022-23.