

ANNAMALAI UNIVERSITY
Complaints Committee against sexual harassment at workplace

2018-2019

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ANNAMALAI UNIVERSITY

Complaints Committee against Sexual Harassment at Workplace

The first Complaints committee against sexual harassment at workplace has been constituted by Annamalai University as per the supreme court judgement on Vishaka and others vs state of Rajasthan and others and the sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 and SAKSHAM guidelines of the UGC in the year 2013. The objective of the Committee is to maintain congenial working environment for the employees and students of Annamalai University in accordance with the guidelines provided by the Supreme Court of India.

Complaints committee against sexual harassment at workplace

Sl.No	NameoftheMember	Address	ContactDetails
Chairperson			
1	Dr.S.Poongothai	Professor Department of Civil Engineering	spoong86@yahoo.com9443088462
Members			
2	Dr.ArumugamShakila	Professor Department of Horticulture	kiransharaj@gmail.com9443105908
3	Dr.C.Subramanian	Associate Professor & Head PoliticalScience & Public Administration Wing Directorate of Distance Education	drsubramaniann@yahoo.com9443339194
4	Dr.A.SylviaSanthakumari	Professor Division of Pharmacology, RMMC	9842142154
5	Dr.M.Jeyakumaran	Assistant Professor, Department of Business Administration	mjkums@yahoo.co.in9942547879

6	Dr.C.S.Rathnasabapathy	Assistant Professor Department of Chemical Engineering	cs_saba@yahoo.co m9944384833
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ANNAMALAI UNIVERSITY

OFFICE MEMORANDUM NO.C-3/493/2011 DATED 31.10.2017

Sub: Establishment – Re-constitution of Complaints Committee against Sexual Harassment at Workplace - Orders issued.

Ref: Orders of the Vice-Chancellor dated 22.10.2017.

&&&&

As per the Guidelines of Supreme Court, a Complaints Committee has been already constituted and functioning in this University to look into issues relating to Sexual Harassment at Work Place. Now, the Committee is re-constituted with the following members.

✓ 1. Dr.S. Poongothai,
Professor, Department of Civil Engineering, FEAT - Chair Person.

MEMBERS

- Dr.Arumugam Shakila,
Professor, Department of Horticulture.
- Dr.C. Subramanian,
Associate Professor, Political Science and
Public Administration Wing, DDE.
- Dr.A. Sylvia Santhakumari,
Professor, Division of Pharmacology, RMMC.
- Dr.M. Jeyakumaran,
Assistant Professor, Department of Business Administration.
- Dr.C.S. Rathinasabapathy,
Assistant Professor, Department of Chemical Engineering, FEAT.
- Dr.L. Vennila, Assistant Professor,
Department of Biochemistry & Biotechnology.
- Mrs.PL.Seetha, Deputy Registrar, "K" Section, University Office.
- Ms.K.Muthumanikam, Ph.D. Research Scholar, Department of Horticulture.

The above Cell will enquire the matter in detail on receiving complaints and action will be taken on the recommendations of the committee.

To

The Committee Members.

Copy to the Concerned Heads.

V. Arumugam
for Registrar.

- Forwarded -

Professor and Head
Department of Civil Engineering

The details of the committee members (Name, designation, contact numbers and email id) are available on the University website (www.annamalaiuniversity.ac.in). The above cell enquires the matter in detail on receiving complaints and takes action on the recommendations of the committee. Total number of complaints received during 2018-2019 = Nil

Policy of prohibiting sexual harassment

One of the core objectives of Annamalai University (here in after referred to as “University”) is to ensure gender equality and gender justice through the University interventions and practices. In keeping with this principle, it is important to ensure a climate free from discrimination and harassment, with a particular focus on prevention of sexual harassment. Sexual harassment of individuals occurring in the place of work or study or in other settings in which they may find themselves in connection with their association with the University is unlawful and will not be tolerated by the University. Further, any retaliation against an individual who has complained about sexual harassment complaint is similarly unacceptable. To achieve this goal, conduct that is described as “Sexual harassment” in this policy will not be tolerated and a procedure is provided by which inappropriate conduct will be dealt with, if encountered among employees / students.

The University will also take all the appropriate steps necessary to protect individuals from retaliation. Such steps include:

- Action to stop retaliatory behavior
- Providing required security measures
- Counseling help to complainant and accused.

The University takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action as is necessary, including disciplinary action, will be taken.

While this policy sets forth the goal of the University of promoting a study or workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority of the University to discipline or take remedial action for conduct which the University deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. The committee organises an awareness drive among the staff and students of the

University to impart knowledge on sexual harassment at work place, the legal aspects and rights. The drive also aims at throwing light on sexual hygiene and effects of nutrition on adolescence.

Independent office and infrastructure

The Complaints committee against sexual harassment at workplace (CCSH) have a designated office with a board outside displaying details of the CCSH. An independent designated separate office with full facilities such as office tables and chairs are available for CCSH in the Faculty of Engineering and Technology (FEAT) of Annamalai University for effective functioning of the committee. The office provides a clear physical boundary between the CCSH and the outside world.

Meetings organised

The following meetings were convened by the Prof. P. Mullai, Chairperson of Complaints committee against sexual harassment at workplace (CCSH). The minutes of meeting were recorded during a meeting and help in understanding the deliberations and decisions taken at the meeting.

Meeting of the CCSH AU	
2018-2019	
Date	Time
05.01.2018	03.00.p.m.
10.01.2018	03.15.p.m.
20.01.2018	03.00.p.m.
30.01.2018	03.00.p.m.
01.02.2018	03.00.p.m.
05.09.2018	03.00.p.m.
04.12.2019	03.00.p.m.

2018

PAGE
DATE 5 / 2018

A meeting was held on 5/1/2018 to finalize the programme schedule for the Gender Sensitization programme for the year 2017-2018. @ 12.05pm

- * It was decided to invite Dr. Trai Anbu, IAS for the inauguration of the programme.
- * The complaint ^{forwarded} received from the Prof & Head, Dept of Commerce, was discussed.

The following members were present -

1. Dr. S. Paragathi
2. Dr. Anurag Shukla
3. Dr. Sylvia Sankaranarayanan
4. Dr. L. Venkita

S. Paragathi
/s/
/s/
/s/

plus

PAGE
DATE 10/01/2018

A meeting is convened to look into the letter (complaint) received from the Head, Dept. of Commerce, Faculty of Arts (dated 8.1.2018) on 10/1/2018 @ 3.15pm at the Chairperson's Cabin, Annamalai University.

The following members were present.

1. Dr. S. Poongolthai, Professor, Member
2. Dr. Arumugam Shankila, Asst. Prof., Member
3. Dr. M. Jeyakumaram, Member
4. Dr. C. S. Rattinasabapathy, Member
5. Dr. L. Vennila, Member

S. Poongolthai 10/1/18

f. j. 10/1/18

d. v. 10/1/18

A meeting ~~has~~ conducted to inquire about the complaint given by Ms. K. Vijayalakshmi II Bsc (Horticulture) on 20/1/18 at Golden Jubilee Building, Annamalai University. We were informed Mr. P. Ramas, Research Scholar, Dept of Commerce about the complaint given by Ms. K. Vijayalakshmi.

The following members were present in the enquiry meeting,

1. Dr. S. Poongothai, professor, Chairperson S. Poongothai 20/1/18 3:00 PM
2. Dr. C. Subramaniam, professor, member C. Subramaniam
3. Dr. M. Jayakumaran, Asst professor, member M. Jayakumaran
4. Dr. C. S. Ratnasabapathy, Asst professor, member C. S. Ratnasabapathy
5. Dr. L. VENNILA " " L. Vennila
6. Mrs. PL. Seetha, Member Mrs. PL. Seetha

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DATE 30 01 18

A meeting was convened on 30/1/2018 at 4:30 PM at the Chair person's Cabin to discuss about the Conduct of Inaugural Programme Function of Gender Sensitisation Programme 2017-2018 for freshers from all faculties of Annamalai University.

1. Date of Inaugural Function — 5-2-2018 ?? (Tentative)

Following Members were present

1. Dr. S. Poongothai
2. Dr. Arumugam Shakila
3. Dr. P. Sylvia

[Signature]
[Signature]
[Signature]

A meeting was convened to prepare the arrangements for conducting Inaugural function of "Gender Sensitization Programme" for faculty' 2017-18, scheduled on 5/2/17 at 10.00am at SASTRI HALL.

The following points were discussed:

- Chief Guest, Memento, Invitation, Certificates
- Prize distribution for winners of NCH Competition

1. Dr. S.P

S. S. S. S.

2. Dr. Premkumar

3. Dr. S. V. S. S. S.

S. S. S. S.

~~4. Dr. C. S.~~

5. Dr. C. S. RATHNABABATHY

R. N. R. R.

6. Dr. L. V. S. NNILA

L. V. S. S.

Dr. C. Subramanian

C. S. S. S.

MINUTES OF THE MEETING.

The Meeting was held at Chairperson Office at 3 pm on 05.09.2018.

To resolve to meet the vice-chancellor, Annamalai University to finalizing the date of Gender Sensitization programmes for 1st year students of AU for academic year 2018-2019.

Various committees are constituted to initiate the work of the complaint committee.

Resolve to update the details of the members of the committees.

05.09.2018 - Members Present:

1. Dr. K. Vijayarani.

2. Dr. P. Sakthivel

3. Tmt. E. Kalyani

4. G. Sahana Priya

5. Mr. P. Gurendax Anand

6. Ms. Shealy Pushpam. E.

[Signature] 5/9/18

E. Kalyani 5/9/18.

[Signature]

[Signature] 5/9/18

[Signature] 5/9/18

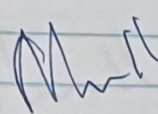
04/12/19

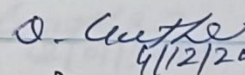
MINUTES OF THE MEETING.

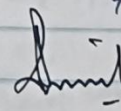
The first meeting was conducted on 04.12.2019, at 3.00 pm in the Department of Philosophy. It was resolved to thank the University authorities for reconstituting the Complaints committee against sexual harassment at work place - Annamalai University (CCSHAU). It was also planned to initiate the CCSHAU activities.

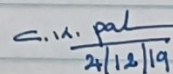
04.12.2019 - Members present:

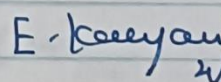
1. Prof. P. Mullai (Chairperson)
2. Dr. D. Geetha (Member)
3. Dr. J. Thirumal (Member)
4. Ms. C.K. Pasimalam (Member)
5. Mrs. E. Kalyani (Member)

 04/12/2019

 4/12/2019

 4/12/2019

 24/12/19

 24/12/19

Programme organised

A legal awareness programme for women

A legal awareness programme for women was organized by the Department of Business Administration, Annamalai University on 11.03.2019. Around 350 University students participated in this programme.

Sl.No	Year	Name of the Programme	No of Days	Total Student Strength
1	11.03.2019	A legal awareness programme for women	01	350



A legal awareness programme for women on 11.03.2019 at Annamalai University 2018–2019