

S J P N Trust's

## Hirasugar Institute of Technology, Nidasoshi.

*Inculcating Values, Promoting Prosperity*

Approved by AICTE, New Delhi, Permanently Affiliated to VTU, Belagavi

Recognized under 2(f) & 12B of UGC Act, 1956

Accredited at 'A' Grade by NAAC & Programmes Accredited by NBA:CSE & ECE

Institute

Internal  
Committee

Contact  
Details

2022-23

Ref.No : HSIT/NDS/IC/03/2022-23

Date:05-10-2022

### Internal Committee Contact Details

Internal committee consisting of following members has been constituted for the academic year 2022-23. The contact details of the members to communicate/complain in case of any adverse situation are as below.

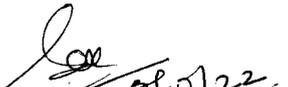
S. No.	Name	Designation	Contact Number	e-mail ID
1	Smt.S.S.Malaj	Chairperson	8073529095	<a href="mailto:ssmalaj.ece@hsit.ac.in">ssmalaj.ece@hsit.ac.in</a>
2	Prof.S.D.Hirekodi	Member	9480849338	<a href="mailto:sdhirekodi.ece@hsit.ac.in">sdhirekodi.ece@hsit.ac.in</a>
3	Shri.S.D.Kotabagi	Member	9480272355	-
4	Prof.S.I.Shivamoggimath	Member	9922774893	<a href="mailto:Sishivamoggimath.math@hsit.ac.in">Sishivamoggimath.math@hsit.ac.in</a>
5	Smt.S.S.Kankanawadi	Member	9739585586	<a href="mailto:sskankanwadi.chem@hsit.ac.in">sskankanwadi.chem@hsit.ac.in</a>
6	Ms.Samrudhi Kulkarni	Member	9740984467	<a href="mailto:sammrudhikulkarni2003@gmail.com">sammrudhikulkarni2003@gmail.com</a>
7	Ms.Nakshatra Magadum	Member	9108855110	<a href="mailto:magadumnakshatramagadum@gmail.com">magadumnakshatramagadum@gmail.com</a>
8	Ms.Soumya Gudasi	Member	8867231029	<a href="mailto:soumyag27@gmail.com">soumyag27@gmail.com</a>
9	Smt.S.S.Kamate	Member Convener	9008696825	<a href="mailto:sskamate.ece@hsit.ac.in">sskamate.ece@hsit.ac.in</a>

  
Convenor

Internal Committee  
HIT, Nidasoshi

  
Chairperson

Internal Committee  
HIT, Nidasoshi

  
PRINCIPAL  
Hirasugar Institute of Technology  
NIDASOSHI-591236

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		<b>Internal Committee</b>
		<b>Roles &amp; Responsibilities</b>
		<b>2022-23</b>

Ref.: HSIT/NDS/IC/01/2022-23

Date: 05/10/2022

### **Internal Committee (IC)/Anti Sexual Harassment Committee**

**Preamble:**

Prevention of Sexual Harassment of Women at Workplace or the classroom violates human rights and other laws. It is imperative that one is able to identify sexual harassment conduct and knowing how to respond to it. This is critical both for the individual as well as for Society.

**HIT's position:**

HIT is committed to upholding the Constitutional mandate to combat sexual harassment of women and ensure that human rights of all those who fall within its jurisdiction are safeguarded. Internal complaints committee was formed in August 2016 to act as a vehicle to address the issue of sexual harassment of women in the institute.

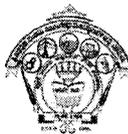
**Objectives:**

1. To increase knowledge about prevention of sexual harassment of women at workplace.
2. To sensitize all stakeholders to recognize that sexual harassment can cause mental and physical harm to the victim.
3. To promote dialogue about sexual harassment in the academic community.
4. To provide guidelines for addressing sexual harassment.

What is sexual harassment?

\* Unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature such as loaded comments, remarks or jokes, letters, phone calls or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.

\* When a person/s uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.

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		<b>2022-23</b>

\* When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of HIT is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender Identity/ sexual orientation.

When?

\* Submission to such conduct is made either explicitly or implicitly a term or condition of teaching / guidance, employment, participation or evaluation of a person's engagement in any Institute's activity.

\* Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or of creating an intimidating, hostile or offensive environment.

**Sexual harassment:**

VERBAL: Unwelcome comments/sexual epithets.

VISUAL: Offensive pictures/photos/cartoons.

PHYSICAL: Unwelcome physical contact. Standing too close/ogling/suggestive gestures.

WRITTEN: Unwelcome personal letters/e-mails.

**DUTIES AND RESPONSIBILITIES OF IC (Internal Committee)**

1. Creating awareness about ICC among students and staff.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend action to be taken against the harasser, if necessary.
3. To recommend arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if s/he so desires.
4. To play a preventive role by making efforts to provide a congenial atmosphere at the institute by arranging periodic programmes and lectures, if required, on prevention of sexual harassment of women at the Institute.
5. To act as Inquiry Authority on a complaint of sexual harassment.
6. To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
7. Communicate to the harasser that his conduct is offensive and unwelcome.

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		2022-23

8. Keep records of any verbal or written communication you have with the harasser.
9. It is not necessary that you personally confront the harasser. If you are uncomfortable, seek help of HIT Internal Committee (IC)

**When you need help...**

- Talk to or email any member of the Internal Committee (IC).
- Complain orally or in writing to any member of the HIT Internal Committee (IC).
- Remember... filing of a complaint WILL NOT adversely affect your career/grades/ academic status.

**What happens to a complaint?**

- If the aggrieved person wishes to, the IC may take steps to settle the matter between the complaint and the respondent through conciliation.

If settled, the IC will record the settlement and recommend no further action.

Where the aggrieved person does not request conciliation, IC initiates an enquiry.

- IC will complete the enquiry and submit a report to the Principal, HIT within a month.
- The Principal, HIT will initiate action within 10 days of receipt of report.

**During the enquiry**

- All proceedings will be kept confidential.
- All efforts will be made to ensure that the complainant and witnesses are not discriminated against or penalized by the respondent.

**What HIT expects from you**

- Behave appropriately.
- Speak up if you come across sexual harassment.

Help HIT provide a safe and respectful environment for all.

  
 Convenor

Internal Committee  
 HIT, Nidasoshi

  
 Chairperson

Internal Committee  
 HIT, Nidasoshi

  
 5/10/22  
**PRINCIPAL**  
 Hirasugar Institute of Technology  
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		<b>Internal committee</b>
		<b>Functioning Mechanism</b>
		<b>2022-23</b>

Ref.: HSIT/NDS/ICC/02/2022-23

Date: 05/10/2022

## Functioning Mechanism of Internal Committee

### Step 1: Formation of the Committee and it's roles & responsibilities

1. Formation of the Internal Committee (IC) in the institute as per the guidelines of AICTE by selecting active boy and girl students as the members of the committee.
2. Finalization of objectives, rules and regulations of the committee.

### Step 2: Activities of the Committee

1. Creating awareness about objectives, roles & responsibilities and functioning mechanism of Internal Committee of the institute, among staff and students by conducting awareness activities.
2. To play a preventive role by making efforts to provide a congenial atmosphere at the institute by arranging periodic programmes and lectures, if required, on prevention of sexual harassment of women at the Institute
3. Displaying Internal Committee members list with contact details in college campus, hostels website etc.
4. Conducting regular committee meetings to enquire regarding internal complaints such as harassment, sexual harassment etc.

### Step 3: Lodging complaint

1. Staff/students can lodge their complaint by communicating with any of the committee member personally meeting/or can contact over phone.

### Step 4: Functioning

1. If no complaints are received then the meeting is concluded by recording- no complaints received.
2. If complaint is received then,
3. If the aggrieved person wishes to, the IC may take steps to settle the matter between the complainant and the respondent through conciliation.



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Internal committee

Functioning  
Mechanism

2022-23

4. If settled, the IC will record the settlement and recommend no further action.
5. Where the aggrieved person does not request conciliation, IC initiates an enquiry.
6. During the enquiry, all proceedings will be kept confidential.
7. IC will complete the enquiry and submit a report to the Principal, HIT within a month.
8. The Principal, HIT will initiate action within 10 days of receipt of report.

### Step 5: Support

1. To recommend arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if she/he so desires.
2. To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
3. Keep records of any verbal or written communication you have with the harasser

  
Convenor

Internal Committee HIT,  
Nidasoshi

  
Chairperson

Internal Committee HIT,  
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