



## INTERNAL COMPLAINTS COMMITTEE

MANGALAM COLLEGE OF ENGINEERING

Mangalam College of Engineering is committed to provide safe academic and working environment to all students and its employees. This committee has been constituted under the policy Prevention, Prohibition and Redressal of Sexual harassment for employees and students in the institution. ICC is formed by senior faculty members of the institute. ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The college is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely to matters pertaining to any kind of sexual harassment and gender sensitivity.

### Objectives, Roles and Responsibilities of College Internal Complaints Committee

1. Prevent sexual discrimination and harassment, by promoting gender amity among students and employees;
2. Deal with cases of sexual harassment against staff and students, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
3. Recommend appropriate punitive action against the guilty party to the higher authorities.
4. The Committee shall meet as often as may be needed and appropriate.

### Mechanism and Composition of ICC on Harassment

1. The way of registering complaints should be sensitive, safe, and accessible.
2. Complaints of sexual harassment/any other can be lodged by either of the three means:
  - As a Written complaint by the victim or a third party
  - By filling out the Google form: <https://forms.gle/DveBUB8c1osWVJ8j9>
  - By forwarding the complaint to the email Id: ***icc@mangalam.in***

All complaints made to any committee member must be received and recorded by the member, who shall then inform the co-ordinator about the complaint, who in turn shall call for a meeting of the committee.

The ICC on sexual Harassment must determine whether a prima facie case of harassment is made within three days of receiving a complaint. After carefully considering the complaint and hearing the complaint and the defendant and/or any other relevant person, it shall determine whether an enquiry by the committee is to be instituted or not. If the committee deems it necessary to hear the defendant at the preliminary stage, it shall start the enquiry process.



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If the committee against harassment decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the committee meeting. The committee shall also make the same available to the complainant in writing

If the committee finds an employee of the Institute involved in harassment of the complaint, then it can recommend immediate disciplinary action in the form of dismissal or any other relevant method.

If the committee finds a student of the Institute is involved in harassment of the complaint, it can recommend disciplinary action in the form of suspension for a specific period of time or expulsion from the institution.

### The committee members

Sl.No.	Name of FacultyMember	Designation	Branch	Email Id
1	Dr Reena Thomas	Coordinator	ECE	<a href="mailto:reena.thomas@mangalam.in">reena.thomas@mangalam.in</a>
2	Ms.Roja Thomas	Member	CSE	<a href="mailto:Roja.thomas@mangalam.in">Roja.thomas@mangalam.in</a>
3	Ms.Jolly George	Member	EEE	<a href="mailto:Jolly.george@mangalam.in">Jolly.george@mangalam.in</a>
4	Ms.Anju Varghese	Member	BSH	<a href="mailto:Anju.varghese@mangalam.in">Anju.varghese@mangalam.in</a>
5	Mr.Santhu Varghese Thomas	Member	ME	<a href="mailto:santhu.thomas@mangalam.in">santhu.thomas@mangalam.in</a>
6	Mr.Gokul P V	Member	CE	<a href="mailto:gokul.pv@mangalam.in">gokul.pv@mangalam.in</a>
7	Ms.Demy Devassy	Member	MBA	<a href="mailto:demy.devassy@manglam.in">demy.devassy@manglam.in</a>
8	Mr.Sarath S	Member	CE	<a href="mailto:sarath.s@mangalam.in">sarath.s@mangalam.in</a>
9	Ms.Anajali K P	Member	ME	<a href="mailto:anjali.kp@mangalam.in">anjali.kp@mangalam.in</a>
10	Ms. Fousiya Zaker	Student	S7CE	<a href="mailto:fousiya_zakar@gmail.com">fousiya_zakar@gmail.com</a>
11	Ms. Dona Mariya Roy	Student	S3 MBA	<a href="mailto:dona_123@gmail.com">dona_123@gmail.com</a>