



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015 Certified

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Internal Complaints Committee Policy Document

Policy Number: SJCW015

GBM:01-08-2022

Objective:

The primary objective of the Internal Complaints Committee at St. Joseph's College for Women (A) is to maintain a conducive learning environment for all students, ensuring the prevention of any form of sexual harassment, whether verbal, physical, or behavioral, within the campus premises. This includes managing the presence of male students and staff members while upholding the institution's commitment to providing quality education to female students.

Policy:

1. Admission of male Staff will be limited to less than 10% of the sanctioned strength of the program during each academic year.
2. Male personnel will be employed in campus roles only when no suitable female candidates are available.
3. Immediate action will be taken in response to any form of misconduct or misbehavior towards any student.

Practices:

1. Requirement of a conduct certificate from previous educational institutions or employers during the interview process.
2. Clearly outlining business hours and permitted areas of movement within the campus for male individuals.
3. Thorough orientation regarding their roles, terms, and conditions of employment for male staff members.
4. Prompt investigation and resolution of any complaints regarding misconduct or harassment, overseen by the sexual harassment committee.
5. Restriction of unauthorized personnel from entering the campus premises.
6. Installation of CCTV cameras for continuous monitoring of movement within the campus.
7. Provision of a complaint box in student areas for easy reporting of issues.
8. Swift redressal of complaints with decisive action taken as necessary.

Outcome:

The diligent implementation of these policies and practices ensures a happy, healthy, and safe environment for both students and women employees within the institution, fostering an atmosphere conducive to learning and personal growth.

S. Shyji
PRINCIPAL

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