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# JAYA SAKTHI ENGINEERING COLLEGE

Thiruninravur-602 024

## GRIEVANCE REDRESSAL POLICY

The College has a Students' Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment.

Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Redressal Committee or Principal.

### **Objective:-**

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Committee has been constituted for the redressal of the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.



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St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024



### Scope:-

The Committee deals with Grievances received in writing from the students about any of the following matters:-

**Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

**Financial Matters:** Related to dues and payments for various items from library, hostels etc,

**Other Matters :** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.,

### Functions:-

The cases are attended promptly on receipt of written grievances from the students.

The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

### Procedure:-

- The setting of the Grievance Redressal Committee for students will be widely published.
- The students may feel free to put up a grievance in the format attached and drop it in boxes placed at conspicuous locations.
- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- Grievances related to fees etc will be taken up only if the relevant financial documents like demand drafts etc are attached.

The Committee is requested to Contribute effectively to dispose the grievances at the earliest.



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A registry to register the complaint is established and kept in the Principal office under the Supervision of Mr. Ramanathan Administrative officer. On receipt of the Complaint, the staff in-charge of the registry will submit the same to the Member Secretary of the "Grievance Redressal Committee". The Committee will meet, with an information to the complainant on their day of Convenience. An aggrieved Student or Parent may appear in person to present his/her case.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person.

The Institution shall comply with the order of the ombudsman. Any order of the OMBUDSMAN not complied with by the Institution, will be reported to AICTE for appropriate action.

In case of any false/frivolous Complaint, the ombudsman may order appropriate action against Complaint.

#### Exclusions:-

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.
- Decisions with regard to award of scholarship, fee concessions, medals, etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the Institute.
- Decisions by competent authority on assessment and examination result.

#### Establishment of a Grievance Redressal Committee.

In order to comply with the AICTE Regulation for addressing, student or Parent's grievance in a Technical Institution, "Grievance Redressal Committee" of Jaya Sakthi Engineering College has been constituted with following Staff in different positions to enquire the nature and extent of grievance. The committee can suggest the final action to be initiated at the institutional level for the redressal of the same.

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## GRIEVANCE REDRESSAL COMMITTEE


S.No	Name of the Faculty	Designation	Position	Email & Mobile no
1.	Dr. B. Gobinathan	Principal	Chairman	Principal.jsec2006@gmail.com 8870680627
2.	Mr. S. Selvakumaran	A.P/CSE	Member Secretary in General	<u>sselva11@gmail.com</u> 9710224234
3.	Mr. S. Vignesh	A.P/MECH	Member Secretary in General	sanvicky2k@gmail.com 7708981326
4.	Mrs. P. Jayasri Archana Devi	HOD/CSE	Member Secretary in Women's	jayasriarchana83@gmail.com 9444411456
5.	Dr. D. Kumar	A.P/Chem.	Members	Kumar.jsec@gmail.com 8778269391
6.	Mr. J. Boopalan	A.P/MECH	Members	jaganathanboopalan@gmail.com 9710599461
7.	Mr. Mohammed Yacin	A.P/CIVIL	Members	yaacin.aiib@gmail.com 9566027489
8.	Mrs M.Jayanthi	A.P/CSE	Members	jayanthimani@ymail.com 9884376810

The Student or Person, who are willing to launch any complaints, shall send their representation for redressal of their grievance to the following Grievances Redressal Committee.

All aggrieved parents and the stockholders may also thenceforth approach to the Grievance Redressal Committee.



  
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St. Mary's Nagar, Thiruninravur, (Near Avadi), Chennai - 602 024.  
www.sakthiec.edu.in Email : info@sakthiec.edu.in

Phone : 044 2634 0250  
044 2634 4262  
Fax : 2634 3770

Prof. Dr. A. Kanagaraj, M.A., M.Phil., Ph.D.,  
Chairman

Mrs. K. Vijayakumari, M.A., B.Ed.,  
Secretary

DATE: 19.07.2021

## CIRCULAR

Originator: Chairman

To: Anti Ragging Committee Members


It is decided to conduct an Anti Ragging Committee meeting at our conference hall on **22.07.2021** at 2.00 pm to discuss on the functioning of Anti Ragging Committee and Squad to curb the menace of Ragging in our institution and as well as the efforts taken to create awareness among the students about the evils of Ragging and administrative actions in the event of Ragging.

All the Committee members are requested to be present for the above meeting without fail.

  
**Principal**  
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St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024



Phone : 044 2634 0250  
044 2634 4282  
Fax : 2634 3770

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St. Mary's Nagar, Thiruninravur, (Near Avadi), Chennai - 602 024.

www.sakthiec.edu.in Email : info@sakthiec.edu.in

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Chairman

**Mrs. K. Vijayakumari**, M.A., B.Ed.,  
Secretary

## Hoarding and Bill Boards



*Mb*  
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St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024

*A. Vijayakumari*  
PRINCIPAL  
JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024

Phone : 044 2634 0250  
044 2634 4282  
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Secretary

## CCTV Camera at prominent Places



*M*  
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*A. Vijayakumari*  
PRINCIPAL  
JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
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Phone : 044 2634 0250  
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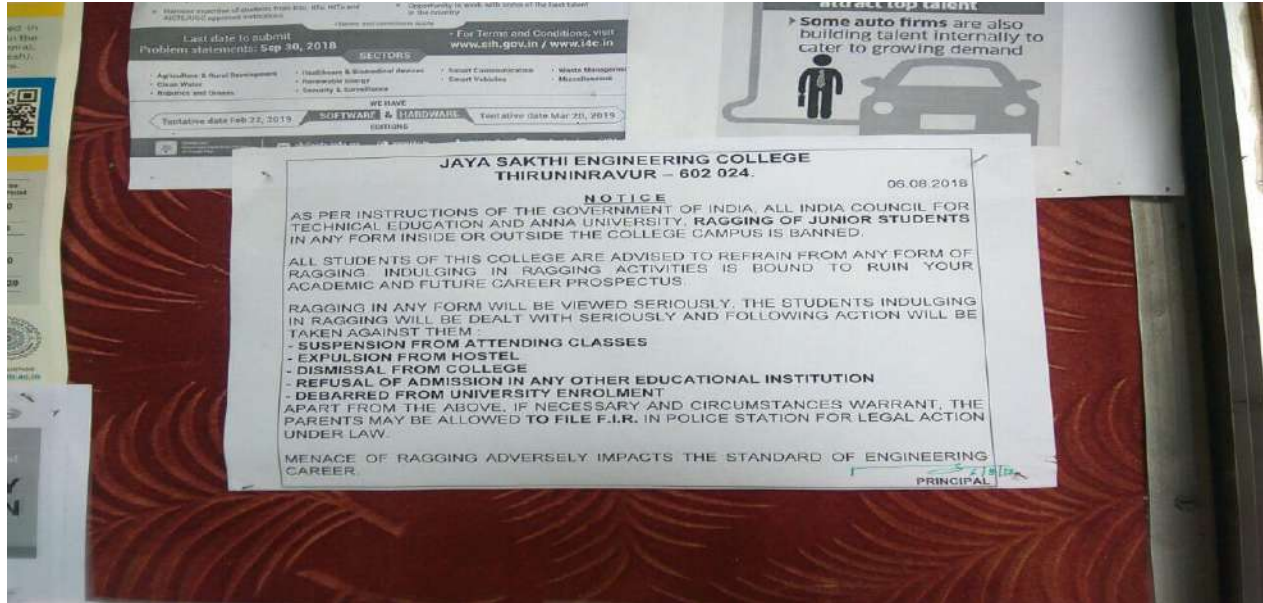
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Secretary

## Awareness about Legal punishments



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*K. Vijayakumari*  
PRINCIPAL  
JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024



## Sample of ID Card



*M*  
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JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024

*A. Aravind*  
PRINCIPAL  
JAYA SAKTHI ENGINEERING COLLEGE  
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# Hostel



*M*  
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*[Signature]*  
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**ANTI  
RAGGING**  
Committee

**SAKTHI ENGINEERING COLLEGE**

St. Mary's Nagar, Thiruninravur - 602 024

**RAGGING**  
**IS**  
**STRICTLY**  
**PROHIBITED**

**Ragging-Free Campus**



**WARNING**  
Ragging is a **CRIME**



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Thiruninravur, Chennai-602024

*A. S. S.*  
PRINCIPAL

JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
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*M*

PRINCIPAL  
 JAYA SAKTHI ENGINEERING COLLEGE  
 St. Mary's Nagar, Near Avadi,  
 Thirunelveli, Chennai-602024

*A. S. S.*  
 PRINCIPAL

JAYA SAKTHI ENGINEERING COLLEGE  
 St. Mary's Nagar, Near Avadi,  
 Thirunelveli, Chennai-602024



Phone : 044 2634 0250  
044 2634 4282  
Fax : 2634 3770

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www.sakthiec.edu.in Email : info@sakthiec.edu.in

Prof. Dr. A. Kanagaraj, M.A., M.Phil., Ph.D.,  
Chairman

Mrs. K. Vijayakumari, M.A., B.Ed.,  
Secretary

## Grievances Redressal

### Objectives of Grievance Redressal Committee

- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc.
- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized
- Get suggestions from the students for improvement.
- Advising all Staff members to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
- To ensure effective solution to the student's grievances with an impartial and fair approach.

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JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024





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044 2634 4282  
Fax : 2634 3770

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St. Mary's Nagar, Thiruninravur, (Near Avadi), Chennai - 602 024.

www.sakthiec.edu.in Email : info@sakthiec.edu.in

**Prof. Dr. A. Kanagaraj**, M.A., M.Phil., Ph.D.,  
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Secretary


## SC/ST Cell

### Introduction:

The standing committee for the welfare of SC/ST community has been constituted in the College with the Principal as Chairman for the implementation of the various policies and programmes launched by the State and Central Governments, AICTE and the UGC for the benefit of the SC/ST students and employees.

### Objectives:

- To monitor and implement consistently the reservation policy and programmes of the State and Central Governments.
- To bring the students belongs to SC/ST community at par with the main stream students.
- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- To make the SC/ST students aware of various scholarships program of UGC, State and Central Governments.
- To create awareness among the SC/ST students especially from the rural areas about the higher education avenues.
- To take follow up measures to ensure that SC/ST students and faculty are availing the welfare measures being offered by State and Central Governments.

  
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St. Mary's Nagar, Thiruninravur, (Near Avadi), Chennai - 602 024.

www.sakthiec.edu.in Email : info@sakthiec.edu.in

Phone : 044 2634 0250

044 2634 4232

Fax : 2634 3770

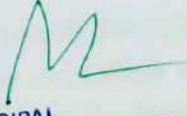
**Prof. Dr. A. Kanagaraj**, M.A., M.Phil., Ph.D.,  
Chairman

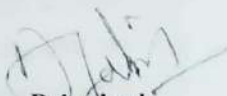
**Mrs. K. Vijayakumari**, M.A., B.Ed.,  
Secretary

## Responsibilities:

- The Cell concentrates on the implementation of the rules of reservation in students' admission and appointments in teaching and non-teaching position as well as monitoring the prevention of atrocities against the SC/ST students and faculty.
- The Cell actively engages in co-ordinating and solving the problems in the matters related to admissions/appointments and resources utilization of SC/ST students.
- The Cell Creates awareness regarding the government scholarships and fellowships through circulars to the SC/ST students.
- The cell works with the focus on the students belong to socially and economically backward students to get the opportunities to pursue their studies in the higher educational institutions.
- The Cell also advises the students to utilise the facilities of the Book Bank and to borrow books depending on availability.
- The Cell often meets the students and members of faculty belong to SC/ST communities, to understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
- The Cell Counsels the students to overcome their inferiority complex by means of interaction with fellow students and personal grooming, etc.



  
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**Principal**

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www.sakthiec.edu.in Email : info@sakthiec.edu.in

Phone : 044 2634 0250

044 2634 4200

Fax : 2634 3770

Prof. Dr. A. Kanagaraaj, M.A., M.Phil., Ph.D.,  
Chairman

Mrs. K. Vijayakumari, M.A., B.Ed.,  
Secretary

Date: 18.08.21

## Women Sexual Harassment Redressal Committee

Self care is not self indulgence. Self care is self respect. And also if we treat ourselves and others with respect, we develop more pride and self-esteem.

### About Women Sexual Harassment Redressal Committee:

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination of grounds of religion, race, caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 15 –A (e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional of sectional diversities, to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "Elimination forms of discrimination against women".

The Prevention of Women Sexual Harassment Committee was established in 2007 in accordance with the directions issued by AICTE, UGC and MHRD, and Supreme Court ruling of 1997 on the issue of sexual harassment in the work place. Women's Cell was formed to empower and uphold the dignity of Women at work. The college aims to provide and maintain a dignified, safe, congenial working and learning environment for women employees and students, free from gender discrimination and sexual harassment. It further cultivates the atmosphere where men and women work together towards the growth and prosperity of the institution in a safe and healthy academic environment.

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**Prof. Dr. A. Kanagaraj**, M.A., M.Phil., Ph.D.,  
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Secretary

**Sexual Harassment Committee Redressal Committees have been constituted with the following members:**

	Name	Contact No.	Email - ID
Convener	Mrs. P. Jayasri Archana Devi	9444411456	jayasriarchana@yahoo.com
Secretary	Mrs.M.Fazilath	9790780945	Fazilathbio-123@gmail.com
Counsellor	Mrs.S.Sivakami	9080864972	Ssssivakami91@gmail.com
Member	Mrs. M. Jayanthi	9884376810	jayanthimani@ymail.com
Member	Mrs.M.Pavithra Rao		pavi_rao@gmail.com
Member	Mrs.R. Sumalatha		Sumalath123@gmail.com
Warden	Ms.A.K.Mohana	8754791065	akmohana1995@gmail.com

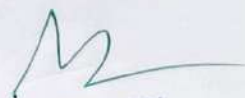
If any woman faculty, staff or girl student has any grievance, including any kind of harassment, the same can be brought to the notice of the Convener or any of the Committee Members for necessary action and redressal.

What constitutes sexual harassment, as defined by the Hon'ble Supreme Court is given below:

For this purpose, sexual harassment includes any unwelcome sexually determined behaviour (whether directly or by implication) as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

where any of these acts is committed in circumstances in relation to the victim's employment or work or course of study, whether he/she is drawing salary, or honorarium or voluntary or a Student pursuing Education, when the Employee/ Student

  
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JAYA SAKTHI ENGINEERING COLLEGE  
St. Mary's Nagar, Near Avadi,  
Thiruninravur, Chennai-602024





Phone : 044 2634 0250  
044 2634 4202  
Fax : 2634 3770

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has reasonable grounds to believe that his/her objection would disadvantage his/her in connection with his/her employment or work or disrupt the course of study in the University including when it creates a hostile environment, adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto – such conducts amount to sexual harassment.

### Examples:


- ✦ Denial of payment or official approval in the absence of sexual favours
- ✦ Pornographic pictures/messages displayed on desks or sent by email
- ✦ Remarks made about personal appearance and dress
- ✦ Coloured jokes shared in the office that make others present feel uncomfortable.

### Functions of the Cell:-

The office of the Cell is an educational resource as well as a complaint centre for the members of the faculty, staff members and students of the college. Its mandate is

- ❖ To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- ❖ To advice complainants of the informal and formal means of resolution as specified by the Cell.
- ❖ To ensure the fair and timely resolution of sexual harassment complaints.
- ❖ To provide information regarding counseling and support services on our campus.
- ❖ To ensure that students, faculty and staff members are provided with current and comprehensive materials on sexual harassment and assault.
- ❖ To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.

The Cell seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then

  
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we can create a campus that is free of sexual harassment. Simple respect for all on the campus community is thus the focus.

The Cell seeks to achieve these goals through:

**Dissemination of Information** – through production, distribution and circulation of printed materials, posters and handouts.

**Awareness Workshops** – about sexual harassment for faculty, non-teaching staff members and students. The aim is to develop non-threatening and non-intimidating atmosphere of mutual learning.

**Counselling** – Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

The Complaint Mechanism to file/report a complaint:

- The complainant will have to submit a written and signed complaint addressed to the Secretary of the Cell.
- The counsellor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
- The members of the Cell will discuss the complaint.
- If the case falls outside the purview of the Cell, the complainant will be informed about the same to the appropriate authority.
- If the case comes under the purview of the Cell, an enquiry committee will be set up. The Committee will submit a report and recommend the nature of action to be taken at the earliest.
- The Women Cell is following the guidelines of "Saksham" which is based on UGC policies. **UGC – SAKSHAM:**



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