



## **Internal Complaints Committee**

### **Complaints Committee Against Sexual Harassment (CCASH)**

**@ IIT Madras**

**Who are we and what do we do?**

[ccash@iitm.ac.in](mailto:ccash@iitm.ac.in)



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# Objective

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- To investigate and recommend action against any kind of sexual harassment against women on campus
- To ensure every member of the faculty, staff, and students undergo POSH training (Prevention of Sexual Harassment)

**IIT Madras has ZERO Tolerance for Harassment**



# Members

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- Prof. Deepa Venkitesh, Dept. of Electrical Engineering -- **Chair**
- Ms. G. Chitrapavai, Joint Registrar, Internal Audit -- **Co-Chair**
- Prof. Sathyanarayana N Gummadi, Dean Students – **Member**
- Prof. M S Sivakumar Dept of AM – **Invited Member**
- Ms. Vijayalakshmi, Deputy Registrar, Academics – **Member Secretary**
- Dr. Lata Ramasheshan, External Expert – **Invited Member**
- Dr. Kannegi Packianathan (Retd. IAS), Former Chairperson, TNSCW, - **Member**
- Student Representatives: Other Invitees based on the complaint – CSO,  
CMO ..
  - The Students' General Secretary/ Research Affairs Secretary/ Hostel Affairs Secretary



# Definition(s) of Sexual Harassment

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Unwelcome behavior that creates an uncomfortable, hostile, or intimidating environment

- **Verbal Abuse:** Sexually coloured remarks, abusive language, shouting, yelling, swearing, belittling, insulting, condescension, and any other UNWELCOME comments.
- **Physical Abuse:** Touching, caressing without consent.
- **Non-verbal Abuse:** Staring, watching over, taking photographs without permission, stalking.
- **Online Abuse :** Sending explicit messages, sharing inappropriate content.
  
- **Equality Abuse:** Unequal treatment due to gender, caste, class, country of origin, size, religion.
- **Exclusion Abuse:** Preventing a person from entering the lab, keeping information of a general nature from a person, sabotaging work, not giving due credit for work done.



# Spaces

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- Workplace
- A trip to a place as part of work
- Vehicle for transportation to and from work
- Parks, canteens, library, laboratory, any public place within the institute
- Conference place



# What to do if you happen to get harassed ?

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- Keep a record of all notes of sexual harassment, for example, call records, WhatsApp messages, photos/ videos, emails, Facebook posts, Instagram posts etc.
- Send a written complaint to [ccash@iitm.ac.in](mailto:ccash@iitm.ac.in)
- Contact a member of ICC over phone.

DO NOT feel embarrassed to complain.

Freedom from harassment at the workplace is a Fundamental Right.



# Who can approach ICC/CCASH?

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- Students, staff and faculty of the Institute
- Summer interns, any casual visitor to the Institute
- Casual labourers, vendors



# Who can make complaint?

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- Person who has experienced harassment – complainant
- A friend , relative, teacher, student/ legal heir of the complainant (if the complainant is not in a position to complain) after letting the complainant know that s/he is going to make a complaint, and with the consent of the complainant as the case may be.
- Any other person who is witness to the harassment, after getting a written consent from the complainant
- Complaint to be made within three months of the incident



# ICC/CCASH Responsibilities

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- Respond to a complaint within 7 days of filing the complaint
- Conduct an inquiry within 90 days, and verify
  - All depositions must be verified by deponents.
- Send a recommendations to the Executive Authority of the Institute.
- Send the results of the inquiry, and recommendation to both the complainant and the accused.
- Ensure safety of complainant including recommending a leave of absence from work if the situation warrants
- Recommend transfer of complainant to another workplace
- Ensure confidentiality of the entire proceedings.

Do not share publicly or otherwise details of depositions, or recommendations.

Violators are liable for prosecution as per the rules of POSH/service rules of the Institute



# Responsibilities of Executive Authority

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- Ensure that the workplace is safe for the complainant during the period of inquiry.
- Act on the recommendations of CCASH within 60 days.

The details of the harassment may be published after declassifying the incident.



# Responsibilities of Complainants

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- Make sure you have all your **evidence**.
  - Be consistent.
  - Do not blame yourself.
  - Do not build up an issue just for effect.

**If a sexual act was consensual do not make it a case of sexual harassment.**

If this is established, it can lead to expulsion from campus, programme, expulsion from the job



# Responsibilities of Respondents

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- **Do not threaten** the complainant with dire consequences.
  - This will lead to being expelled from the Institute.
- **Do not cover tracks.**
  - Eg : deletion of Whatsapp messages, deletion of SMSes, tampering with email servers, tampering with facebook, instagram, tampering with evidence of any kind.



# Conciliation

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- Conciliation can be made at the instance of aggrieved complainant and not at the instance of aggrieved respondent –
- Conciliation is possible only at the threshold of an ICC inquiry, and not after a detailed enquiry has been conducted.
- Usually through writing an apology letter that is acceptable by the ICC and complainant, to the complainant. There may be other terms to be complied with.



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Let us strive to make IIT Madras a safe place with equal opportunity for all

**IIT Madras has ZERO Tolerance for Harassment**

*Thank you*

[ccash@iitm.ac.in](mailto:ccash@iitm.ac.in)

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Govt of India