

GUIDELINES FOR PREVENTION OF SEXUAL HARASSMENT

PREAMBLE

To foster and sustain a supportive community within the teaching environment, the College Internal Complaint Committee (CICC) and Anti Sexual Harassment Committee (ASHC) has been proactively set up to prevent sexual harassment. This initiative ensures a collaborative space where faculty, non-teaching staff, and students work together in a healthy atmosphere. The committees addresses all forms of gender-based violence, sexual harassment, and discrimination related to any sex/gender. The guidelines of the committee will be reviewed periodically to ensure its effectiveness and relevance.

ROLE AND DUTIES OF THE COMMITTEES

- Implement proactive strategies to raise awareness about gender issues within the working and learning community, ensuring that the college remains an inclusive and conducive workplace for everyone.
- Prevent discrimination and sexual harassment against any gender, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against any gender, in a time bound manner, aiming at ensuring support services to the victim and resolving the issue.
- Ensure that appropriate action is taken against the offender in a transparent possible way and active assistance is provided to the concerned.
- Ensure that victims and witnesses are not victimized or discriminated against in the college premises because of the complaint filed.

PROCEDURE FOR INVESTIGATION OF COMPLAINTS

The committee members list and contact details are displayed on the college website and on noticeboards. Any employee/student of any gender, shall have the right to lodge a complaint with any of the members of the CICC and ASHC committees.

1. REPORTING PROCESS:

An aggrieved person is required to submit a written complaint along with supporting documents. Any other associate of the victim may also file the complaint in situations where the aggrieved person is unable to make a complaint. To register an online complaint, a google form link is available on the college website which is regularly checked by the committees. Individuals are encouraged to report incidents as soon as possible to ensure a swift and appropriate response. All documented complaints shall be strictly confidential in nature.

2. INVESTIGATION OF COMPLAINTS

Upon receiving a complaint, a thorough impartial inquiry will be initiated. The investigation will be conducted promptly and confidentially. Both the parties involved will be given equal opportunity and have to provide information of the complaint wherever applicable for a smooth process.

3. PENALTIES AND PUNISHMENT

The committees through the process of investigation, if confirmed that the concerned person is found guilty, appropriate corrective actions will be taken based on the severity of the case. This may include disciplinary measures ranging from counseling, withholding of promotion/increment/demotion or termination and with respect to students if found guilty disciplinary measures ranging from counseling, undertaking of good conduct or suspension is levied. Through the process of investigation, if the committee finds the complaint is false in nature, the same penalties shall be imposed on the complainant.

CONCLUSION:

The College through these committees ensures commitment to prevent sexual harassment by providing unwavering support to foster an inclusive environment.