



Women's Grievance & Redressal Policy

Vision

Safe environment for women employees and female students.

Mission

Prevention, prohibition and redressal of sexual harassment of women employee and students of the institution.

Preamble

1. In order to provide a safe & secure environment to the female students, faculties, and employees, it is paramount that a robust women grievance mechanism should be in place with necessary empowerment to take punitive action against miscreants. The Policy aims to provide a detailed mechanism and procedures for redressal of grievances and prevent any incident of sexual harassment.
2. The policy also aims to comply with the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 & Rules made thereunder and provide protection against sexual harassment of women at the workplace and to prevent any miscreant and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.
3. Samata Degree College always aims to provide women of every occupation with a secure atmosphere free from sexual harassment at our institution and these Directions shall enter into force from the date of issue.

Objective

The objective of the policy shall be as under:

- (i) To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the college.
- (ii) To provide proper working conditions in respect of work, leisure, health, and hygiene to further ensure that there is no hostile environment towards women at workplaces and that no women employee has reasonable grounds to believe that she is underprivileged in regarding other employment.
- (iii) To provide a procedure for the redressal of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the campus.



Sexual Harassment Defined

Sexual Harassment shall include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favours; or
- (iii) Making sexually colored remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature; confine

Explanation: “Sexual Harassment” shall include, but will not be confined to the following :

- (i) When submission to unwelcome sexual advances, requests for sexual favours and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, as a term or condition for instruction, employment, participation, or evaluation of a person’s engagement in any college activity.
- (ii) When unwelcome sexual advances and verbal, non-verbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual’s performance or of creating an intimidating, hostile or offensive college environment.
- (iii) Where any form of sexual assault is committed where a person uses the body or any part of it or any object as an extension of the body in relation to another person without the latter’s consent or against that person’s will,
- (iv) and when any such conduct as defined in (i) and (ii) above is committed by a third party or outsider in relation to a member of the Institute’s community or vice versa.

Formation of the Internal Complaints Committee(ICC):

To address the grievances of female students/teaching or non-teaching staff, an Internal Complaints Committee shall be constituted. The ICC shall comprise the following members which shall be nominated by the employer:-

- (a) A senior-level woman employed in the organization from amongst the employees. The Senior level women employee shall also act as Coordinator.
- (b) Not less than three Members from amongst employees primarily committed to the cause of women or who have had experience in social work or have legal knowledge; The



women member with legal knowledge shall act as Secretary and Convener to the Committee.

- (c) The members in the committee should be at least one-half of the total Members so nominated shall be women.

Meeting of the committee

- (i) The committee shall meet at least twice every academic year.
- (ii) The chairperson of the committee can call a special meeting at any time upon written request of not less than one-third of the total number of members of the committee, on a date not later than 15 days after receipt of such requisition by the chairperson.

Complaint of sexual harassment

The following procedure shall be followed while dealing with a complaint pertaining to Sexual Harassment:

- (a) A written/oral complaint of sexual harassment at the workplace shall be given to the Internal Complaint Committee within three months from the date of the incident and in case of a series of incidents, within three months from the date of the last incident.
- (b) If any victimized women unable to a complaint in writing, the Coordinator or any Member of the Internal Complaint Committee or the Chairperson, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.
- (c) Where the aggrieved woman is unable to make a grievance, on account of her physical or mental inability or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.
- (d) A Complaint Register shall be maintained by the Internal Complaints Committee. It should be a confidential document.

Inquiry procedure

The following procedure shall be followed for the investigation or inquiry of the complaints received by the ICC

- (a) Upon receiving a formal complaint, the Committee shall ask the complainant to prepare a detailed statement of incidents if the written complaint is sketchy. A statement of allegations will be drawn up by the committee and sent to the accused.
- (b) At the first meeting, which shall be held within 10 days from the date of receipt of the complaint, the complainant or at her request her representative, shall be heard. If a woman



complainant specifically expresses a desire that she be allowed to depose in the presence of only women members of the Committee, the Committee shall hear the said complainant after the male members have withdrawn from the hearing. However, the complaint shall not be finally disposed of until after the male members of the Committee attend and participate in the decision-making process. The Committee shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped if according to the Committee, the complainant has not been able to disclose prima facie, an offense of sexual harassment

- (c) In case, the ICC decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, then the alleged offender shall be called to the meeting of the Committee, heard and if so satisfied that a warning is just and proper, it be recommended to the Principal that he may be warned about his behaviour. The matter shall then be treated as concluded with a recording, to that effect, made in the Complaint Register.
- (d) However, before proceeding with the inquiry, the Committee shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending inquiry, keeping in mind the nature and gravity of the misdemeanour complained of. In case the Committee concludes that such action is necessary, it shall recommend to the chairman accordingly.
- (e) The ICC shall accord a fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principles of natural justice. The accused shall be asked to retort to the statement of allegations and submit it to the Committee within the stipulated time.
- (f) The statements and other evidence acquired in the inquiry process will be considered confidential data.
- (g) If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the Committee shall recommend at the outset whether the offense deserves a minor or a major penalty.
- (h) An officer in the organization could be designated to advise and assistance to each party if requested by either of them. Similarly, the complainant and the accused will have the right to be represented or accompanied by a member of the staff committee, a friend, or a colleague.
- (i) The Committee will organize verbal hearings with the complainant and the accused if the written statement of the accused has grounds of his innocence.



- (j) Statement of Complainant will be recorded first in the presence of the accused. The accused may cross question the complaint if there is a need to do so in the presence of some members of the committee.
- (k) The Committee will take testimonies of other relevant persons and review the evidence whenever necessary. Care should be taken to avoid any retaliation against the witnesses by giving the necessary protection.
- (l) The Committee will decide after carefully reviewing the circumstances, evidence, and relevant statements in all fairness.
- (m) If the accused, being provided with a fair opportunity to participate in the inquiry and defend him/her fails to participate in the inquiry, the Committee will conduct the inquiry ex-party.
- (n) In the event of the Committee deciding that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Committee to the chairman who shall then expeditiously act on such recommendation.
- (o) The Committee will ensure confidentiality during the inquiry process.

Penalties and Punishment For Sexual Harassment

The ICC may recommend the following penalties on a person found guilty of sexual harassment

- (a) **Penalties for Employees:** An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning, Reprimand, or Censure
- (ii) Fine
- (iii) Withholding of increments or promotion
- (iv) Reduction to a post in the lower pay-scale or a lower stage of increment in his pay-scale.

Major Penalties:

- (v) Compulsory retirement
- (vi) Termination of service
- (vii) Removal/dismissal from service
- (b) The Institute shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. An employee placed under



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suspension shall be entitled to subsistence allowance at the rates as applicable under the rules of discipline.

- (c) **Penalties for Students:** A student found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning
- (ii) Written Apology
- (iii) Bond of good behavior.
- (iv) Debarring entry into a hostel/campus/off-campus
- (v) Suspension for a specified period
- (vi) Withholding results.

Major Penalties

- (i) Debarring from examinations for a specified period.
- (ii) Expulsion from institute

Punishment for false or malicious complaint and false evidence: Where the ICC arrive at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint, has made the complaint knowing it to be false or has produced any forged or misleading documents it may recommend to the employer/the District Officer to take action against them.

Director & Principal