



POLICY ON INTERNAL COMPLAINTS COMMITTEE

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working on educational environment.

Assistance by College

In order to foster a fearless environment, the COLLEGE shall take following proactive steps in preventing sexual harassment and resolving disputes of the above said nature:

- To provide counselling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at noticeable place
- Provide necessary facilities to the Internal Complaints Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case may be, as it may require

Redressal Process

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within 30 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record his/her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an "Enquiry" shall be conducted.



- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

Student Grievance Procedure

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.