



GAYATRI COLLEGE OF SCIENCE & MANAGEMENT

(Affiliated to Dr.B.R.AMBEDKAR UNIVERSITY), Accredited by NAAC & ISO
Munasabpetta, SRIKAKULAM - 532401(A.P.)

Date : _____

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. GCSM 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 behavior (whether directly or by implication) namely:

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favors; 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 favors 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 behavior. 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 misdemeanor 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-parte.
- (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 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

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.



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Anti-Ragging Policy

Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free environment in the college campus. The main objectives of this committee are as follow:

- To make students aware about the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To deal promptly and stringently with the incidents of ragging brought to the notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished

Roles and Responsibilities

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
- To publicize to all students about prevalent directives and the actions that can be taken against those indulging in ragging.
- To consider the complaints received from the students and conduct enquiry and submit the report to the Anti-Ragging Committee along with punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- To offer services of counselling and create awareness to the students;
- To take all necessary measures for prevention of Ragging inside the campus/Hostels.

Ragging constitutes one or more of any of the following acts as per the AICTE/UGC act:

- Every student for the purpose of his/her admission to the institution shall furnish a character certificate from the Institutions.
- Wherefrom he/she has passed his/her qualifying examination, which would mention the status of his/her behavioral pattern, especially in terms as to whether he/she displayed persistent violent or aggressive behavior or any desire to harm others.
- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.

- Such a self-undertaking shall be furnished in English as well as in vernacular (Mother tongue of the parent) at the beginning of each academic year by year student.
- An annual self-Undertaking signed by each student, whether fresher or senior, and his/her parent(s) jointly stating that each of them has read the relevant instruction/regulation against ragging as well as punishments and that if the ward has been found guilty he/she be preceded against, shall be procured.
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical, or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student.
- In case of victim of ragging his/her parents in not satisfied with the action taken by the Head of the Institution shall be mandatory for the Institution to file first information report with the local police authorities.
- In order to ensure the “ Ragging free Environment” in the campus institution has the authority to punish the student and to take the action on it.
- Any act of physical abuse including all variants of it: Sexual abuse, Homosexual assaults stripping , forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, posts, pubic insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student
- The aggrieved students are free to report any incidents of ragging to any members of the ragging Anti Ragging Committee by either written communication, telephone, SMS all efforts will be made to keep the name of the reporting person confidential
- The names and telephones number of the member of the committee will be provided ot the students so after admission.

Punishments:

Depending upon the nature and gravity of the offence as established, the possible punishment as per AICTE/UGC section 9 for those found guilty of ragging at the Institution level, shall be any one or any combination of the following:

- Suspension from attending classes.

- Debarring from representing the institution in any regional, national or international meet, tournament, Youth festival, etc.
- Suspension/ Expulsion from the hostel.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ragger.



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