



**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

ANTI-SEXUAL HARASSMENT POLICY



1.0 Introduction

In compliance with the Supreme Court judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars insisting on the enactment of the Sexual Harassment of Women at workplace Act in April 2013 and to establish a cell/committee to all the universities and colleges.

So, as per the guidelines of the UGC and the Supreme Court, De Paul Institute of Science & Technology (DiST) has committed itself to provide a healthy and congenial atmosphere to the staff and students of the college so as to create an environment which is free of violence, sexual harassment, exploitation and intimidation. The college strongly supports gender equality and opposes any form of gender discrimination and violence.

1.1 Objectives of the Policy

- To define sexual harassment in the campus.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To prevent discrimination, sexual harassment, violence and intimidation of any form by promoting gender amity among students, teachers and non-teaching staff.
- To carry out appropriate disciplinary actions in case of violations.
- To provide procedures for lodging complaints about conducts that violates this policy.
- To constitute a Committee (Internal Complaints Committee) for the prevention of such acts and redressal of complaints, if any.
- To create an environment that will develop an awareness about sexual harassment in various forms and the consequences thereof.

1.2 Sexual Harassment – Definition

Any unwelcome acts with sexual intentions such as physical contact and advances, a demand or request for sexual favours, sexually connotative remarks, exhibiting pornography or any other physical, verbal or non-verbal conduct of sexual nature comes under sexual harassment.

If in any circumstance, any of the above acts is committed and the victim of such conduct has a reasonable apprehension that such conduct can be humiliating and may constitute a health and safety problem, it will be considered as sexual harassment. If the victim has reasonable grounds to believe that her objection would bring some disadvantages to her in connection with her employment or studentship including recruitment or promotion or academics wherein it creates a hostile environment, it is sexual harassment.

1.3 The Applicability of Sexual Harassment in the Campus

Any form of sexual harassment

1. By one member of the college against any other member whether inside or outside the campus.
2. By one member of the college against an outsider or by an outsider against a member of the college inside the campus
3. By a member of the college against an outsider outside the campus.

1.4 Composition of the Internal Complaints Committee

The Committee consists of the Principal, Director, Convener (A lady faculty member) two other female faculty members, student counsellor, one female non-teaching staff, two girl students and the legal counsellor.

For the year 2021-22 the members are:

- Dr Unny C J (Principal)
- Rev Fr George Pottayil V C (Director)
- Asst. Prof. Sherin Paul (Dept. of Social Work, Convener)
- Asst. Prof. Radhika Krishnan R (Dept. of Computer Science, Member)
- Asst. Prof. Sheena Jose (Dept. of Commerce, Member)
- Ms. Sini Sebastian (Student Counselor)
- Ms. Rani Martin (Librarian)
- Adv. Jency Jose (Legal Counselor)
- Ms. Malavika Sasi (Student)
- Ms. Jaise Maria (Student)

1.5 Duties and Responsibilities of the Committee

To make recommendations to the management for changes/elaborations in the rules for students in the prospectus and the bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees.

- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimised and termination of the harassment.
- Recommend appropriate corrective action against the guilty to the authorities.
- To conduct “Gender Sensitisation Programmes”.

Action Plan: Every year a Committee is constituted.

Frequency of meeting: Once in a year and as and when necessary.

1.6 Powers and Duties

1.6.1 Gender Sensitisation and Orientation

- a) ICC will ensure the publicity of the Policy in all academic departments, hostels, offices of administration, as well as in all public places on the campus.
- b) ICC will organise programmes for the gender sensitisation through workshops, seminars, posters, film shows, debates, etc.

1.7 Remedial Measures

- a) Make the mechanism for registering complaints safe, accessible and sensitive.
- b) Take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance, explore conciliation and reparation, facilitate redress to the victims and recommend action.
- c) Recommend to the concerned authorities follow-up action and monitor the same.
- d) Advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- e) Seek medical, police and legal intervention with the consent of the complainant.
- f) Make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim, if she so desires.

1.8 Complaint Filing Process

- The complaint can be lodged within three months of the incident and in case of a series of incidents, within a period of three months from the date of the last incident. The date of complaint can be extendable if the committee is convinced of the special circumstances cited for the delay in complaining. The complaint may be oral or in writing. If the complaint is oral, it shall be put to writing by the ICC member receiving the complaint, on the form, prescribed for the purpose, and authenticated by the complainant under his/her dated signature or thumb impression as the case maybe.
- Any woman student, resident, service provider, outsider, or a member of the academic or non-teaching staff may lodge a complaint of sexual harassment against a student, resident, service provider, outsider or any member of the academic or non-teaching staff, functionaries or college authorities. Third party complaints and witness complaints shall also be entertained. The ICC shall take suo motto notice of and action against grave violations of the basic principles of gender sensitivity and justice on its campuses.
- Complaints can be lodged directly with any member of ICC, or through existing channels for lodging grievances. The person to whom the complaint is made should bring it to the notice of ICC within two working days of its receipt by her/him, failing which she/he would be held accountable and will be liable to submit a written explanation to the campus authorities.

1.9 Investigation and Inquiry into Complaint

- 1) On receipt of a complaint the same will be registered and the Convener will call a meeting of the ICC.
- 2) A register of complaints will be maintained.
- 3) Separate files will be maintained for each case with the file number as on register.
- 4) A daily register sheet shall be maintained of the proceedings on each day of inquiry.
- 5) The ICC is bound to maintain confidentiality during the time of the enquiry so as not to prejudice the proceedings.
- 6) During an inquiry the quorum for all ICC meetings shall be fifty percent of the members plus one.
- 7) The ICC shall, within ten days of the receipt of a complaint, establish if there is a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy. Reasons for not

pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.

- 8) The entire process of enquiry should be completed preferably within three months and not exceeding five months except for unavoidable circumstances which shall be recorded in writing.
- 9) Filing of a complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc.
- 10) If in the course of the enquiry, if the Committee is convinced that there is a prima facie case of sexual harassment against the accused and that there are chances of recurrence of the same or justice requires that, it may initiate disciplinary action in one or more of the following forms depending on the gravity of the case -

1. Warning
2. Written apology
3. Bond of good behaviour
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of reemployment/readmission
8. Stopping of increments/promotion/denying admission
9. Demotion
10. Suspension
11. Dismissal
12. Any other relevant action.

If in the course of the enquiry, if the Committee is convinced that any person has retaliated against/victimised the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same to the management with reasons and recommendations of actions to be taken against that person.

If, at the end of enquiry proceedings, the Committee is convinced that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Management, with reasons and recommendations of action against such person.

The committee shall prepare an annual report of all the complaints received and the actions taken and shall keep record of the same.