

Committee against Sexual Harassment

The committee consists of members of the faculty, administration, service staff and students representatives.

The Composition of the Committee is:

Faculty of the level of Professor / Associate Professor – Convener

Faculty of the level of Professor / associate Professor – Member Secretary

External Expert (01) – External Expert

Faculty Members (05) - Members

Administrative staff representative (01) – Member

Service staff representative (01) – Member

Student representatives (08) – Members (one from each programme)

Objectives / Responsibilities of the Committee:

1. To prevent discrimination and sexual harassment against women by promoting gender amenity at their place of work.
2. To bring awareness of the rights of female employees by prominently notifying the guidelines created by the Supreme Court.
3. To make recommendations to the director 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 against women by the students and the employees.
4. To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
5. To recommend appropriate punitive action against the guilty party to the Director.

Redressal Process:

1. Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.
2. 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.
3. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
4. At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.

5. 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, where after, an "Enquiry" shall be conducted and concluded.
6. 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.
7. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.