



*G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
(FOR WOMEN)
Shaikpet, Hyderabad – 500104*

POLICY DOCUMENT



**INTERNAL COMPLAINTS
COMMITTEE (ICC)**

PREAMBLE

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. The guidelines explicitly state the following: "It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require." Educational institutions are also bound by the Supreme Court's directive and the Act. The International Institute for Population Sciences (IIPS), Mumbai is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the act IIPS has constituted a committee called "Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace." The following policy has been made keeping in mind the above facts.

Definition

The Definition of Sexual Harassment According to **THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013** , sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):

- a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
- b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
- c) Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
- d) When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- e) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any

public 5 forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.

f) When a person shows any humiliating treatment to woman that is likely to affect her health and safety.

g) Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

Objectives

It is decided that the committee constituted would meet the following objectives:

- ❖ To develop guidelines and norms for a policy against sexual harassment.
- ❖ To develop principles and procedures for combating sexual harassment.
- ❖ To work out details for the implementation of the policy event discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- ❖ To make recommendations to the principal 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.
- ❖ 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.
- ❖ To recommend appropriate punitive action against the guilty person.
- ❖ To provide a platform for both students and women staff to address the gender issues related to discrimination, harassment and abuse.
- ❖ To organize various programmes to disseminate information about gender related laws and rights for intellectual and emotional wellbeing of women.
- ❖ To conduct guest lectures, workshops and seminars to evolve right understanding and motivation to empower as better workforce for the nation.
- ❖ To encourage healthy interaction and working environment among the students and staff.
- ❖ To provide required guidance and counseling for the needy women.

Key Functions/ Members Roles/ Responsibilities

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy The role of the Committee is to create awareness about sexual

harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee.

A. Preventive

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
2. To publicise the policy through notice boards and distribution of pamphlets
3. To publicise the names and phone numbers of members of the Committee.

B. Gender Sensitization

Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

1. An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year.
2. One or more workshops/seminars annually where external experts on the subject will interact with all employees and students
3. Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.
4. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc., about the policy being implemented by ICC.

Roles & Responsibilities of committee members

General Roles and Responsibilities:

- Dissemination of information and awareness generation (i.e. to create & communicate a detailed policy).
- To constitute a sub- committee at the departmental level comprising of faculty and student members for the welfare of women .
- Ensure that the members are trained in both skill & capacity in striving for an equal, safe and harmonious environment.
- To address and resolve grievances if any, on a timely basis.
- Prepare an annual report of the departmental women welfare activities and submit to the authorities.

Co-ordinator:

1. Preparing the Almanac of ICC, constitute sub-committees of faculty & student members for execution of work on women welfare.
2. Organize meetings at regular intervals and at times as per the immediate requirement of complaints received for effective functioning of the cell.
3. Preparing Annual Report and submission to the concerned authority.
4. Procurement of adequate resources for administration & functioning of the cell.
5. Inspire the members to make efforts to maintain gender parity, sexual harassment-free and positive environment in the college campus.

Faculty Members:

1. Execute the work assigned during meetings for functioning of the cell.
2. Monitor & support the student members for dissemination of information for awareness generation.
3. Provide training in skill & capacity to all the members in striving for equal, safe & harmonious environment.
4. To address & resolve grievances if any on a timely basis.
5. Prepare reports of sub-committees of the activities undertaken and submit to Co-ordinator.

Student Members:

1. Report to faculty members for taking up the work assigned in relation to the functioning of the cell.
2. Seek the guidance & support of the faculty & cell co-ordinator for execution of tasks related to the cell.
3. Remain vigilant while in the campus for prevention of any unwarranted behaviour among the students and report the same to faculty/Co-ordinator on a timely basis in case it is observed.
4. Provide assistance to faculty members in the execution of their tasks related to the cell.
5. Inculcate discipline among all the students for a grievance free & friendly college environment.

External Member:

The role of the External Member is crucial to the Committee. The major functions of the External Member to the ICC are:

1. Provide hand holding support in the functioning of the ICC
2. Assist the IC in conducting the Inquiry if/when there is a complaint.
3. Prepare the content on the functioning of the ICC in the Annual Report of the organisation.

4. Assist the Employer in conducting awareness training for all the employees.
5. Conduct Orientation programme for the members of the ICC.
6. Give appropriate advice as and when called for to the members of the ICC and to any employee who has approached.
7. Be totally involved with all the ICC proceedings
8. Must make sure that the proceedings are happening according to the principles of natural justice.
9. Make efforts to co-ordinate the functioning of other ICC members.
10. Ensure the implementation of law as per the procedures established.
11. Ensure healthy and comfortable workplace and ensure that workplace harmony is restored in case of sexual harassment incidents.

Facilities of the cell

The Internal Complaints Committee deals with sexual harassment and gender related issues , which are very sensitive and which need delicate handling. The aggrieved student / employee needs a secure environment where she can put forth her issue or complaint with courage. So it becomes the responsibility of the ICC to create a isolated environment where the complainant can freely express herself.

- For this purpose , ICC is set up in a separate room, where confidentiality can be maintained fully.
 - An ICC cell has been set up in 2nd Floor , F Block.
- A woman helpline toll free number **1800-599-8699** has been set for helping the needy on phone.
- A women Safety Club has been formed for taking up activities related to Women Safety and Women Empowerment.
- An Instagram page "**abhaya.gnits**" has been set up for reaching the Women Safety Club- **Abhaya**
- A notice board where the information regarding activities of the ICC can be displayed.
- A page on GNITS website through which the ICC can be reached.
- Suggestion boxes at various places in the college.

Mechanism For Grievance Redressal

The aggrieved can approach ICC in following ways :

- Personally approach and give their grievances to the Coordinator or any member of the committee.

- Send a mail to gnits.icc@gmail.com / aparna.tanam@gnits.ac.in
- Reach us through the toll free number **1800-599-8699**
- Approach Head of the Institution wherein they will be subsequently guided to the ICC committee
- Use Suggestion boxes installed in various places in the college.
- The details will be kept CONFIDENTIAL

Redressal mechanism:

On receipt of a complaint related to sexual harassment at work place , the following procedure will be followed:


- The committee members of ICC shall conduct a preliminary enquiry so as to ascertain the truth of the allegations by collecting documentary evidence as well as recording statements of any witness/es including the complainant.
- The inquiry shall be completed within a period of Maximum 90 days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of maximum 10 days from the date of completion of inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent are proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

The possible actions that can be taken :

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/ promotion
- Suspension
- Dismissal
- Any other relevant action


Mrs. T. Aparna
COORDINATOR

ICC POLICY


PRINCIPAL
G. Narayanamma Institute of
Technology & Science (for woman)
(AUTONOMOUS)
Shaikpet, Hyderabad - 500 104