



# Policy of Anti – Sexual Harassment Cell



## BIJNI COLLEGE, BIJNI

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## **Policy of Anti – Sexual Harassment Cell, IQAC Bijni College, Bijni**

Sexual Harassment has emerged as one of the growing menace all over the world along with the rapid progress in women education, employment and activities. Irrespective of the divide- space, class, profession etc. sexual harassment has created problems for women empowerment and progress. Therefore, constitution of Anti-Sexual Harassment Cell/ Committee has become imperative. Bijni College is an institution of higher education in an area co-habited by a diverse ethnic, cultural, linguistic and religious population. Moreover, the female population is quite active in every aspect of life. The College has a sizable (around fifty percent) of girls' students and staff to its credit. Therefore, the College has taken a zero tolerance policy towards sexual harassment in any form and has put into place a well-defined anti-sexual harassment policy since 2017-2018.

As per the guidelines of UGC and the Supreme Court, an Anti-Sexual Harassment Cell has been established by the Bijni College, to provide a healthy and congenial atmosphere to the staff and students of the College. The cell was constituted to meet the four basic objectives:

- a. To develop the guidelines and norms for a policy against sexual harassment following the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. No. 14of 2013. Section 3(I)”
- b. To develop principles and procedures for combating sexual harassment, to work out details for the implementation of the policy.
- c. To prepare a detailed plan of action, both short and long term.
- d. To make all the stake holders aware and pledge for zero tolerance for any form of sexual harassment.

### **SCOPE:**

The rules and regulations shall be applicable to all complaints of sexual harassment made by:

- 1) A student against member/members of academic or non-academic staff or co-students or a member of the academic or non-academic community against a student/or another member of the academic or non-academic community within and outside the campus.
- 2) A service provider against a student or a member/ member of the academic or non-academic staff or an outsider or service provider, if the alleged sexual harassment is reported to have taken place within the campus.

## **Definition**

1. Any undesired physical, verbal or non-verbal conduct of sexual nature.
2. Any demand or request for sexual favours.
3. Making any sexually coloured/toned remarks.
4. Any unprovoked physical contact or advances.
5. Showing pornography.
6. Any photography or video against consent or without permission.
7. Any blackmailing in the name of gendered /sexual materials or conduct.

## **Composition of the Anti-Sexual Harassment committee**

1. The term of office of the members of ASHC shall be for a period of three years.
2. The Cell shall be headed by a senior women faculty of the college, to be designated as the chairperson.
3. The Cell shall have at least two senior women and one senior male from teaching faculty and at least one female staff from administrative and grade four staff respectively. It should have at least two nominated girls student representatives.

## **Duties and powers of the Cell**

1. The Cell has to create awareness about sexual harassment and the accompanied discrimination, retaliation or assault at all levels.
2. It shall inform/notify all around the campus about sexual harassment and the institutions zero tolerance policy towards it.
3. It shall inform employees and students of the remedies available to them when they become victims of sexual harassment.
4. The Cell shall prepare an annual status report with details on the number of cases filed and disposed.
5. To ensure that mechanism for registering complain is safe, accessible and sensitive.
6. The Cell shall have the power to summon witnesses, documents or any information related to any complain.
7. It has the power to constitute any enquiry committee if it thinks fit for the purpose.
8. It shall have the power to recommend any action to be taken against any person found guilty and provide relief/compensation to the victim.
9. To advice the concerned authority to issue warnings or punitive action against the accused or to seek for medical, police and legal intervention for the benefit of the complainant.
10. To make arrangement for appropriate physiological emotional and physical support (counselling, security and any other assistance) to the victim if so desired.

## **FILING OF COMPLAIN**

- Complaints of sexual harassment shall be lodged with the Committee. Such complaints should be taken up by the Committee for resolution through discussion as early as possible.

- The complaints should be made in writing. If the complainant is not able to give in writing himself/herself, the complaint can be given in writing or his/her behalf by his/her companion/guardian.
- Normally, a complaint should be lodged within a week after the incident. In special circumstances, the time limit for the submission of complaints may be extended to a month.
- The complainant is at liberty to withdraw the complaint at any stage of enquiry, provided such withdrawal is made independently and under free will. The enquiry may be terminated on receipt of the request for such withdrawal.
- The Committee is empowered to terminate the enquiry proceeding and to give ex-parte decision on the complaint, on valid grounds.
- The Committee may appoint an enquiry committee to investigate into the complaint if deemed necessary. It shall submit a detailed report communicating its findings based on its investigations. The committee in cases in which the accused is/are found guilty, should indicate the gravity of the offence, whether it is major, serious or minor.
- Counseling services may be made available to the victims and the accused, on request.
- All persons heard by the enquiry committee, as well as observers, shall take and observe an oath of secrecy about the proceedings.

#### **Redressive Disciplinary Action:**

Committee would pass on the findings of the enquiry committee to the Hon'ble Principal of Bijni College for taking appropriate redressive action. If the Principal finds that there is requirement for further investigation and, he may order for a review of the Report by the enquiry committee and may even refer the case to competent legal/administrative authority.

#### **Student-**

1. To withhold his/her privileges as a student such as access to library, auditorium, hostel, transportation, scholarship, allowances and identity card.
2. Suspend or restrict entry into the campus for a specific period.
3. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
4. Award reformatory punishments like mandatory counselling and, or, performance of community/institutional services.

#### **Employees-**

1. Issuing warning and demanding written apology.
2. Debarring from supervisory/public duties and membership of any cell or committee.
3. Denial of increments/promotion or any such benefits.
4. Reverting, demotion or suspension or dismissal depending on the gravity of the crime and its follow up action.

**Action against false complain**

1. If the complaint happens to be false or frivolous then the Cell will take punitive action depending on the status of the complainant and the degree of allegation.

**The Ant-sexual Harassment Cell is authorized to receive complaint, make enquiry, suggest action, facilitate remedial and awareness measures.**

