

## 15. ANTI-HARASSMENT POLICY

### 15.1. Statement:

Workplace harassment has direct impact on productivity and reputation of the institution and hence zero-tolerance policy is in place.

### 15.2 Scope:

This policy and its components, applies to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

### 15.3 Objectives:

- ✦ Ensure safety and dignity at work/study place for the staff, students and other stakeholders.
- ✦ Educate on different types of harassment, measures to avoid such an act.
- ✦ Formulate the procedure to take appropriate action in case of harassment

### 15.4 Harassment Definition:

Harassment is an unwanted action, can take the form of a number of different behaviours including persistent derogatory comments, actions, jokes or suggestions, which are unwanted by the recipient and create an intimidating environment. Other forms of harassment may include:

- ✦ Physical contact, sexual or otherwise
- ✦ Verbal or physical threats, Offensive language, gossip or slander
- ✦ Embracing behaviour/comments, Posters, graffiti, obscene gestures
- ✦ Abuse of internal e-mail systems, the internet or intranet
- ✦ Pestering, spying and stalking, demeaning/persistent undermining of confidence, competence and self esteem
- ✦ Failing to acknowledge the rights or needs of people with different views or practices
- ✦ Isolation or exclusion from normal work or study place, Undignified treatment of people with disabilities or on the grounds of gender, age, sexual orientation or race
- ✦ Request for sexual favours
- ✦ Express/implied threat of dismissal/loss of promotion on racial grounds or for refusal of sexual favours.

Sexual harassment is deemed as illegal act by the supreme court of India. Sexual harassment is a clear violation of woman's right to gender equality as guaranteed under Articles 14 and 15, her right to live with dignity under Article 21 and her right to work with dignity in a safe environment under Article 19 (1) (g) of the Constitution of India.

### **15.5 Regulations:**

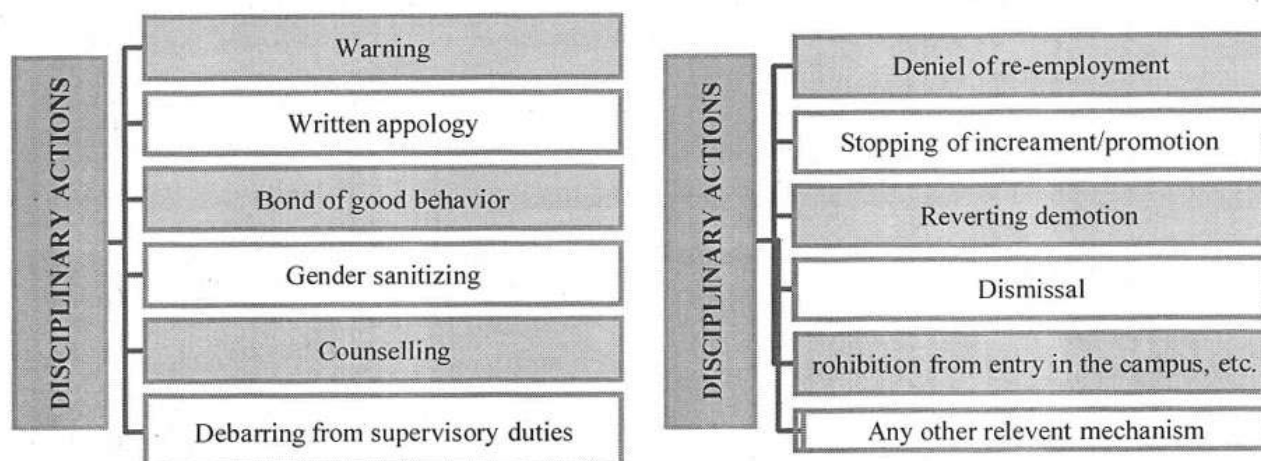
- ✦ Policy regulations and notices shall be prominently displayed in various places for the prevention and prohibition of Harassment.
- ✦ Proactive program shall be organized to educate all members as to the definition of harassment and procedures for redressal.
- ✦ Anti-harassment committee shall be constituted with set of provisions to handle any complaint by the staff, students and stakeholders.
- ✦ Workshops and training programmes shall be organized at regular intervals for sensitizing the members.
- ✦ Redressal mechanism shall be put in place and women shall be encouraged to file their grievances.
- ✦ Shall ensure Zero-tolerance for the harassment/victimisation
- ✦ Swift and timely action shall be taken against the complaint with proper enquiry/ investigation
- ✦ Behaviour shall not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.
- ✦ The false allegation shall be treated as offence.
- ✦ The appropriate measures including termination of service or expulsion in case of student shall be executed if individual found guilty of committed harassment.

### **15.6 Process:**

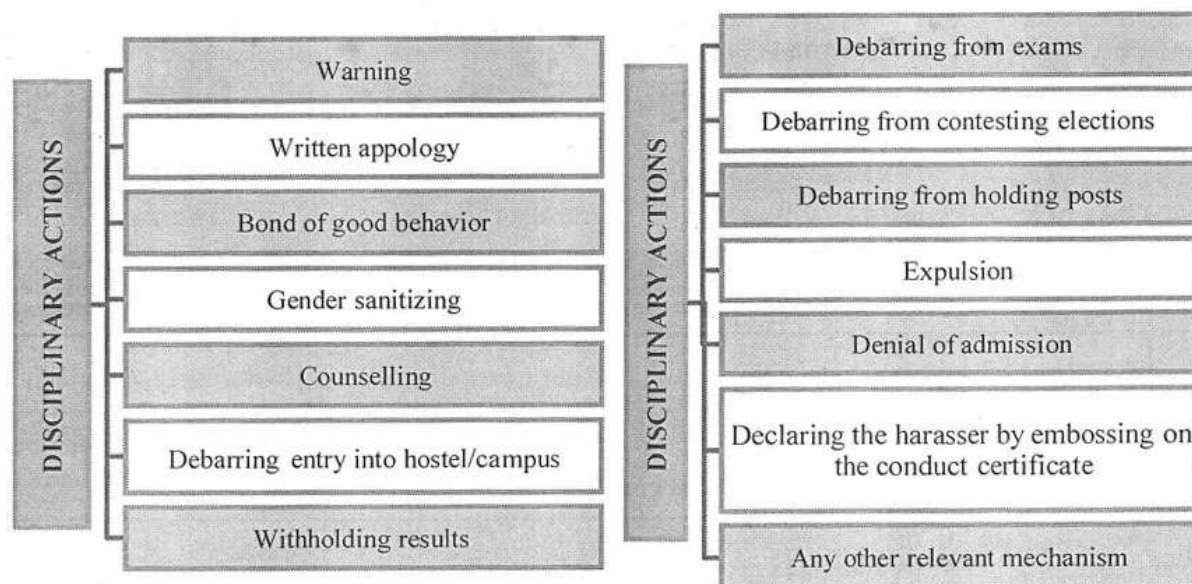
- ✦ A formal/informal complaint can be raised through offline or online mode to the immediate next authority in case of any of the harassment including the above said kind.
- ✦ Faculty, HOD's and Principal have a specific responsibility within their own capacity and shall be accountable for taking early action on potential or actual harassment. Once they are aware of such situations, the continuation shall not be tolerated.
- ✦ In case of the complaint, validity of the complaint is investigated by the anti-harassment committee to take suitable disciplinary action if found guilty to ensure the proper justice.
- ✦ The findings of the investigation shall be debated and the guilty is fixed.

- ✦ Recommendations shall be made to the Principal for appropriate action based on the seriousness, which can include:

**15.6.1. In the case of academic/administrative/technical/ non-teaching staff:**

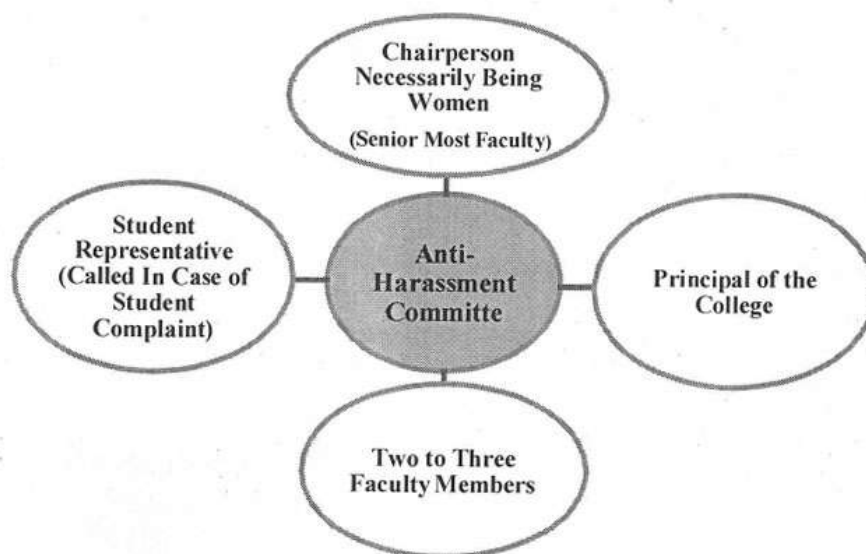


**15.6.2 In case of students, disciplinary action could be in the form of:**



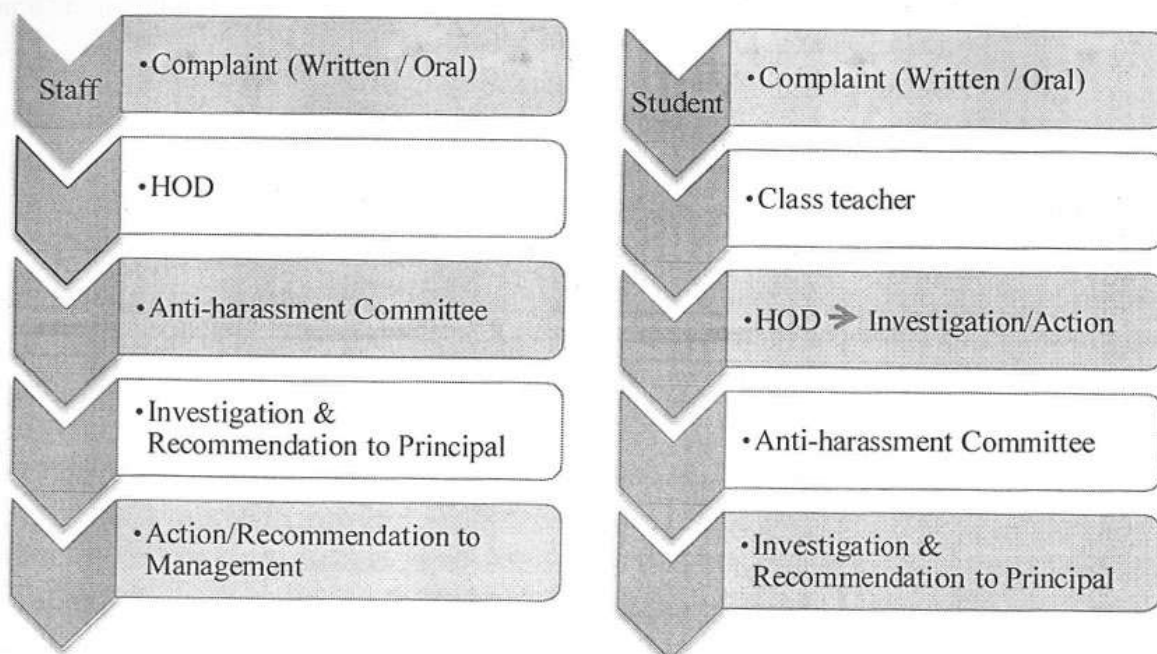
### 15.7 Redressal Mechanism of Anti-harassment committee:

Anti-harassment committee shall comprise of following members



**15.7.1 Staff** – The committee shall investigate the complaint received ensuring fairness in enquiry and shall submit suitable recommendation to the Management for further action.

**15.7.2.Student** - The complaint received shall be investigated at HOD level and suitable action may be taken. If required may be taken up to Committee.



## **16. ANTI-RAGGING POLICY**

### **16.1. Statement:**

The ragging is a criminal offence and UGC has framed regulations, on curbing the threat of ragging in higher educational institution, in order to prohibit, prevent and eliminate the scourge of ragging. The regulations have been notified vide **No. F. 1-16/2009 (CPP-II) dated 21.10.2009** and **F.No.37-3/Legal/AICTE/2009** – In exercise of the powers conferred under **Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987**.

The policy aims at implementation including the monitoring mechanism as per provisions provided in the above regulation and ensure its strict compliance.

### **16.2 Scope:**

This policy and its components, apply to all the students, staff, parents/guardians, entities and all other stakeholders associated with the institution.

### **16.3 Objectives:**

This policy encourages socialization of students to the academic environment of the college, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration. Therefore, the 'anti-ragging policy' shall adopt:

- ✦ Creation, development and nurturing of a conducive, socio-academic environment within the student population.
- ✦ Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the college are welcomed and provided support, rather than being harassed and intimidated.
- ✦ Prescribing preventive measures for any violation of the "Anti-Ragging Policy" by way of strict disciplinary actions.

### **16.4 Regulations:**

- ✦ Anti-ragging Committee shall be constituted with a diverse mix of membership in terms of level as well as gender comprising of Principal as Chairman and representatives of faculty members, senior students, non-teaching staff and warden.



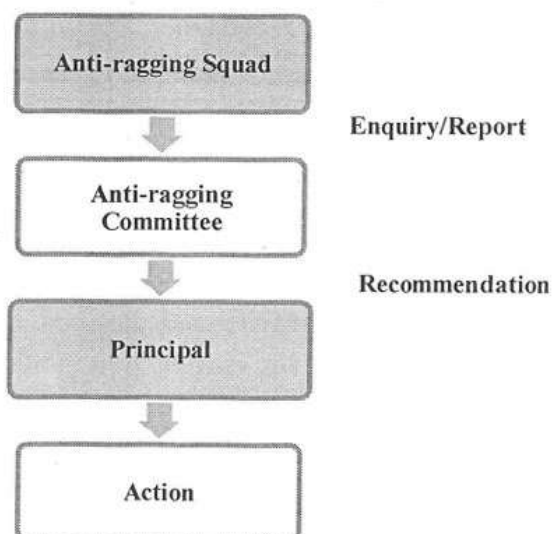


- ✦ Anti-Ragging Committee shall ensure compliance with the provisions of these Regulations as well as any law for the time being in force concerning ragging.
- ✦ Anti-Ragging Squad shall be nominated by the Principal provided that the Squad shall have representation of various members of the campus community and shall have no outside representation for maintaining oversight and patrolling functions
- ✦ Anti-Ragging Squad shall remain mobile, alert, active at all times and make surprise visits in the campus and other places susceptible to incidents and having the potential for ragging in the campus and nearby proximities during college working hours as preventive measure to ensure such incident do not occur
- ✦ Anti-Ragging policy including the statement that ragging is totally banned and anyone found guilty of ragging and/or supporting ragging is likely to be punished shall be prominently displayed in various places in the campus
- ✦ The application form for admission has an affidavit, that shall be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or supporting ragging, is liable to be punished appropriately.
- ✦ A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or supporting ragging.

- ✦ Orientation program shall be conducted during the inauguration of the UG course wherein information pertaining to Anti-Ragging Committee members, their telephone numbers and Help line numbers shall be provided.
- ✦ Security and Physical Education Directors shall be instructed to be vigilant and highly alert in premises, especially at the susceptible places.
- ✦ Mobile Phones and other communication devices shall be permitted in hostels to provide access to the students particularly fresher, to reach out for help from teachers, parents and Institution authorities
- ✦ Awareness program shall be organized to senior students to educate them that Ragging is an offence and also about the law governing Anti-Ragging
- ✦ Undertaking shall be obtained from the senior student and the student shall be made to submit online undertaking form.

### 16.5 Redressal Mechanism

- ✦ Anti-Ragging Squad shall be empowered to conduct an on-the-spot enquiry into any incidents of ragging observed by it or referred to it by the HOD /member of the faculty/ staff/student/parent /guardian/employee of a service provider/stake holder, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- ✦ Anti-Ragging Squad shall conduct an enquiry observing a fair and transparent procedure by giving adequate opportunity to the victim and the accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging.
- ✦ If complaint received is through external source, the Anti-Ragging Committee shall address the same and the report shall be submitted.
- ✦ Principal shall be empowered to impose any of the punishment/(s) listed below or any other kind of punishment, which he/she may consider to be appropriate based on the report of enquiry submitted by the 'Anti Ragging Committee',



**ACTIONS**

Expulsion from the college/hostel

Suspension from class for a limited period

Debarring from representation of events/ examination/s

Fine with public apology

Prosecuting for criminal offence

Filing FIR with the local Police

Embossment on Marks Cards/Degree Certificates/ Passport

Collective punishment in case the individual/(s) committing or abetting "ragging" is not identified.