

## ANTI-SEXUAL HARASSMENT COMMITTEE

As per the guidelines of UGC, NAAC and the Supreme Court an Anti-Sexual Harassment committee has been established by MEASI Institute of Management to provide a healthy and congenial atmosphere to the staff and students of the College.

### 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.
- ❖ To prepare a detailed plan of actions, both short and long term.
- ❖ To organize gender sensitization awareness programmes.
- ❖ To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- ❖ To advise complainants of the informal and formal means of resolution as specified by the Cell.
- ❖ 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.
- ❖ Recommend appropriate punitive action against the guilty party.
- ❖ To provide information regarding counseling and support services on our campus.
- ❖ To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
  
- ❖ To promote awareness about sexual harassment through educational initiatives those encourages and foster a respectful and safe campus environment.

### Procedure:

The Cell deals with issues relating to sexual harassment at the Roever engineering college. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Convener of the Committee. If the complaint is made to the Principal, or any of the Committee members, they may forward it to the Convener of the Committee Against Sexual Harassment. It should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- ❖ Physical contact and advances;
  - ❖ Demand or request for sexual favors;
  - ❖ Sexually colored remarks;
  - ❖ Showing pornography; and
  - ❖ Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
- (Vishaka judgment by Supreme Court)

**The following is also sexual harassment and is covered by the committee:**

Eve-teasing, Unsavory remarks,

- ❖ Jokes causing or likely to cause awkwardness or embarrassment,
- ❖ Innuendos and taunts, Gender based insults or sexist remarks,
- ❖ Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- ❖ Touching or brushing against any part of the body and the like,
- ❖ Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- ❖ Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

### **What to do if you feel you are being sexually harassed**

- ❖ Know your rights – Sexual harassment is illegal, both the law of the land and UoH prohibit sexual harassment.
- ❖ Speak up – try telling the person to stop. State clearly and firmly that you want a particular behavior to cease.
- ❖ Get information and support – If you feel you cannot speak up, ask your friends to help you and bring it to the notice of the College authorities without further loss of time.
- ❖ Keep records that might be useful for pursuing the case.

### **What not to do**

- ❖ Do not blame yourself. Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.
- ❖ Do not ignore it. Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behaviour.
- ❖ Do not delay. Delay in action increases the probability that unwanted behaviour will continue or escalate.
- ❖ Do not hesitate to ask for help. Speaking may also prevent others from being harmed.

**Punitive Action: An employee guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:**

- ❖ Suitable censure/warning
- ❖ Withholding of increments.
- ❖ Reduction to lower service, grade or post.
- ❖ Compulsory retirement.
- ❖ Removal from service, or Dismissal from service.

**A student guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:**

- ❖ Withholding/withdrawing scholarship/fellowship and other benefits.
- ❖ Rustication from College for a period up to a certain period or Expulsion from the College.

### **Internal Complaints Committee**

The United Nations Committee on the Elimination of Discrimination against Women adopted the following recommendation: Gender based violence is a form of

discrimination which seriously inhibits women's ability to enjoy rights and freedom on the basis of equality with men. The National Policy for Empowerment of Women (2001), Government of India, had emphasized the elimination of discrimination and all forms of violence against women in both the public and the private sphere. Institutions and mechanisms /schemes for assistance are to be created and strengthened for prevention of such violence including sexual harassment at workplace.

The Teachers' Council, Women's Christian College had met on 21st December 2012 to discuss the issue of sexual harassment at workplace. In this meeting a decision was adopted to constitute an Internal Complaints Committee.

As per Sec 6 (2) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 an Internal Complaints Committee was duly formed in the college to look into, and adjudicate matters relating to any kind of sexual harassment meted out to students or female employees in the institution. To that end the college has been vigilant about instances of gender discrimination, victimization and abuse, and acted promptly to address/redress any issues that violated the provisions of the said Act. Moreover, it plays a proactive role in averting instances of sexual harassment by motivating students to attend the programmes organized by the Women's Study Cell of the college on gender discrimination, sexual harassment, relevant legislation for the empowerment of women and other related concerns.

- ❖ The management sponsors money every year for a one day picnic to the staff.
- ❖ The management provides refreshments in case the work time of the faculty is extended beyond the working hours.

### **Responsibilities:**

- ❖ Promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender based violence;
- ❖ Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination;
- ❖ Fulfil the directives of and guidelines issued by the Supreme Court to create an academic and work environment that is free of sexual harassment or gender-based discrimination;
- ❖ Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises) alleging sexual harassment by another member(s) of the College;
- ❖ Take so-moto cognizance of any act of sexual harassment or gender-based discrimination on the College campus and/or facilities and to take further action in this regard;
- ❖ Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance;
- ❖ Engage the services of a professional or other expert in the course of performing its functions;
- ❖ Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential;

### Frequency of Meetings:

Every Semester or whenever need arises.

The Secretary of the Committee shall be responsible to prepare the minutes of the meeting. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself. Within Seven days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

### RECORD KEEPING:

The Secretary of the Committee shall maintain all the minutes and other relevant documents related to the functioning of the committee and shall make these available to any authorized officer/authority for inspection.

### Committee membership details:

Committee Role	Designation
Chairperson	Director
Convener	Director / Professor / Associate Professor (Academics/Administration)
Members	1 Associate Professor 1 Assistant Professor

### Committee Members:

Name	Designation	Role
Dr. D.Nisar Ahmed	Director	Chairperson
Dr.S.G.Balaji	Associate Professor	Convener
Dr.B.Latha Lavanya	Associate Professor	Member
Mrs.S.Sumiya	Assistant Professor	Member

