

OFFICE OF THE PRINCIPAL
DIMORIA COLLEGE, KHETRI

P. O. KHETRI - DISTRICT KAMRUPTI, ASSAM

Permanently affiliated to G. U. B. under 2(F) & 12(B) of UGC Act 1956
www.dimoriacollege.ac.in dimoriacollege.khetri@rediffmail.com
dimoriacollege.khetri@gmail.com

From
Dr. Biman Kumar Bhalta
Principal & Secretary

Ref. No. DCK/

Date.



**POLICY ON SEXUAL HARRESMENT
DIMORIA COLLEGE, KHETRI**

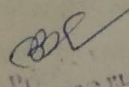
Introduction:

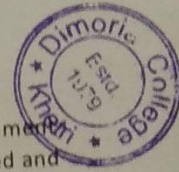
Dimoria College is committed itself to provide a congenial and conducive atmosphere in which teachers, students and non-teaching staff can work together an environment free of violence, harassment, exploitation and intimidation. This includes all forms of gender violence sexual harassment and discrimination on the basis of gender. Every member is expected to aware of commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Dimoria college shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Right" under article 14, 15 19(1)g and 21 of the constitution of India, and uphold the dignity workers, employee or students. Thus, all forms of sexual harassment in the employment or education are hereby unlawful.

According to the Sexual Harassment of Woman at the workplace (Prevention, Prohibition and Redressal) Act 2013, Sexual Harassment includes any one or more of the following unwelcome acts or behavior namely:

- Physical contact or advances
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature


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Objective of the Policy:

The prime objective of the policy is to promote a social and psychological environment that will raise awareness about sexual harassment in its various forms. It is framed and implemented to:

- Fulfil the directive of the Supreme Court on implementation of sexual harassment of woman at workplace Act, 2013.
- Evolve a mechanism for the prevention and redressal of sexual harassment cases and other act of gender-based violence in the institution.
- Ensure the implementation of the policy in correspondence spirit through proper reporting of the complaints and their follow-up procedure.
- Provide an environment, free of gender-based discrimination.
- Ensure equal access of all faculties and participation in activities of the college.
- Create a secure physical and social environment which will deter act of sexual harassment.

Jurisdiction:

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- By a member of the Institution against any other member irrespective whether the harassment is alleged to have taken place within or outside the campus.
- By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place into the campus.

COMPOSITION OF THE COMMITTEE:

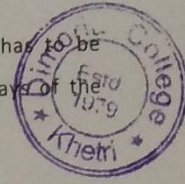
1. **Chairperson:** *Principal*
2. **Vice Chairman:** *Vice Principal*
3. **Coordinator:** *A Senior woman faculty*
4. **Members:**
 - i. *Minimum two members from teaching/non-teaching staff*
 - ii. *One female member from student Union*

PROCEDURE FOR SUBMISSION OF A COMPLAINTS:

If any employee or student has faced any circumstances related to sexual harassment or gender-based discrimination, then he/she can submit a complaint against the accused in written form along with any supporting evidences (if any) to any member of the committee or he/she can drop the complaints at the drop boxes or can submit the complaints in the

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complaint's module attached into the college website. The respective grievance has to be addressed by the Anti Sexual Harassment Committee of the college within two days of the submission of the grievance.



PROCEDURE TO BE FOLLOWED BY THE COMMITTEE:

The committee shall meet as and when any complaints is received by it. Complaints may be received by any member of the committee.

The committee can direct the complainant to prepare and submit a detailed statement of the incidents if the written complaints lack exactness and required particulars within a period of two days from such direction or such other time period that the committee may decide.

The committee may direct the accused student(s) to prepare and submit a written response to the complaint/allegations within a period of two days from such direction or such other time period that the committee may decide.

The committee shall conduct the proceedings in accordance with the principle of natural justice. It shall allow both parties reasonable opportunity of presenting their case.

The committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party is affixed with that party's signature to certify the documents as original copy.

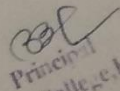
The party against whom the document/witness is produced shall be entitled to challenge the same.

The committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties

Minutes of all proceedings of the committee shall be prepared and duly signed by the members of the committee.

The committee shall make all endeavour to complete its proceedings within a period of ten days from the receipt of complaints.

The committee shall record its findings in writings supported with reasons and if necessary, shall forward the same with its recommendations to the Governing Body of the college within a period of five days from completion of the proceedings.

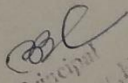

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If in the course of proceedings before it, the committee is satisfied that prima facie case of sexual harassment is made out against with accused employee(s)/student and that there is at any chance of recurrence of any such action or that it is required to do so in the interest of justice, it may on the request of the complainants or otherwise disciplinary action could be initiated in the form of

- I. Warning
- II. Written Apology
- III. Bond of good behaviour
- IV. Adverse remarks in confidential report
- V. Debarring from supervisory duties
- VI. Denial of membership of statutory bodies and different cells/committees
- VII. Denial re-employment/re-admission
- VIII. Reverting/Demotion
- IX. Suspension
- X. Dismissal

1. It in the course of proceedings before it, the committee is satisfied that any person has retaliated against/victimized complainant or any person assisting the complainants as a result of the complaint having been made or such assistance having been offered, the committee shall report the same in writing, to the Governing Body which reasons and with recommendations of the action to be taken against such person.
2. If, at the culmination of the proceedings before it, the committee is satisfied that the complainants has knowingly brought false charges of sexual harassment against any person, it shall be report the same in writing to the Governing Body with reasons and with recommendations of the action to be taken against such person.




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