



SETH RL SAHARIA GOVERNMENT PG COLLEGE, KALADERA JAIPUR, RAJASTHAN

Affiliated to University of Rajasthan, Jaipur
[www.https://hte.rajasthan.gov.in/college/gckaladera](https://hte.rajasthan.gov.in/college/gckaladera)

Policy on Redressal of Sexual Harassment

Sexual harassment at a workplace is considered violation of women's right to equality, life and liberty. It creates an insecure and hostile work/study environment. Prevention of sexual harassment is imperative to ensure a secure environment encouraging woman's participation in study/work. This would lead to conditions conducive to social and economic empowerment and inclusive growth. Government has therefore made legislations to prevent sexual harassment and ragging.

The college has followed the decrees and guidelines provided by the government in constituting various cells for Anti- Ragging and Prevention of Sexual Harassment in the institution.

OBJECTIVES:

- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To have a fair, impartial and consistent mechanism for redressal of various issues faced by the students.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To ensure equal access of all facilities and participation in activities of the college
- To create a secure physical and social environment which will deter acts of sexual harassment
- To have ragging free campus.

प्राचार्य

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- To create awareness of availability of members for students to report grievances.
- The Committee will give report to the authority about the cases attended and the number of pending cases, if any, which require direction and guidance from the higher authorities.

MECHANISM FOR LODGING COMPLAINT

- Drop boxes have been placed in the college.
- Complaints could be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number and address. No verbal complaint will be accepted.
- The complainant should provide the following information:
 1. The name, department and position of the person allegedly committing harassment.
 2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
 3. What, if any, steps the complainant has taken to try to stop the harassment.
 4. Any other information the complainant believes to be relevant to the harassment.
- All complaints and investigations are treated confidentially, and information is disclosed strictly on a need-to-know basis.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

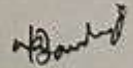
1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of three days from such direction or such other time period that the Committee may decide.
3. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint / allegations within a period of four days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

(Signature)

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5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue *ex parte*.
6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
11. The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it.
13. If, in the course of the proceedings before it, the Committee is satisfied that a *prima facie* case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
 1. Warning
 2. Written apology
 3. Bond of good behaviour
 4. Adverse remarks in the confidential report
 5. Debaring from supervisory duties
 6. Denial of membership of statutory bodies
 7. Denial of re-employment/re - admission
 8. Stopping of increments / promotion/denying admission ticket
 9. Reverting, demotion



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10. Suspension

11. Dismissal

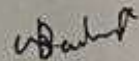
12. Any other relevant mechanism

14. If, during the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant 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 Principal/Management, with reasons and with recommendations of the action to be taken against such person.

15. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

ANNUAL REPORT

The Chairperson of the Committee will prepare an Annual Report at the end of each academic year, giving a full account of the activities of the Committee during the year.



प्राचार्य

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