

## **Grievance Procedure**

1. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Director's office.
2. The complaint will be afforded full confidentiality at this stage.
3. After receiving the complaint, the WGC convener shall convene the meeting of the cell.
4. The investigation committee shall then decide the course of action to proceed.
5. The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
6. In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it.
7. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.
8. In the event that the investigation committee deciding that the accused be imposed a minor punishment/penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision
9. If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major punishment, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.
10. If a person is charged with physical molestation or rape on college / society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.

- **Punishment for sexual harassment:**

Any member of the institute fraternity (Student /employee / outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same

penalties for major or minor misconduct as prescribed under government / institute / college rules. A student guilty of sexual harassment shall be liable for any of the following penalties:

- a) Warning or reprimand.
- b) Suspension from institute / college for a period of one month.
- c) Debarment from appearing for the examination for a period up to three years.
- d) Rustication from the institute / college as the case may be.
- e) Any other punishment as defined by the government/ institute act.

- **Protection against Victimization:**

The committee noted and approved the policy on Protection against Victimization of the Women's Grievance Cell as following:

In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.

In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty the accused shall not write the conduction of the complainer.

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