

## **Grievance Procedure**

1. Any women employee or female student will have the right to complain 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 with the committee, the complaint has not been able to disclose prima facie an offence of sexual harassment by the complainant/her representative.
6. If the investigation committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained. If the complainant states that a warning would suffice, the alleged offender shall be called to appear before the committee, heard, and—if the committee is satisfied that a warning is appropriate—the offender shall be formally warned regarding their behavior and advised to ensure non-recurrence.
7. If the complainant requests that the matter be pursued beyond a mere warning, it shall be dealt with in the manner prescribed hereafter.
8. If the investigation committee decides that the accused should be subjected to a minor punishment or penalty, it shall recommend the penalty to the Convener of the Cell for a final decision.
9. If the investigation committee concludes that the accused, upon being found guilty, deserves a major punishment, it shall recommend appropriate action. If the accused is an employee, he may be placed under suspension in accordance with the provisions of the Act
10. If a person is charged with physical molestation or rape within the premises of the college or associated society, he shall be immediately placed under suspension pending investigation and inquiry. Appropriate legal proceedings shall be initiated in accordance with the provisions of the Indian Penal Code.

- **Punishment for sexual harassment:**

Any member of the institute fraternity (Student /employee/outsider related to the 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 the institute/college for 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 follows:

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 are both 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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