



GOVERNMENT COLLEGE FOR MEN (A), KADAPA

(Affiliated to Yogi Vemana University, Kadapa)

Anti-Sexual Harassment Policy

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S. No	Name of the Activity	Activity Done by	Date	Signature
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1. Preamble

Government College for Men (Autonomous), Kadapa has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation.

The University Grants Commission (UGC) has been sending out circulars to all universities since 1998, advising them to set up a permanent cell and committee; to develop guidelines to combat sexual harassment, violence against women, and ragging at universities and colleges. These circulars are in reference to the 1997 Supreme Court judgment and guidelines that were issued to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more specifically against sexual harassment at work places. Government College for Men (A), Kadapa has established a Committee against Sexual Harassment with the aforementioned standards in mind.

2. Objectives

1. To comply with the Supreme Court's directive, as outlined in the UGC directives, regarding the implementation of a policy addressing sexual harassment within the institution.
2. To develop a mechanism for preventing and addressing incidents of sexual harassment and other forms of gender-based violence within the institution.
3. To guarantee the effective implementation of the policy by ensuring proper reporting of complaints and adhering to follow-up procedures in both letter and spirit.
4. To establish an environment that is devoid of discrimination based on gender.
5. To establish a physically and socially secure environment that discourages incidents of sexual harassment.
6. To foster a social and psychological atmosphere that promotes awareness about sexual harassment in its diverse manifestations.

3. Internal Complaints Committee (ICC)

An Internal Complacence Committee (ICC) is constituted as per the UGC directions. The ICC of College shall have the following as members of the committee:

1. Principal – Chairperson
2. Coordinator-Senior Faculty
3. Members (Minimum 2 members)- From amongst faculty committed to the cause of women/having legal knowledge

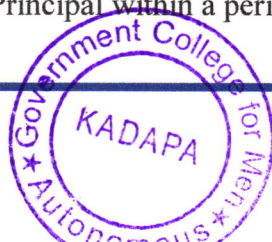
4. Member-From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

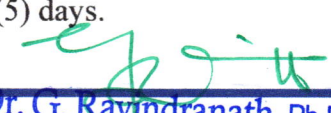
4. Responsibilities of ICC

1. Effectively communicate a policy that prohibits unwelcome behavior that constitutes workplace sexual harassment and provides details framework for prevention, and redress processes
2. Carryout awareness and orientation to sensitize employees and adolescent groups with the provision of the Act.
3. Prepare annual report and report to the respective state government
4. Conduct Orientation Programs, workshops, seminars
5. Awareness Programs widely publicize names and contact details of the ICC members

5. Procedure to be followed by ICC

1. The Committee will convene upon receipt of any complaint, whether in written or oral form, and such complaints may be submitted by any committee member.
2. If the written or oral complaint lacks precision and necessary details, the Committee may instruct the complainant to prepare and submit a detailed statement of incidents within the time period decided by the committee or within a week.
3. The Committee will instruct the accused person(s) to prepare and submit a written response to the complaint or allegations within a time frame decided by the Committee.
4. The Committee shall conduct the proceedings in accordance with the principles of natural justice.
5. The Committee shall allow both parties to produce relevant documents and witnesses to support their case.
6. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
7. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
8. The Committee shall make all endeavors to complete its proceedings within a period of two weeks from the date of receipt of complaint and shall forward the same to the Principal within a period of five (5) days.




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PRINCIPAL
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