Khentawas, Farrukh Nagar, Gurugram, Haryana
Approved by: All India Council for Technical Education (AICTE), New Delhi
Affiliated to: Gurugram University, Gurugram

Internal Complaint Committee (Anti- Sexual Harassment Cell)

POLICY ON SEXUAL HARASSMENT

GUIDELINES FOR ADDRESSING SEXUAL HARASSMENT ISSUES

In order to create and maintain a community in teaching, non-teaching staff and students work together in an environment free of sexual violence, harassment, exploitation, and intimidation, the IC cell of Dronacharya College of Engineering, Gurugram has proactively established for Prevention of Sexual Harassment. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. This also meets the obligation as mandated by Supreme Court of India, in its landmark judgment in August 1997 viz., Vishaka& others vs. the state of Rajasthan & others which stated that every instance of sexual harassment is a violation of "Fundamental Rights" under articles 14, 15 and 21 of the constitution of India, and amounts to aviolation of the "Right to Freedom" under article 19 (1)(g). This judgment makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the work place.

ROLE OF THE CELL:

The Role of the Anti- Sexual Harassment Cell at Dronacharya College of Engineering, Gurugram is to

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Ensure the appropriate action taken against the offender.
- Ensure that victims and witness are not victimized or discriminated because of their complaint.

- Take proactive measures towards sensitization of the working and learning community on gender issues so that the college is excellent work place for all.
- Recommend appropriate punitive action against the guilty party to the cell.

DUTIES OF THE CELL:

(i) In case of sexual harassment in any of the premises of the institute, active assistance shall be provided to the complainant by the cell to pursue the complaint and the safety of complainant shall also be ensured.

(ii) The institute shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of these directions.

PROCEDURE FOR INVESTIGATION OF COMPLAINTS:

(i) Any women employee/female student of the institute shall have the right to lodge a complaint with any of the members of the cell.

(ii) Such complaints may be oral or in writing.

(iii) Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A complaint Register shall be maintained by the Committee members. It should be confidential document.

(iv) The complainant shall be afforded full confidentiality at this stage.

(v) In the event of the complaint being made to any member of the cell, immediately upon receipt of the complaint, and within not more than two working days, the member of the cell to whom the complaint is made, shall communicate the same to the Chairperson of the Cell. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the Cell.

(vi) The Chairperson shall convene its meeting immediately with the members of the cell to discuss about the complaint.

(vii) At the first meeting, which shall be held within a week of the receipt of the complaint, the complainant or at her request her representative, shall be heard. The Cell shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.

(viii) In case the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, the alleged offender shall be called for the meeting of the Cell, heard and if so satisfied that the warning is just and

proper, it will be recommended to principal that he may be warned about his behavior. The matter shall then be treated as concluded with recording, to that effect, made in the complaint register. With acceptance of there commendation by the Principal, he will be warned about his behavior and necessary note be made into the Service book of the employee/Record of the student. The Cell should verify compliance of the action taken.

(ix) However before proceeding with the enquiry, the Cell shall decide whether the delinquent deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and gravity of the missed mean or complained of. In case the Cell comes to the conclusion that such an action is necessary, it shall recommend to the Principal accordingly

(x) The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principals of natural justice.

(xi) If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the cell an opportunity to explain immediately; why he should not for good and sufficient reasons be treated as guilty of his behavior and be recommended to be punished for the act complained of .If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the Cell shall recommend at the outset whether the offence deserves a minor or a major penalty. In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the Cell to the principal who shall then expeditiously act on such recommendation.

PROTECTION AGAINST VICTIMIZATION:

(i) In the event of the complainant 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 guilty, the accused shall not act as an examiner for any examination for which the student appears.

(ii) In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an enquiry, if the accused is found guilty, the accused shall not write the Confidential Reports of the complaint, if he is otherwise so authorized.

PENALTIES AND PUNISHMENT FOR THE SEXUAL HARASSMENT

The cell may recommend the following penalties on a person found guilty of sexual harassment:

(i) An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Warning

Fine

Withholding of increments or promotion

Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay -scale

Removal/dismissal from service

(ii) A student found guilty of sexual harassment shall be liable to receive the following

penalties: Warning

Written Apology

Bond of good behavior

Debarring entry into a hostel/ campus / off campus

Suspension for specified period of time

Debarring from examinations for a specified period of time

Expulsion from institute

The institute shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. The institute may direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the institute during the pendency of the matter before the committee.

Constitution of Internal Complaints Committee

As per provision of section-4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal0 Act, 2013, Internal Complaint Committee as per constitution mentioned is hereby constituted as under. Details of the presiding officer and members are given below:

S.No.	Name	Designation in Committee	E-Mail Id	Mobile No.
1	Prof.(Dr.) Isha Malhotra	Presiding Officer	principal@ggnindia.dronacharya.info	9910380103
2	Mr. Ashwani Kumar	Member	ashwani.kumar@ggnindia.dronacharya.info	96464 61887
3	Dr. Ashima Mehta	Member	ashima.mehta@ggnindia.dronacharya.info	9803505262
4	Dr. Yashvardhan Soni	Member	yashvardhan.soni@ggnindia.dronacharya.info	9871290997
5	Dr. Ashwani Kumar	Member	ashwani.kumar@ggnindia.dronacharya.info	9646461887
6	Ms. Savita Devi	Member (Non-teaching)	savita.devi@ggnindia.dronacharya.info	8588851180
7	Dr. Monika Rani	Member	monika.rani@ggnindia.dronacharya.info	8447376506
8	Kethi Tarun Sai(CSE-AI&ML Dept.)	Student Representative	kethi.25271@ggnindia.dronacharya.info	
9	Sneha Chaudhary (ECE Dept.)	Student Representative	sneha.25583@ggnindia.dronacharya.info	
10	Mr. Rajesh Gupta	Legal Representative	advgupta06@gmail.com	9289238128
11	Ms. Mridula Seth	NGO Representative	sethmridula@yahoo.co.in	