

## **GUIDELINES FOR INTERNAL COMPLAINT CELL**

### **The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013:**

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at workplace. Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14,15 and her right to life and live with dignity under article 21 of the constitution of India.

Definition of Sexual Harassment: Sexual harassment includes any one or more of the following unwelcome acts or behavior

- Physical contact and advances
- A demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any unwelcome messages through telephone or internet

#### **Rules and Procedures :**

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting.



- The Committee shall make the same available to the complainant in writing.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry desire the Committee to examine.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

**PENALTIES:**


The penalties listed below are indicative, and shall not constrain the AC, BARNALA administration from considering others, in accordance with the rules governing the conduct of all members of the College.

- Written apology
- Bond of good behavior
- Gender sensitization
- Counseling
- Adverse remarks in the Confidential Report
- Debarring from supervisory duties
- Suspension
- Denial of membership of statutory bodies
- Denial of re-employment



- Stopping of increments/promotion
- Reverting, demotion
- Transfer
- Dismissal
- Withdrawal of residential facilities and prohibition from entry on the campus etc.
- Any other relevant mechanism.



  
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