



### 5.1.1 POLICY ON THE PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT

**Srinivas University**

SRINIVAS CAMPUS

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## POLICY ON THE PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT

### **Mechanism for Redressal of Sexual Harassment Case**

Srinivas University has zero tolerance towards sexual harassment cases. It is dedicated to giving all of its members a secure and supportive environment. According to the compliance with internal requirements set forth by this policy, the institution explicitly prohibits harassment of any kind, including sexual harassment, and has established a strict process for the preventative measures of sexual harassment at the workplace. This policy outlines the definition of sexual harassment, the steps to take to prevent and address it, how to file complaints and grievances regarding sexual harassment, how to investigate complaints and grievances, and how to take appropriate disciplinary action against those responsible. Anti-sexual harassment committee investigates into all the formal and written complaint against sexual harassment. Effective remedy has been taken by this committee on the receipt of such complaints. This cell takes appropriate measures on hierarchical oppression based on gender, biased attitudes and protects women's fundamental rights. Considering the sexual harassment as a serious offense, the cell has implemented various guidelines of statutory and regulatory body. The cell has also taken a step forward to undertake and spread the awareness and its consequences to the students with zero tolerance. SU anti-sexual harassment committee has initiated the complaint submission platform through both online as well as offline portal. On the receipt of complain, the cell takes immediate actions by appointing committees.

For any sexual harassment cases, following are the redressal mechanism:

### **Grievance Redressal Mechanism:**

For the redressal of sexual harassment cases, constitution of ICC is done as per the guidelines of UGC which are as follows:

- (a) A Presiding Officer who is a female senior Professor
- (b) Two faculty members (who are also female Professor)
- (c) Two Non-teaching experienced employees;
- (d) Three students from the Undergraduate, Master's and Research Scholar





(e) One member from amongst non-government organisations who committed to the cause of women.

### **Responsibilities of Internal Complaints Committee (ICC) –**

The Internal Complaints Committee:

- a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely disciplinary approaches that lead to further resentment, alienation or violence;
- c) Protect the safety of the complainant by not revealing the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
- e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

### **The process for making complaint and conducting Inquiry –**

The ICC comply with the procedure prescribed in the Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner

**Process of making complaint of sexual harassment -** a) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee render all reasonable assistance to the person for making the complaint in writing;

b) Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim is allowed to file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.



### **Punishment and Compensation:**

(1) Anyone found guilty of sexual harassment is punished in accordance with the service rules of the Higher educational Institute, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,

(a) Withhold privileges of the student such as access to the library, halls of residence, transportation, scholarships, allowances, and identity card;

(b) Suspend or restrict entry into the campus for a specific period;

(c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants; and

(3) The aggrieved person is entitled to pay compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the executive authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of

(a) Mental trauma, pain, suffering and distress caused to the aggrieved person;

(b) The loss of career opportunity due to the incident of sexual harassment;

(c) The medical expenses incurred by the victim for physical, psychiatric treatment

(d) The income and status of the alleged perpetrator and victim; and

(e) The feasibility of such payment in lump sum or in instalment.

### **REGULATIONS FOR PREVENTION OF SEXUAL HARASSMENT**

1. Definition	"Sexual Harassment" includes unwelcome behaviour of sexual nature (whether directly or by implications such as:
	(a) Physical contact and advances; (b) A demand or request for sexual favours' (c) Sexually coloured remarks; (d) Showing pornography; and



	(e) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.
2. Who can file a complaint?	<p>(a) A person who is –</p> <p>i) A student of the University</p> <p>ii) An employee of the University or holding a consultative position in the University</p> <p>iii) An applicant for admission into any course offered by the University</p>
	<p>The following conditions apply to all the complaint</p> <p>If a complaint filed is found by the Complaint Committee to be waggish or displeasing, the Committee shall dismiss the complaint and recommend the Vice-Chancellor that the complainant pays the defendant a fine. The amount of fine imposed will depend on the severity of damage caused to the defendant's reputation.</p>
3. The internal complaint committee	<p>The 'University internal Complaint Committee' will be constituted by the Vice-Chancellor as per the guidelines provided by UGC; comprising of 9 members including chairperson. At least half of the members of the Committee shall be women and the committee will have representation from the nonteaching staff as well. The Chairperson of the Complaint Committee will be nominated by the Vice-chancellor and shall be a woman. Among nine persons committee, there would be two members from teaching staff and two from the non-</p>





	<p>teaching staff. If a case involves students, then there should be three student members from UG, PG and Ph.D. as a part of it. One member must be from non-government organization who should have experience in the area of women empowerment and redressal of sexual harassment cases.</p>
4. Eligibility for becoming a member	<p>(i) The Committee will comprise of faculty of the rank of Professor or Associate Professor or a staff member in an equivalent position in the University.</p> <p>(ii) In appointing ordinary members, the Vice-Chancellor may take into account the seniority, ability and background of the members.</p> <p>The Committee may co-opt as many members as are necessary to make an informed, reasonable and prompt decision. Students, Staffs, NGO's or other relevant persons can be co-opted as members.</p>
5. Jurisdiction	<p>All members of staff teaching or non-teaching of the University are subject to the jurisdiction of this ordinance. Even if the complainant is not a staff or faculty member, but the complaint is against a faculty or staff member, it will be heard by the Complaint Committee.</p> <p>The jurisdiction of the University Complaints Committee shall extend to acts of sexual harassment committed in the University Campus. The campus shall also include hostels, guesthouses, canteen, parks,</p>



	<p>Buses and other properties owned, maintained, hired or under the control of the University.</p> <p>In the case of sexual harassment of a third person by a staff of the University, the Complaint Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.</p>
6. Conduct of enquiry by the complaint committee	<p>i) Any person aggrieved must file a Complaint with the Complaint Committee at the earliest point in time but in no case after 15 days from the date of occurrence of the alleged incident.</p> <p>ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the Chairperson of Complaint Committee</p> <p>iii) If the complainant feels that she/he cannot disclose her/his identity for any particular reason, the complainant shall address the complaint in writing to the Vice Chancellor and submit the complaint in person or in a sealed envelope. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself/ herself and send to the Complaint Committee a gist of the complaint containing all material and relevant details, but withhold the name of the complainant</p>



	<p>and other particulars that might disclose the identity of the complainant.</p> <p>iv) The Complaint Committee shall take immediate necessary action(s) by initiating a discrete inquiry or hold a full-blown inquiry, as necessary and has to provide a copy of complaint to the contravener within 7 days of receiving the complaint</p> <p>v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.</p> <p>vi) Vice Chancellor upon receipt of the report from the Complaint Committee shall, after giving an opportunity to hear the person(s) against whom the complaint is filed, decide a course of action following the prescribed procedure.</p>
7. Disciplinary actions	<p>Where the conduct of an employee amounts to misconduct in the form of sexual harassment, appropriate disciplinary action will be taken in the form a fine, demotion to a lower position or outright dismissal from the university. If the alleged harassment rises to the level of a offence, the case will be referred to the police for prosecution.</p> <p>If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complaint shall be liable to be punished as per the relevant</p>





	provision of the aforementioned UGC Regulations 2015.
8. Third party harassment	Where sexual harassment occurs as a result of an act by any third party or outsider on campus and the victim is a university employee, the university shall take all reasonable steps to assist the affected person(s) in prosecution of the case.
9. Report	The internal Complaint Committee shall send their recommendation to the Vice-chancellor for further action.

**Punishment and Penalties:**

Upon receipt of sexual harassment and complaints the committee will undertake enquire. In case a student/faculty found to guilty of sexual harassment will penalised and punished in the following prescribed form;

- Warning
- Counseling
- Written and oral apology
- Ceasing employment benefit such as promotion and increments.
- Suspension from the college for a stipulated period
- Permanent suspension from employment
- Legal proceedings, if it cannot be handled by the institute administrators

Sexual harassment committee entails raising awareness of gender-related issues and fostering an atmosphere that promotes feelings of personal safety and gender justice. This is accomplished by providing employees and students with orientation through workshops and seminars.

**Note:** The Governing body must be consulted regarding any issue not expressly addressed by the aforementioned rules. The college alone has the authority to interpret this policy. The college's decision to split up is final and enforceable.

  
**Registrar**  
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