

Policy Guideline to Address Complaints Received by the Internal Complaints Committee (Committee for Gender Sensitization and Protection against Sexual Harassment at Workplace) and the Redressal Procedure

Here is the outline of a policy guideline prepared by the members of the Committee for Gender Sensitization and Protection against Sexual Harassment at Workplace (Internal Complaints Committee), Durgapur Government College, in cognizance with the college authorities. The policy describes what is sexual harassment, how complaint are to be lodged in cases of such harassment and the mechanisms of redressal.

“Sexual Harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be perpetrated upon members of the opposite gender or one’s own gender.

There are primarily **three kinds of sexual harassment** that are mentioned below.

Unwanted sexual statements (Non-Verbal): Gestures; Staring/ leering; Invading personal space; pin-ups; offensive publications, offensive letters/ memos; unsolicited and unwanted gifts.

Unwanted personal attention (Verbal): Language of a suggestive or explicit nature; unwanted propositions; jokes of a sexual or explicit nature; use of “affectionate names”; questions or comments of a personal nature.

Unwanted physical or sexual advances (Physical): Deliberate body contact; Indecent exposure; coerced sexual contact.

Matter should be brought to the notice of the CGSPSHWP (ICC)

- 1) Any employee/student of the college departments/Administration/Authority shall have the right to lodge a complaint concerning sexual harassment against any other student or employee or an outsider, acting individually or collectively.
- 2) Any aggrieved person may make, in writing, a **complaint** of sexual harassment within the campus to the committee **within a period of three months from the date of the incident. In case of a series of incidents, the complaint may be lodged within a period of three months from the date of last incident.**

- 3) Complaints can be lodged through existing channels for lodging grievances, such as the University authorities, wardens, teachers, students, union/association representatives, administrative superiors etc. **If the complaint is made through any such channel, the channel to which the complaint is made should bring it to the notice of the ICC within two working days of its receipt by her/him.**
- 4) Notice to the complainant within 7 days of receiving copy of the complaint.
- 5) **The Enquiry Committee shall submit a detailed report to the ICC within 90 days** in which it shall communicate its findings based on its investigations.
- 6) 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 the complaint shall not be acted upon till signed by the complainant.**
- 7) The complainant shall be provided **full confidentiality.**
- 8) A complaint that is dropped in the Box must bear the name and other details (Roll number and course particulars for students, department and designation of the employee) of the complainant for it to be considered by the Committee.
- 9) **The Convener will convene a meeting of the Committee within three working days of the receipt of a complaint to set up the Enquiry Committee.** This meeting shall be governed by the usual quorum regulations.
- 10) The Committee will try to provide the complainant with counselling assistance, if required.

Meaning of some Key terms and terms related to those who can complain:

- 1) 'College' means Durgapur Government College.
- 2) 'Campus' means Durgapur Government college campus and its related institutional facilities like library, laboratories, lecture halls, residences and quarters, halls, toilets, student centers, hostels, canteens etc.
- 3) 'Workplace' means any space, not necessarily confined to the College premises, in which college related academic, administrative or other activities take place, including places visited by the employee or student arising out or during the course of employment or study.

- 4) 'Employee' means any person on the staff of the College, including teaching and non-teaching staff, temporary, part-time, honorary employee by whatever name called and will include persons employed on a casual or project basis and also employed through contractor.
- 5) 'Student' means any person who is duly admitted and pursuing a programme of study (Under Graduate or Post Graduate course in the College, including Research Scholars and Project Assistants by whatever name called) either through regular mode or distance mode. It also include those students who are in the process of taking admission, but not yet admitted, and who shall be treated for the purpose of this policy as a student.

The 'Committee' means Committee for Gender Sensitization and Protection against Sexual Harassment at Workplace (Internal Complaint Committee (ICC), constituted as given below and vested with powers and responsibilities of dealing with related issues.

Members who can be contacted:

1. Nandini Jana, In-charge & Associate Professor, Department of History
2. Pinaki Roy, Assistant Professor, Department of Geology
3. Gargi Mukhopadhyay, Associate Professor, Department of Pol. Science
4. Anindita Chatterjee, Assistant Professor, Department of English
5. Niloy Das, Assistant Professor, Department of Chemistry
6. Bhumika Kanjilal, Assistant Professor, Department of Philosophy
7. Moitreyee Chakraborty, Assistant Professor, Department of Con. Biology
8. Chitra Roy, Assistant Professor, Department of Pol. Science
9. Nupur Bhakta, Assistant Professor, Department of Physics
10. Dola Chakraborty, Assistant Professor, Department of Geology
11. Sudeshna Dey, Assistant Professor Department of Sanskrit
12. Debamitra Dey, Assistant Professor, Department of Sanskrit
13. Deep Banerjee, Assistant Professor, Department of Commerce
14. Dhananjoy Das, Assistant Professor, Department of Bengali
15. Gouri Mondal, Office Staff
16. Chandrani Das, Student Member, Department of Bengali
17. Rituparna Mondal, Student Member, Department of Zoology
18. Baishakhi Goswami, Student Member
19. Sikha Roy, External Member from an NGO (Founder Secretary of SRREOSHI)

Complains can be dropped in the **Drop-Box** of the committee located on the ground floor of the Library Building adjacent to the entrance of the library and also by sending an e-mail at **gendercell.dgc@gmail.com**.

The Enquiry Committee

Composition of the committee will be as follows:

- The Convener of the ICC will head the Enquiry Committee
- The Member of the Committee (ICC) who is a representative of an NGO
- One Member of the Committee (ICC) who is a representative of the full-time faculty of the college
- Two Members of the Committee (ICC), one each representing the constituencies of the complainant and the accused respectively. The Enquiry Committee must at all times have at least 50% woman members. **No person against whom a complaint is made shall be part of the Enquiry Committee in any capacity.**
- In special cases the Committee (ICC) will have the option of co-opting any other Member of the College Committee (limited to faculty Members, full-time and part-time, non-teaching staff and students) into the Enquiry Committee ensuring, however, that at least 50% members of the Enquiry Committee are women. Once inducted into the Enquiry Committee, the person will be governed by the same code of conduct which is applicable to the Internal Complaints Committee (ICC) members.

Preventive

- To create and ensure a safe environment that is free of sexual harassment.
- To create an atmosphere promoting equality and gender justice.
- To publicize the policy in Hindi and English widely, especially through the college notice boards.
- To publicize in English and in Hindi the names and e-mail ids of members of the committees.
- To plan and carry out programmes for gender sensitization with the assistance of the Gender Sensitizing Committee.

Remedial

- ❖ The mechanism for registering complaints should be safe, accessible and sensitive.
- ❖ To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the perpetrators of harassment, if necessary.
- ❖ To recommend to the concerned authorities follow-up action and monitor the same.
- ❖ To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- ❖ To seek medical, police and legal intervention with the consent of the complainant.
- ❖ To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

Redressal

- ❖ Conciliation if both the accused and complainant agrees on that.
- ❖ Suspension or restricting entry of the accused into the campus for a specific period, if found guilty.
- ❖ If a student is found guilty, a student's privileges like access to library, canteen, auditorium, hostel, stipends, allowances and identity cards may be withhold.
- ❖ Expelling and striking off names of the accused from the rolls of the institution, if found guilty.
- ❖ Reformative measures like psychological counselling or community service for the accused if found guilty.
- ❖ Transfer of the accused to other departments etc. or suspension from work or withhold checking of copies etc. if found guilty.