



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

Re-accredited at 'A' Grade by NAAC

College with Potential for Excellence

Women Sexual Harassment Cell

Internal Complaints Committee (ICC) of Women's Cell, D.G.V.C.

Guidelines, 2019

1. Short Title, extent and Commencement

1. These guidelines may be called as the Internal Complaints Committee (ICC) of Women's Cell, D.G.V.C. Guidelines, 2019 and will be referred to as the Guidelines from here on.
2. These Guidelines extend and apply to all the students and employees of the campus, departments and faculties of D.G. Vaishnav College. These Guidelines also extend and apply to all the offices and authorities of D.G.V.C.
3. These Guidelines will apply to all cases and/or complaints or allegations of sexual harassment:
 - (i) By a student against a co-student and/or an employee and/or a member of a third party within the campus and/or a member of the management;
 - (ii) By an employee against a student and/or another employee and/or a member of a third party within the campus and/or a member of the management;
 - (iii) By a member of a third party within the campus against a student and/or an employee and/or a member of the management;
 - (iv) By a member of the management against a student and/or an employee and/or a member of a third party within the campus

Explanation: These Guidelines will be applicable to alleged cases of sexual harassment within the campus of D.G.V.C.

4. These guidelines shall come into force from the date of publication (issuance).

2. Definitions

1. "Cell" means Women Cell constituted under the UGC guidelines
2. "Campus" means the entire campus of the college which includes departments, classrooms, corridors, toilets, library, parking lot, canteen, ground, hostel, auditoriums or any other public areas within D.G.V.C.
3. "Employee" means every person in the employment of the college to which these Guidelines are applicable, including any teaching/non-teaching staff or officers, temporary, part-time, honorary and visiting persons, adjunct faculty engaged in any duties by whatever designation called and also employees employed on a leave vacancy, casual or project basis or also employed through a contractor.
4. "Sexual harassment" includes any unwanted conduct with sexual undertones, any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:
 - i. Any unwelcome physical, verbal or non-verbal conduct of sexual nature
 - ii. Demand or request for sexual favours
 - iii. Making sexually coloured remarks
 - iv. Physical contacts and advances or
 - v. Showing any pornography

Explanation: "Sexual Harassment" shall include, but will not be confined to the following:

(i) When submission to unwelcome sexual advances, request for sexual favours and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, as a term or condition for instruction, employment, participation or evaluation of a person's engagement in any activity.

(ii) When unwelcome sexual advances and verbal, non-verbal or physical conduct such as loaded comments, remarks or jokes, letters, phone-calls or e-mails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or the effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment on campus.

3. Objectives

- i. To promote gender awareness and gender sensitization among the employees and students of the institution
- ii. To receive all complaints from employees and students regarding sexual harassment that occur within the campus
- iii. To provide mechanism for just and fair dispute resolution
- iv. To submit appropriate recommendations to the higher authorities

4. Composition of Grievances cell

INTERNAL COMPLAINTS COMMITTEE		
Members	Phone	Email id
Dr. P. Vidya Chairperson	8754490812	hod-micro-biology@dgvaishnavcollege.edu.in
Ms. Amrutha Karayil Convenor	9789047086	amrutha@dgvaishnavcollege.edu.in
Dr. S. U. Malini Member	9445947219	malini@dgvaishnavcollege.edu.in
Dr. M. R. Geetha Member	9841180103	geethasrinivasan@dgvaishnavcollege.edu.in
Ms. Ashwini R. Member	9940112750	psyashwinir@dgvaishnavcollege.edu.in
Ms. R. Devipriya Member	9962338288	priya.ramesh74@gmail.com
Ms. M. Leena Member	8778663450	leena_roshni@rediffmail.com

5. The Term of the Office of ICC

- i. The term of office of ICC members shall be for three years.
- ii. The names of the members of the committee, along with their contact details shall be displayed at all times in a conspicuous place of the main notice board of the college.

6. Terms of engagement for the members of ICC

The duties and responsibilities of the Internal Complaints Committee are as follows:

- i. The members of ICC shall at all times assist employees and/or students in raising a complaint against sexual harassment within the campus
- ii. The members of ICC shall address the issue without bias, without undermining the complainant's claim or minimize the need for punitive approaches.
- iii. All matters raised to the ICC shall be resolved swiftly and with required privacy
- iv. The members of ICC shall uphold the rights of the complainant, victim and/or witness by not divulging their identity or discussing the details of the complaint outside of the ICC's convened meetings. Such an act shall be considered as an act of breach of trust or privacy and shall lead to disbarment from the committee.
- v. The members of ICC shall ensure that the complainant does not face retaliation or adverse action from the authorities and/or the person against whom the complaint is raised.

7. Process of making a complaint of sexual harassment

- i. An aggrieved person is required to submit a written complaint to the ICC within **THREE** months of the incident and in the case of series of incidents complaint must be registered within a period of three months of the last incident
- ii. Friends, relatives, colleagues, co-students, Psychologists or any other associate can raise a complaint on behalf of the victim in situations where the aggrieved person is unable to submit a complaint on account of physical or mental incapacity.
- iii. All complaints regarding sexual harassment must be registered through this Google form: <https://forms.gle/dMTGyyoP7jvUQrKc6>
- iv. Further, the Internal Complaints Committee can be reached at womenshc@dgvaishnavcollege.edu.in
- v. All complainants will be contacted by members of the ICC for inquiry during which possible evidences and witnesses will be verified.

WARNING: This complaint mechanism is meant to assist any member of the institution who has been subject to acts of sexual harassment. Misusing this forum or raising false complaints will carry its own serious legal repercussions.

1. Process of Enquiry

- vi. All complaints raised must be acknowledged via email by the ICC within a period of 7 days
- vii. The inquiry must be completed within a period of ninety days from the date of acknowledgment of the complaint
- viii. The inquiry report must be submitted within 10 days of the completion of the enquiry
- ix. The findings and recommendations by the ICC should be informed to both parties involved

2. Penalties and Punishment for Sexual Harassment

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

A. An employee found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning, Reprimand or Censure
- (ii) Fine
- (iii) Withholding of increments or promotion

Major Penalties:

- (v) Compulsory retirement
- (vi) Termination of service
- (vii) Removal/dismissal from service

B. A student found guilty of sexual harassment shall be liable to receive the following penalties:

Minor Penalties:

- (i) Warning
- (ii) Written Apology
- (iii) Bond of good behaviour
- (iv) Debarring entry into a hostel/campus
- (v) Suspension for a specified period of time
- (vi) Withholding results.

Major Penalties

- (i) Debarring from examinations for a specified period of time
- (ii) Expulsion from university