



Zero Tolerance Policy against Sexual Harassment

Gondia Education Society's
Shri Narendra Tidke College of Arts & Commerce, Gondia
Ambala Road, Ramtek-441106, Dist-Nagpur (MH)
Accredited 'C+' by NAAC, Bengaluru | College with Potential for Excellence since 1979 | Affiliated to Rashtrasant Tukadoji
Maharaj Nagpur University

Zero Tolerance Policy against sexual harassment

The University Grants Commission (UGC) has issued circulars to all universities since 1998, encouraging them to adopt a permanent policy to ensure effective implementation of the essential human right of gender equality and guarantee against sexual harassment and abuse, particularly at work.

Shri Narendra Tidke College of Arts & Commerce Ramtek has pledged to provide a welcoming and conducive environment in which students, teaching and non-teaching staff can collaborate without fear of sexual harassment, exploitation, or intimidation.

Shri Narendra Tidke College of Arts & Commerce Ramtek values the dignity of every individual and is committed to enhance the development of its human resources, guarantee full respect for human rights, ensure the full enforcement of "Fundamental Rights" under articles 14, 15, 19(1) (g) and 21 of the Indian Constitution, and uphold the dignity of workers, employees and students. To that purpose, Zero Tolerance Policy against Sexual Harassment is followed by the Institution.

Sexual Harassment

The following is an indicative list of conduct that could be considered as sexual harassment:

- Unwanted sexual advances or propositions.
- Pestering for dates or receiving unwelcome sexual suggestions or invitations.
- Offering employment benefits in exchange for sexual favours.
- Leering.
- Making sexual gestures.
- Displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
- Making or using derogatory comments, comments about a person's body or dress, slurs, epithets or sexually suggestive jokes.

- Written communications of a sexual nature distributed in hard copy or via a computer network, suggestive or obscene letters, notes or invitations.
- Physical conduct such as unwanted touching, assault, impeding or blocking movements.
- Being forcibly kissed or hugged.
- Repeatedly staring at a woman's body parts that makes her uncomfortable.
- Making of threatening relations after a negative response to sexual advances or for reporting or threatening to report sexual harassment.
- Eve-teasing.
- Sexually tinted remarks, whistling, staring, sexually slanted and obscene jokes, jokes causing or likely to cause awkwardness or embarrassment.
- Subtle innuendos or open taunting regarding perfection, imperfection or characteristics of physical appearance of a person's body or shape.
- Gender based insults and/or sexist remarks.
- Displaying pornographic or other sexually offensive or derogatory material.
- Forcible invitations for dates.
- Forcible physical touch or physical assault or molestation.
- Suggesting or implying that failure to accept a request for a date or sexual favours would adversely affect the individual in respect to

performance evaluation or promotion.

Composition of the Anti – Sexual Harassment Committee as per guidelines

- a. A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution;
- b. Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- c. Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively.
- d. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. Provided that at least one-half of the total Members so nominated shall be women.

Key points to remember while drafting the COMPLAINT

- The complaint should be addressed to the ICC through E-Mail/ Hand Written .
- The complaint should be brief, which means it should be expressed in easy-to-understand terms.
- Well-written and presented complaints have a higher level of trustworthiness.
- Details of the specific incident, including date and time, witnesses including important e-mails, screenshots of SMS/WhatsApp messages, call data, images, recordings, and so on must be produced. Any false or incorrect proofs should not be produced.
- Details of the respondent including name, designation, reporting structure between complainant and respondent if any (whether

subordinate, colleague or superior).

- Do not state any fact that is false or incorrect.
- Before initiating action on a complaint, the ICC will make efforts to settle the matter between the parties through conciliation by bringing about an amicable settlement without any monetary settlement .

Conciliation

- Conciliation is essentially of an informal process.
- Thus, after a complaint of sexual harassment has been lodged, the first step by ICC to resolve the matter is by conciliating between the parties before commencement of the inquiry proceedings.(Monetary settlement can never be a basis of conciliation) .
- Once the settlement has been arrived at, the ICC records the settlement arrived at and thereafter provides copies of the settlement to the aggrieved woman as well as the respondent.
- Once a settlement has been arrived at, the ICC does not proceed with an inquiry under the POSH Act.

Inquiry Procedure

1. Written complaints (6 copies) along with supporting documents and names and addresses of witnesses have to be filed within 3 months of the date of the incident.
2. Timeline extendable by another 3 months.
3. Upon receipt of the complaint, 1 copy of the complaint is to be sent to the respondent within 7 days.
4. Upon receipt of the copy of complaint, the respondent is required to reply to the complaint along with a list of supporting documents, and names and addresses of witnesses within 10 working days.
5. The Inquiry has to be completed within a total of 90 days from the receipt of the complaint.
6. The Inquiry report has to be issued within 10 days from the date of

completion of inquiry.

7. The employer is required to act on the recommendations of the IC/LC within 60 days of receipt of the Inquiry report.
8. Appeal against the decision of the committee is allowed within 90 days from the date of recommendations.

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