

Nagarjuna College of Engineering & Technology

Bengaluru-562162, Karnataka State, India

An Autonomous Institution under VTU, NAAC Accredited with A+ Grade



NAGARJUNA
COLLEGE OF ENGINEERING
AND TECHNOLOGY

***College Internal Complaints
(Anti Sexual Harassment)
Policy***

ABOUT THE INSTITUTION

VISION: Leadership and Excellence in Education.

MISSION: To fulfill the vision by imparting total quality education replete with the philosophy of blending human values and Academic professionalism.

QUALITY POLICY: NCET shall be maintained as an "Institution of Excellence" in the domains of Engineering Technology & Management studies through continual improvement of system, processes and academic professionalism.

Nagarjuna College of Engineering and Technology (NCET) Bengaluru was started in the year 2001. The institution owes its existence to the vision of its beloved founders, Sri. J V Ranga Raju, Director, NCC Limited and Smt Sridevi Ranga Raju. The institution is managed by Nagarjuna Education Society, Yelahanka, Bengaluru.

The College is accredited by NAAC with the highest grade of A+ in the Second Cycle and a CGPA of 3.38 on a scale of four. The College became autonomous, UGC approved, in 2015 and has been effectively practicing Outcomes-based Education. In the ARIIA (ATAL Rankings) 2021, the college was ranked in band-Best Performing. The College offers 06 Undergraduate & 02 Postgraduate courses both in conventional and emerging areas. More than 48 research scholars are pursuing their PhD Degree in the 07 research centres of the college. Qualified and experienced faculty members & staff members serve the institution. The Institution has MOUs with various organizations. The learning experiences and quality educational practices created at the institute supplemented with academic ambience, state of the art infrastructure, pedagogy, academic innovations, research, incubation, training opportunities and entrepreneurship provided to diverse student population is enabling the institute to produce graduates who are industry ready. NCET not only accentuates the curriculum-based education but also develops the internal qualities, character, as well as the attitude of students. The mission of our institution is to educate our students to be a better and responsible citizens as well as people of Ethics, Humanity, and Compassion with concern for the needs of the nation and society.



Policy on Prevention of Sexual Harassment (College Internal Complaints Committee)

a. Objectives.

The Sexual Harassment Act has been enacted with the objective of providing women protection against sexual harassment at the workplace and for the prevention and Redressal of complaints of sexual harassment. Sexual harassment is considered as a violation of the fundamental right of a woman to equality as guaranteed under Articles 14 and 15 of the Constitution of India ("Constitution") and her right to life and to live with dignity as per Article 21 of the Constitution. It has also been considered as a violation of a right to practice or to carry out any occupation, trade or business under Article 19(1)(g) of the Constitution, which includes a right to a safe environment free from harassment.

b. Definition.

According to the Supreme Court guidelines, Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. Demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography; and
5. Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgment by Supreme Court)

The following points are also considered as sexual harassment and are covered by the committee as per PoSH Act:

- Eve-teasing
- Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,



- Forcible physical touch or molestation and
- Physical confinement against one's will and any other act likely to violate one's privacy.

c. Applicability.

The Sexual Harassment Act stipulates that a woman shall not be subjected to sexual harassment at any workplace. As per the statute, presence or occurrence of circumstances of implied or explicit promise of preferential treatment in employment; threat of detrimental treatment in employment; threat about present or future employment; interference with work or creating an intimidating or offensive or hostile work environment; or humiliating treatment likely to affect the lady employee's health or safety may amount to sexual harassment.

d. College Internal Complaints Committee

A policy is existing to strongly curb sexual harassment and sexual abuse in any form and by this policy communicating zero tolerance of any action that may be construed as sexual harassment or sexual abuse in the University. The Objectives of the Committee are :

- To take steps to prevent sexual harassment and sexual abuse in the college campus.
- To respond promptly and effectively to report(s) of sexual harassment and sexual abuse in the college campus.
- To administer appropriate disciplinary measures when a violation is found to have occurred as provided by this policy.
- The committee is empowered to take stringent actions as per the guidelines by the University / UGC / Government.
- Providing safe work and academic environment for staff and students respectively.
- Providing indisputable justice against all genders who are involved in an incident.
- Working towards achieving gender equity and empowering the women students and staff.
- Conducting awareness programs for students and staff on gender equity, woman health, safety & security and sexual harassment.
- Publicizing the rules against Sexual Harassment display the policy at various locations in college
- Displays the name & phone numbers of the committee members whom can be reached for a complaint
- Creates a mechanism for registering the complaints.
- Conduct inquiries and facilitate redressal of the complaints.



- Recommends follow-up action & monitoring to the concerned authorities
- Provides appropriate emotional & psychological support to the victims in the form of counselling, security, etc

Composition of the CICC:

#	Category	Nature
1	Professor (Women Faculty) nominated by the Principal	Chairerson
2	NGO Nominee	Member
3	Two Non-Teaching Staff Members	Members
4.	Three Students (Comprising of atleast one girl student of pre-final/final year at UG/PG Level)	Members
5.	One teacher nominated by the Principal	Member-Convener

Term : Three Years

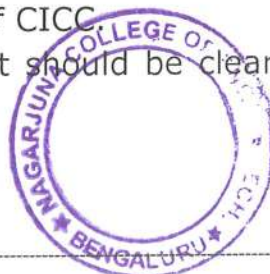
Quorum : One half of the members

Meetings: Twice in a year (Once in a Semester) and as and when necessary. The Committee shall meet as often as may be needed and appropriate.

Role of Member Convener : The Member Convener shall with the approval of the Principal/Chairperson convene the meetings, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

e. Procedure for initiating action against the Complaint

- Complaints regarding Sexual Harassment must be mailed to the chairperson or made in written (legible handwriting) on paper and submitted to any member of CICC
- The Nature of the complaint should be clearly stated in detail with dates and locations.



- As per stipulation of The Act, the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
- The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.
- As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- The written complaint should be handed over to any member of CICC

f. Process of conducting Inquiry

- I. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- II. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- III. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- IV. The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- V. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.
- VI. If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the



recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

- VII. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- VIII. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

g. Interim redressal

The HEI may

- transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the CICC;
- grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- estrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

h. Penalties

Any employee found guilty by the committee members will be charged with a punishment resulting in Termination of Service and other punitive action as applicable by the law. Any employee falsely implicating any other employee as reviewed by the committee members will be charged with a punishment resulting in Termination of Service and other punitive action as applicable by the law.


PRINCIPAL
Nagarjuna College of Engineering & Technology
Devanahalli: (Tq) Bengaluru (Dt.) Pin: 562164