

**GUIDELINES TO PREVENT AND REDRESS HARASSMENT IN HIGHER
EDUCATIONAL INSTITUTIONS IN TAMIL NADU**

1. Preamble

Instances of harassment or exploitation of persons (students, staff and faculty members) in higher educational institutions have come to the notice of the Government. Many times people in power and authority are found to be taking advantage of their position to exploit the vulnerability of their subordinates and students. This has necessitated framing of guidelines to prevent and prohibit such incidences in educational institutions to provide a mechanism for grievance redressal and also to recommend appropriate penal actions.

The main objective is to create safe campuses for students, staff and faculty to function without fear, threat or anxiety. The rules and regulations are meant to ensure highest standards of honesty and integrity from all stakeholders. The institution has the duty to ensure that its staff, students and any person associated with it are treated, and treat one another, with dignity and respect; free from abuse or harassment. The institution should not tolerate any type of harassment within the workplace or associated with the work performed on behalf of the institution. Complaints relating to harassment must be promptly dealt with, following the guidelines laid out here.

2. Application and Commencement

- i. These guidelines shall be applicable to all higher educational institutions in the State of Tamil Nadu.
- ii. These guidelines shall come into force from the date of issue of G.O

3. Definitions:

- a) "Harassment" means any improper behaviour by a person that is directed at, and is offensive to, another individual and which the person knew or ought reasonably to have known would be offensive. It comprises objectionable or unacceptable conduct that demeans, belittles or causes personal humiliation or embarrassment to an individual. Mildly offensive comments or behaviour can rise to the level of harassment if they are repeated; a single incident can be considered harassment if it is so severe that it has a lasting negative impact on the individual(s) concerned. When behaviour of this kind is engaged, in by any person who is in a position to influence career or employment conditions (including hiring, assignment, contract renewal, performance evaluation or promotion) of the recipient, it also constitutes an abuse of authority.
- b) "Higher Educational Institutions" (HEI) means all universities under the purview of the Department of Higher and Technical Education, Government of Tamil Nadu which include all affiliated autonomous and non-autonomous colleges and research institutions, and study centres, Learning Resource Centres and other such Centres associated with the Institute of Distance Learning of the Universities

- c) "aggrieved person" means a student or employee who has any complaint in the matters concerned, with the grievances or complaints defined in section 4.
- d) "Victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention of harassing.

4. Grievances and Complaints Relating to Harassment:

"Grievances or Complaints" include, but not limited to, the following from the aggrieved students or employees: -

- i. Intimidation, open and indirect threats, verbal and non-verbal conduct, physical abuse, such other objectionable behaviours and objectionable material sent through letter, electronic and social media;
- ii. Undue delay or unfounded refusal for forwarding applications/ requests/ letters of the faculty, staff and students to higher authorities;
- iii. Seeking favours in cash or kind, gifts and rewards, such other for discharging duties. The situations include, but are not restricted to, M.Phil/ Ph.D registration & guidance, examination and evaluation, excessive spending by the student on conduct of viva-voce such as examiner's travel and other expenses, etc.,
- iv. Unreasonable delay in the process of completion of M.Phil/ Ph.D thesis by the teacher including examination and evaluation process;
- v. Assigning non-academic work or academic work not approved by the HEI or demanding work after working hours or on holidays, without the willingness of the person;
- vi. Forcing student, staff and faculty, especially women, to accompany to conferences, seminars or field work or any other academic work;
- vii. Detrimental/prejudicial treatment of or conversely favouritism shown to particular student(s), research scholar, project staff, employee including threat of unfavourable or promise of preferential treatment in the future;
- viii. Humiliation by referring to gender, caste etc. including those that affect the dignity of the person thereby imposing subservient attitude.
- ix. Demand/ assigning work by institution/ department/centre/section heads after working hours, on holidays etc. without any adequate reason for doing so.
- x. Complaints relating to examination and evaluation like re-totalling and revaluation of answer scripts etc., do not form part of harassment.

5. Harassment Awareness and Prevention

- i. Campus safety has become a recurrent concern among the educational fraternity. All stakeholders should be sensitised and awareness created among students, non-teaching staff and faculty about forms, causes and prevention of harassment.
- ii. Campus safety awareness can be done by distributing handouts, posters/notices with helpline numbers posted in prominent places. Regular workshops, orientation programmes at the time of entry as well as periodical reinforcement sessions should also be conducted.

- iii. The topics covered in the handouts and workshops may include: their sense of self-worth; their right to have and to determine choices; their right to have access to opportunities and resources; their right to have the power to control their own lives, both within and outside the home; and their ability to influence the direction of social change to create a more just social and economic order, nationally and internationally.
- iv. Campus safety programs must include modules on clear differentiation between academic and non-academic aspects, personal and professional involvement as well as prevention of harassment.
- v. There should be adequate and comprehensive set of university/college regulations regarding campus code of conduct, norms for use of library, laboratories, other academic and non-academic zones, office and public spaces.
- vi. It must be made incumbent on all students and employees (faculty and non-teaching staff, both permanent/regular and temporary/contractual), to abide by this Code of Conduct. Every new entrant into the system should know his/her duties, rights and responsibilities, including the consequences of violating the Code.
- vii. Students, research scholars, permanent employees – faculty and non-teaching staff, temporary or contract employees – guest faculty, post-doctoral fellows, and project staff - should sign a declaration accepting the code.
- viii. An Undertaking should be obtained that they will not participate and perpetuate harassment. There should be sufficient provisions for stringent action against anyone who violates this code of conduct.
- ix. Adequate safety provisions like recruiting security guards, installing CCTV cameras, operating shuttle services after working hours for pick-up and drop-off from campuses.
- x. Institutions with high incidence of harassment should be penalised with imposition of fine/reduction in fund allocation, blacklisting in applying for projects, seeking grants etc.,

6. Grievance Redressal Procedure

i. Procedure to File Complaint

- a) The aggrieved person shall make a written complaint with all evidences / complaints directly to the Chairperson of the Harassment Complaints Committee within two months of occurrence of the incident.
- b) The complaint must be registered and acknowledged by the Harassment Complaints Committee within two weeks.
- c) The Harassment Complaints Committee will decide on the nature of enquiry to be conducted on the victim and the person causing harassment to ascertain the form and degree/frequency of harassment etc., The Committee shall maintain full proceedings as confidential.
- d) Based on detailed enquiry the Committee will submit a confidential

report directly to the head (Vice-Chancellor/ Director/ Principal) of the institution within one to two months and the Head of the Institution shall act within two months. If the complaint is against the head of the Institution, the report shall be submitted to his / her higher authority.

- e) The Complaint shall be disposed-off within six months from the date of receipt of the complaint.

ii. Composition of the Harassment Complaints Committee

Every higher educational institution shall constitute a committee to deal with complaints relating to harassment. The Vice-Chancellor/Director/ Principal of the Institution will take responsibility for constituting the committee with terms of reference and tenure of one or two academic years. The composition of the committee will be as given below:

- a) Dean / Senior Professor / Senior Faculty Member — Chairperson
- b) Two faculty members — One Professor and One Associate Professor in Universities or One Associate Professor and One Assistant Professor in Colleges — Members
- c) One Women Faculty — Member
- d) One external member with Legal background — Member
- e) One SC / ST/ BC representative — Observer

7. Penal Actions

Based on the Harassment Complaints Committee's report, the head of the institution shall take appropriate penal action following the rules, statutes and regulations of the Institution. The penal action can take several forms such as: issuing warning, transfer of the Ph.D/M.Phil student to other faculty member, removal from headship, derecognition as M.Phil/ Ph.D guide, cut in increment and demotion, etc., In the case of students / research scholars, the punishment can be suspension, rustication, etc.,

8. False or Frivolous or Malicious Complaints

The harassment complaints committee shall also have provisions to deal with false or frivolous or malicious complaints and recommend to take action against the complainant with proper justification. The Head of the Institution or Competent Authority shall take appropriate penal action following the rules, statutes and regulations of the Institution.

9. Conduct that would not be considered harassment

Persons must have reasonable grounds before making a complaint of harassment. All situations which appear to meet the definition ultimately may not be found to be instances of harassment. It is important to note that reporting authorities

may make negative decisions (e.g. about performance or work assignments) which do not, in themselves, constitute harassment. Reporting authorities have a responsibility to give fair and objective feedback and to take appropriate action. If such report is biased due to extraneous factors or retaliation against an individual, then it may constitute harassment. The Complaints committee must carefully look into the background of the complaint and take a decision.

10. Appeal Procedure

Those found guilty of violations and on whom punishments are initiated may appeal for reconsideration of punishment served on him/her. The appeal can be made to the Head of the institution. This provision to file an internal appeal will depend on the severity of the case. The Head of the Institution / Competent Authority will have the discretion to take up the appeal for consideration based on the severity of the case.

SUNIL PALIWAL
PRINCIPAL SECRETARY TO GOVERNMENT

//True Copy//

D/S. Gyan
20/10/2017
SECTION OFFICER



प्रो. राजीव कुमार
सदस्य सचिव
Prof. Rajive Kumar
Member Secretary



अखिल भारतीय तकनीकी शिक्षा परिषद

(भारत सरकार का एक सांविधिक निकाय)

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F.No. AICTE/Fin/WH/2015-16

Dated 03.11.2022

To

All Directors/Principals of AICTE Approved Institutions

**Subject: Implementation of Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013.**

Sir/Madam,

As you are aware that the Government of India is committed to promote gender equality and women empowerment across every sector and preventing all forms of violence against women that negatively impact gender equality and human dignity. The Sexual Harassment of Women at Workplace ((Prevention, Prohibition and Redressal) Act, 2013 upholds women's fundamental right to equality as guaranteed under Articles 14 to 15 of the Indian Constitution, the right to live with dignity under Article 21 and the right to practice any profession or to carry on any occupation, trade or business which includes right to a safe and secure working environment free from all forms of violence and harassment, as provided under Article 19 (1) (g) of the Constitution of India.

With improved access to education, skilling, and employment opportunities, millions of Indian women are entering the country's workforce. It is crucial that as a country we provide all women with a safe and secure work environment. It is the responsibility of every employer, whether in public or private and in organized or unorganized sectors to ensure compliance with the provisions of the Act. The employers are also mandated to conduct sensitization workshops for their employees periodically to make them aware about the provisions of the Act and towards the need for upholding the dignity of women and end gender stereotypes so as to encourage more and more women to participate in economic activities. This will contribute to the realisation of gender equality and result in inclusive growth for the benefit of individuals, the family and nation as a whole.

In view of the above, the following activities are to be conducted in all the AICTE approved institutions from 25.11.2022 to 10.12.2022.


- To conduct sensitization workshops for their employees to make them aware about the provisions of the Act.
- To observe the 25th of November as the International Day for the Elimination of Violence against Women.

- iii. To observe Discrimination against Women Pakhwada from 25.11.2022 to 10.12.2022.
- iv. Internal Complaints Committees to conduct a special drive to review the pending cases and take appropriate action before 9th December 2022.

Accordingly, the Action Taken Report in the matter may kindly be made available to the AICTE Headquarter latest by 13th of December 2022 positively so that the same could be submitted to the ministry.

This may be treated Most-Urgent

With regards,



3.11.22

Prof. Rajive Kumar

அனுப்புதல் :

திருமதி.பி.தங்கமணி B.sc.,
மாவட்ட சமூகநல அலுவலர்
மாவட்ட சமூகநல அலுவலகம்
கோயம்புத்தூர்

பெறுதல்:

1. மண்டல இணை இயக்குநர், உயர்கல்வித்துறை
2. முதன்மை கல்வி அலுவலர், கோயம்புத்தூர்
3. மாவட்ட கல்வி அலுவலர் - பேரூர்
4. மாவட்ட கல்வி அலுவலர் - பொள்ளாச்சி
5. மாவட்ட கல்வி அலுவலர் - S.S. குளம்
6. மாவட்ட கல்வி அலுவலர் - கோயம்புத்தூர்
7. அனைத்து கல்லூரி முதல்வர்கள் -
கோயம்புத்தூர் மாவட்டம்
8. முதல்வர் - அண்ணா பொறியியல் பல்கலைக்கழகம்
9. அனைத்து வட்டார கல்வி அலுவலர்கள் -
கோயம்புத்தூர் மாவட்டம்

ந.க.எண்.1467/மாசநஅ/பா.அ./2022, நாள். 09.2022.

பொருள் : மகளிர் நலம் - மாவட்ட சமூகநல அலுவலகம் - கோயம்புத்தூர் -
கல்லூரிகள் மற்றும் பள்ளிகளில் பயின்று வரும் மாணவியர்களுக்கு பாலியல்
துன்புறுத்தல்கள் மற்றும் அச்சுறுத்தல்கள் காரணமாக தற்கொலைகள்
அதிகரித்ததை தடுக்கும் பொருட்டு பள்ளிகள் மற்றும் கல்லூரிகளில்
உள்புகார் குழு மற்றும் பாதுகாப்பு பெட்டி அமைத்து குழுவினை பற்றி
விழிப்புணர்வு ஏற்படுத்த அனைத்து பள்ளிகள் மற்றும் கல்லூரிகளுக்கும்
அறிவுறுத்தல் - தொடர்பாக.

பார்வை : 1) மாண்புமிகு. தமிழக சமூகநலன் மற்றும் மகளிர் உரிமைத்துறை அமைச்சர்
அவர்களின் ஆய்வுக் கூட்ட அறிக்கை, நாள். 30.06.2022.
2) சமூகநலன் மற்றும் மகளிர் உரிமைத்துறை இயக்குநர்,
சென்னை அவர்களின் கடிதம் ந.க.எண்.1224/சிதி3/2022, நாள். 30.05.2022.
3) சமூகநலன் மற்றும் மகளிர் உரிமைத்துறை இயக்குநர்,
சென்னை அவர்களின் கடிதம் ந.க.எண்.23100/மாபெவமை/2021, நாள்.
08.06.2022.

பார்வை 1-இல் காணும் மாண்புமிகு.தமிழக சமூகநலன் மற்றும் மகளிர் உரிமைத்துறை
அமைச்சர் அவர்களின் ஆய்வுக் கூட்டத்தில் தெரிவிக்கப்பட்டபடியும், பார்வை 2 மற்றும் 3 -இல்
சமூகநலன் மற்றும் மகளிர் உரிமைத்துறை இயக்குநர் அவர்களின் கடிதத்தின்படியும், ஒவ்வொரு கல்வி
நிறுவனத்திலும் பாலியல் துன்புறுத்தல்கள், பாலியல் அச்சுறுத்தல்கள் காரணமாக தற்கொலைகள்,
படுகொலைகள் உருவாகாமல் பாதுகாக்க அனைத்து பள்ளிகள் மற்றும் கல்லூரிகளில் உள்புகார் குழு
(Internal Complaint Committee - ICC) அமைக்கப்பட வேண்டும் என்றும், இந்த குழுவில் 50
சதவீதத்திற்கும் மேல் பெண்கள் இருக்க வேண்டும், குழுவின் தலைவராக பெண்கள் இருக்க வேண்டும்
என்றும், அந்த குழுவில் கல்வி நிறுவனத்தில் இல்லாத பெண்கள் மற்றும் சமூக ஆர்வலர்களும் இடம்
பெற்றிருக்க வேண்டும் என்றும், அனைத்து பள்ளிகள் மற்றும் கல்லூரிகளிலும் உடனடியாக உள்புகார்
குழு (Internal Complaint Committee - ICC) மற்றும் பாதுகாப்பு பெட்டி அமைத்து, அக்குழுவினை பற்றி
அனைத்து தரப்பினருக்கும் விழிப்புணர்வு ஏற்படுத்த வேண்டுமென்றும் தெரிவிக்கப்பட்டுள்ளது.

எனவே கோயம்புத்தூர் மாவட்டத்தில் உள்ள அனைத்து பள்ளிகளிலும் / கல்லூரிகளிலும்
உடனடியாக உள்புகார் குழு (Internal Complaint Committee - ICC) மற்றும் பாதுகாப்பு பெட்டி
அமைத்து, அக்குழு பற்றிய விழிப்புணர்வினை ஏற்படுத்திட வரும் 29.09.2022 அன்று பிற்பகல்
3.00 மணிக்கு மாவட்ட ஆட்சியர் அலுவலக கூட்ட அரங்கில் (மக்கள் குறைதீர்க்கும் நாள்
கூட்ட அரங்கம்) கூட்டம் நடைபெறவுள்ளதால் தங்களது அலுவலகத்திலிருந்து முதல்நிலை /
இரண்டாம்நிலை அலுவலர்கள் தவறாது கலந்து கொள்ளுமாறு கேட்டுக்கொள்ளப்படுகிறது.

மாவட்ட சமூகநல அலுவலர்
கோயம்புத்தூர்

ச/ந
26/9/2022

26/09/2022