



Sri Ramakrishna Institute of Technology

(An Autonomous Institution)

(Accredited by NAAC with "A" Grade)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Pachapalayam, Perur Chettipalayam, Coimbatore – 641 010,

Phone – 0422-2605577.



PREVENTION OF SEXUAL HARASSMENT CELL

As per the guidelines of UGC, NAAC and the Supreme Court a Prevention of Sexual Harassment Cell has been established by Sri Ramakrishna Institute of Technology to provide a healthy and congenial atmosphere to the staff and students of the College. The cell was constituted to meet the four basic objectives:

- To develop the guidelines and norms for a policy against sexual harassment.
- To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare a detailed plan of action, both short and long term.

The objective of this Policy is to provide protection against sexual harassment and for prevention and redressal of complaints of sexual harassment and matters connected therewith and incidental thereto. The Policy also endeavors to set expectations regarding workplace behaviour and provide with a framework for reporting concerns.

SEXUAL HARASSMENT: Sexual Harassment means an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile an intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

- Demand or request of sexual favours.
- Making sexually coloured remarks.
- Physical Contact & advances.
- Showing pornography.
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail.
 - Verbal abuse of a sexual nature.
 - Touching or grabbing of a sexual nature.
 - Repeatedly standing too close to or brushing up against a person.
 - Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize).
 - Giving gifts or leaving objects that are sexually suggestive.
 - Repeatedly making sexually suggestive gestures.
 - Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace
 - Off-duty, unwelcome conducts of a sexual nature that affects the work environment.
- A victim of sexual harassment can be a man or a woman. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, other Department employee, or a non-employee who has a business relationship with the Department.

RESPONSIBILITIES

- Organize awareness programmes and campaigns for the benefit of all members of the College on sexual harassment and gender based discrimination.
- Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents and outsiders on College premises)

alleging sexual harassment by another member(s) of the College.

- Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
- The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

PROCEDURES:

Online affidavits - Protocol

Why to do?

Steps:

1. As per the directives of the apex commission, UGC norms it is mandatory for every student and his/her parents to submit an anti-ragging affidavit during the time of admission.
2. All the relevant contact details of the students would be collected from the affidavits and documented accordingly as per the order of the Hon'ble Supreme Court of India.

How to do?

Step 1: This is essentially a three-step procedure

Step 2: Need to Log on to www.ANTIRAGGING.in or www.AMANMOVEMENT.org. Click on the button called – Online affidavits.

Step 3: Fill in the information as desired and submit the completed form.

Step 4: On successful completion, you will receive affidavits, both for Students and Parents, through E mail.

Step 5: Need to create an email id before you log in. In case if your parents do not have an e mail/Mobile/ Landline Phone number you can give the details of those whom you trust. If you make a mistake while submitting the form you can start afresh and submit the information again. Providing correct details is the pre-requisite for effective redressal of complaints to the office of of the Dean/Principal/Director related to ragging for necessary filing of records and facilitate easy retrieval of the same.

Step 6: Take a print out of the document and get it signed by the students and parents and submit the same.


Principal