



# WOMEN'S GRIEVANCE REDRESSAL CELL POLICY -2023-24

## PREVENTION OF SEXUAL HARASSMENT

MAHARANA PRATAP GOVT. DEGREE COLLEGE, AMB District Una Himachal Pradesh-177203

## WOMEN'S GRIEVANCE REDRESSAL CELL POLICY -2023-24

**WOMEN'S GRIEVANCE & REDRESSAL CELL****Maharana Pratap Govt. Degree College, Amb District Una HP-177203****2023-24****Title of the document:** Women's Grievance Redressal Policy, Maharana Pratap Govt. Degree College, Amb. 2020-21**Aim:**

- The cell has been initiated with the main objective of creating an effective organizational structure for improving the status of women in the institution.
- The committee will maintain communication with the institution's administration in planning and monitoring the progress of women personnel and students.
- The committee shall advise the administration about a broad range of issues and concerns that influence women's work lives and status in the institution.

**Objectives:**

- 1 The Cell will deal with the cases/complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- 2 The Cell shall process all individual complaints and take immediate suitable action.
- 3 The Cell will provide assistance for taking preventive steps in the matter of gender discrimination and sexual harassment.
- 4 The Cell may form/review the guidelines/policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by the Supreme Court and Government Agencies.

**Goals:**

- 1 Equity for women in the organization with respect to study, work, recreation and compensation.
- 2 Specific strategies for women to achieve upward mobility.
- 3 Strategies for increasing the representation of women throughout upper levels of the organization and in areas where women are generally underrepresented.
- 4 Educational programs regarding gender equity, work-life balance etc.,
- 5 To analyze and collect a variety of information to gain a more complete and valid assessment of the status of women in the institution.

**Grievance Redressal Procedure (Level-I):**

- a. Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the office of the Principal.
- b. The complaint will be confidential at this stage.
- c. The chairman will transfer the complaint to the Convener of the Grievance cell.
- d. The convener will convene the meetings and conduct preliminary investigation and enquiry.
- e. The grievance committee shall then decide the course of action to proceed after hearing the opposite party.
- f. The complaint will stand dropped if the committee after an enquiry will not be able to prove prima facie an offence of sexual harassment to the complainant/her representative by the offender.
- g. In case the grievance committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning will suffice then the alleged offender shall be called to the meeting of the grievance committee, heard and if satisfied that a warning is just and proper, he will be warned about his behaviour and non-occurrence of it. In case the complainant requests that the complaint should be proceeded with beyond a warning, the same may be proceeded with in the manner prescribed hereafter.
- h. Any frivolous/ vexatious complaint lodged against the accused shall be viewed seriously after appropriate enquiry. The committee shall have the right to decide upon the course of action thereafter.

#### **Procedure beyond warning (Level II)**

- i. If the complainant wishes to proceed beyond a mere warning to the accused, the accused shall be given in writing by the grievance committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- j. If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the grievance committee will decide whether the offence deserves a minor penalty or a major penalty.
- k. If the grievance committee decides that the accused be imposed a minor penalty, the said penalty will be recommended by the grievance committee to the chairman of the cell for decision.
- l. If the grievance committee reaches a conclusion that the accused in case his guilt is proved, should be imposed a major penalty, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension.
- m. If a person is charged with physical molestation or rape on institution premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of the Indian penal code.

### **Punishment for sexual harassment**

1. Any member of the institute fraternity (student/employee/outsider related to the institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/College rules.
2. A student guilty of sexual harassment shall be liable for any of the following penalties:
  - a. Warning or reprimand.
  - b. Suspension from the institution for an appropriate term as decided by the Committee.
  - c. Debarment from appearing in the examination.
  - d. Rustication from the college as the case may be.
  - e. Any other punishment as defined by the government act.

### **Protection against Victimization**

The committee notes and approves the policy on Protection against Victimization of the Women's Grievance Redressal Cell as:

- a. In the event of the complainant being a student and the accused being a teacher, during the pendency of the investigation and enquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- b. In the event the complainant and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the confidential reports of the complainant, if it is otherwise so authorized.
  - List of women faculty and staff with qualifications, designations, experience etc.
  - Grievances of women.
  - Enquiry reports.
  - Letter from the complainant, if the solution delivered, is satisfactory

### **Members**

The Principal will be the Chairman of the Cell and will appoint members of the cell on discussion with the advisory committee of the college. The following protocol will be adhered to for the constitution of the cell.

1. Chairman of the Cell (Always the Principal of the college irrespective of gender).
2. Convener (Senior Most Female Faculty member of the college)
3. Member 1 (Any Sr. Female Faculty Member of any department)
4. Member 2 (Any Sr. Female Faculty Member of any department other than the member mentioned at Sr. No. 2 & 3)
5. Member 3 (Any Sr. Female Faculty Member of any department other than the member mentioned at Sr. No. 2 to 4)
6. Member 4 (NSS- Female Programme Officer)

7. Member 5 (Senior Most male Faculty member of the college)
8. Member 6 (NSS- Male Programme Officer)
9. Member 7 (NCC- Officer irrespective of the gender)
10. Member 8 (Convener of the discipline Committee)

Note: At least 3 female members and 1 male member excluding the chairman is necessary for the constitution of the cell. For the session 2023-24, the already constituted committee will work for this session. The protocol will apply to the constitution of the cell for the academic session 2023-24 and onwards. Necessary amendments are also possible after the due consent of the chairman of the cell.

Women's Grievance & Redressal Cell -2023-24:

1. Chairman: Sh Darshan Kumar (Principal)
2. Convener: Smt. Rekha Sharma (Senior Most Female Faculty member)
3. Member 1: Dr. Suruchi Sharma (Department of English)
4. Member 2: Ms. Sureta (Department of Physics)
5. Member 3: Ms. Rachna Sharma (Department of Music)
6. Member 4: Ms. Kumari Sujata (Female NSS Programme Officer)
7. Member 5: Sh. Rajesh Sharma (Senior Most male Faculty member)
8. Member 6: Sh. Anil Verma (NCC- Officer irrespective of the gender)

**Redressal Time-limit:**

1. All the complaints received that come under Level-I Redressal, will be resolved within 15 days and not take more than one month (i.e. 30 days) in case of sensitive issues. The complaints taking more than one month time will come under the preview of Level-II Redressal i.e. beyond warning.
2. All the complaints received that come under Level-II Redressal will be resolved within 45 days or earlier and not take more than two months (i.e. 60 days) in case of sensitive issues. The complaints taking more than two months will be forwarded to local administration for further judiciary action along with all the correspondence made at Level-I and Level-II redressal.
3. Any type of complaint irrespective of its seriousness, will not take more than 90 days for final Disposal.

**Schedule of Meetings**

- The cell will meet at least twice every academic year.
- Other than that, an emergency meeting shall be called on receipt of a complaint.
- The quorum for the meeting should be at least half of the total members

**Files to be maintained**

- Committee members —personal profiles.
- Agendas and minutes of the meetings.
- Grievances /complaints received.

- Enquiry reports if any.
- Solution offered and letter of acceptance from the aggrieved

**Note: All the files must be maintained as per UGC Format and Guidelines.**



**Principal**

Principal  
M. P. Govt. College, Amb  
Distt. Una (H.P.)

