



SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

Dindigul - Palani Highway, Dindigul - 624 002.

Phone: 0451-2448800-99 (100 Lines) Fax: 0451-2448855

Email: ssmiedgl@gmail.com Website: www.ssmiet.ac.in

POLICY AND GUIDELINES FOR PREVENTION OF SEXUAL HARASSMENT OF (POSH) WOMEN AT WORK PLACE

PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (POSH)

POSH Cell was established in the year 2015 and comes into effect from 14.11.2011. As per the directions of Anna University and guidelines of UGC dated on 05.11.15.

About the cell

In compliance with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places the University Grants Commission (UGC) has issued circulars since 1998 and insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act -Sexual Harassment Act in April 2013) to all the universities, advising them to establish a permanent cell /committee and to frame guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the women are respected and they are treated with dignity. As per the guidelines of UGC and the recommendation of the Anna University a Committee against Sexual Harassment/ (ICC) Internal Complaints Committee at SSM institute of engineering and technology have been established to provide a healthy and congenial atmosphere to the staff and students of the College. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. This also meets the obligation as mandated by the Supreme Court



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The Role of the cell:

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- To ensure that appropriate action is taken against the offender.
- To ensure that victims and witnesses are not victimized or discriminated because of their Complaint.
- To take proactive measures towards sensitization of the working and learning community on gender issues so that the University is an excellent work place for all.
- Recommend appropriate punitive action against the guilty party to the cell.

Action

- If informal methods such as telling the perpetrator to stop harassing do not succeed, the victim c
- An lodge a complaint through email or by a telephone call to any of the members of ICC.
- The complainant's name and identity will be kept confidential.



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ASSISTANCE BY COLLEGE

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of such nature.

- ❖ To provide counseling services to the complainant
- ❖ To undertake workshops and training programmes at regular intervals. (Twice in a year)
- ❖ Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- ❖ To pursue the complaint and the safety of the complainant
- ❖ To assure confidentiality of the case
- ❖ To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- ❖ To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- ❖ To provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- ❖ To make available such information to the Internal Committee as the case may be, as it may require.

ICC: (Internal Complaints Committee)

The College has established an Internal Complaints Committee to address the grievances of any person subjected to sexual harassment.

Composition of the Committee

The committee consists of seven members headed and nominated by the PRINCIPAL of the total number of members, minimum three have to be women of seven members, two members are representative of teaching staff and two members are representative of non-teaching staff, one student representative and one member is a representative of the management.



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- ❖ Where the complainant is unable to make a complaint on account of physical or mental incapacity or death or otherwise, legal heir or such other person as may be prescribed may make a complaint

When to Approach the Internals Complaint Committee

- The victim should approach the committee within one month of the commission of any act amounting sexual harassment
- The committee has the discretion to condone the delay in filing complaint.

PROCEDURE FOR INVESTIGATION OF COMPLAINTS:

The committee member to whom the complaint is made forwards the same to the chairperson within 10 days.

- A meeting is convened by the chairperson within three weeks from the date of communication to him.
- At the first meeting, the complainant or his/her representative will be heard
- In case of a woman complainant, if she specifically expresses a desire that she be allowed to depose in the presence of women members of the cell, the cell will hear the complaint after male members have withdrawn from the hearing.
- It is at the discretion of the cell to decide whether the complaint is to be proceeded with.
- It is the duty of the Committee, to ascertain the wishes of the complainant before proceeding with the complaint. If complainant wishes only warning to the accused
- If the complainant wishes that only warning would suffice, and then the alleged offender will be called to the meeting of the committee, heard, and if so satisfied that a warning is just and proper, it will be recommended to the Principal, that the accused may be warned about his behavior.
- The matter is then treated as concluded after recording in the complaint register to that effect
- A necessary note is made in the service book of the employee or record of the student
- The cell verifies the compliance of the action taken. Complaint register is maintained by the committee



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PROTECTION AGAINST VICITIMISATION

In the event of complainant being a student and the accused being a Teaching staff, during the pendency of the investigation and inquiry and even after such an enquiry if the Teaching staff is found guilty, then such teacher shall not act as an examiner for any examination for which the student appears. In the event of complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an inquiry, if the accused is found guilty, the accused shall not write the confidential reports of the complainant, if he otherwise so authorized.

DISCIPLINARY ACTION

The committee may recommend the following penalties on a person found guilty of sexual harassment.

In case of employee being guilty of Sexual Harassment Penalties

- Warning, Reprimand or Censure
- Fine
- Withholding of increments or promotion
- Reduction to a post in the lower pay scale or to a lower stage of increment
- Compensation to the Victim
- Termination / dismissal from service

In Case Student Is Found Guilty Of Sexual Harassment Penalties

- ❖ Warning
- ❖ Written Apology
- ❖ Bond of Good Behaviour
- ❖ Debarring entry into a campus/ hostel
- ❖ Suspension for a specified period of time
- ❖ Compensation to the victim
- ❖ Debarring from examination for a specified period of time, decided by the committee
- ❖ Expulsion from the college