

# PODDAR INTERNATIONAL COLLEGE

Sector 7, Mansarovar, Jaipur

## WOMEN GRIEVANCE REDRESSAL CELL

(WGRC)

Women cell has been constituted in the college to deal with the issues pertaining to female members of the college through regular interactions of the officiating members of the women cell with the students and other female faculty members from time to time.

### EXTENT AND APPLICATIONS OF THE DIRECTIONS

- A. These Directions extend and apply to all the students and employees of departments and faculties of the Poddar International College. These Directions also extend and apply to all the offices and authorities of the Poddar Group of Institutions.
- B. These Directions will apply to all cases and/or complaints or allegations of sexual harassment :
  - (i) By a student against a co-student or with a female employee;
  - (ii) By an employee against a student or another female employee;
  - (iii) By a member of the management against a student or female employee.
- C. These Directions will also apply in respect of all cases and/or allegations of sexual harassment :
  - (i) By a student, employee or member of the management against a third party or an outsider;
  - (ii) By a third party or an outsider against a student, employee.

**Explanation:** The applicability of these Directions will be irrespective of whether the alleged sexual harassment has taken place within or outside the campus.

**“Sexual Harassment”** includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- (i) Physical contacts and advances;
- (ii) A demand or request for sexual favors;
- (iii) Sexually colored remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

## **AIMS AND OBJECTS OF THE WOMEN GRIEVANCE REDRESSAL CELL**

The objectives of the Cell shall be:

- (i) To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the College.
- (ii) To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- (iii) To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the College.
- (iv) Talks are organized by the cell to make the women students/faculty aware of their rights. The college supports them with proper and healthy motivational talks, seminars, workshops for creating general awareness of teaching and non-teaching staff from time to time on the topics like, Save the Girl Child: Declining Sex Ratio, Infant Mortality Rate, Women Empowerment, Women Property Rights etc.

## **DUTIES OF THE COLLEGE**

- (i) In case of sexual harassment in any of the premises of the College, active assistance shall be provided to the complainant by the College to pursue the complaint and the safety of the complainant shall also be ensured.
- (ii) The College shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of these Directions.

## **A. COMPOSITION OF THE WOMEN GRIEVANCE REDRESSALCELL**

- (i) The Cell shall consist of at least five members and not more than seven members, and not less than half of its members should be women.
- (ii) The Chairman shall nominate members for the Cell.
- (iii) While constituting the Cell, representation may be given to the representatives of teaching staff and non-teaching staff of the College.
- (iv) There shall be one member representing NGO's, nominated by the Chairman.
- (v) A person having legal background shall be ex-officio member to be nominated by the Chairman.

- (vi) The Chairman shall appoint a Chairperson and a Secretary from amongst the members of the Cell. The Chairperson should be a woman.
- (vii) The Cell shall also perform the role as “Complaint Committee”.

## **B. THE TERM OF THE OFFICE OF THE CELL**

- (i) The term of office of the Cell shall be for three years. In case of any vacancy occurring in the Cell, it shall be filled in for the remainder of the term of office of the Cell by the Chairman.
- (ii) The names of the members of the Cell, along with their contact places and telephone numbers shall be displayed at all times in a conspicuous place of the main notice board of each of the College premises.

## **C. MEETINGS OF THE CELL**

- A. The Cell shall meet at least twice every academic year and the intervening period between two meetings shall not exceed six months.
- B. The Chairperson of the Cell can call a Special Meeting at any time upon the written request of not less than one third of the total number of members of the Cell, on a date not later than fifteen days after the receipt of such requisition by the Chairperson.
- C. The quorum for any meeting of the Cell shall be one third of its members. If the quorum is not present at any meeting, it shall be adjourned for half an hour and proceed with those who are present and the proceedings of such a meeting shall not be challenged on the ground of absence of quorum.

## **9. PROCEDURE FOR INVESTIGATION OF COMPLAINTS**

- (i) Any woman employee/female student of the Departments / Schools / Administration / Authority shall have the right to lodge a complaint with any of the members of the Cell.
- (ii) Such complaints may be oral or in writing.
- (iii) Any complaint in writing shall be signed by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the Cell member to whom the complaint is made and shall not be acted upon till signed by the complainant. A Complaint Register shall be maintained by the Complaints Committee. It should be a confidential document.
- (iv) The complainant shall be afforded full confidentiality at every stage.
- (v) In the event of the complaint being made to any member of the Cell, immediately upon receipt of the complaint, and within not more than ten working days, the member of the Cell to whom the complaint is made, shall communicate the same to the Chairperson of the Cell.

However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the Cell.

- (vi) Within a period of three weeks from the date of such communication, the Chairperson shall convene its meeting.
- (vii) At the first meeting, which shall be held within three weeks of the receipt of the complaint, the complainant or at her request her representative, shall be heard. If a woman complainant specifically expresses a desire that she be allowed to depose in the presence of only women members of the Cell, the Cell shall hear the said complainant after the male members have withdrawn from the hearing. However, the complaint shall not be finally disposed off until after the male members of the Cell attend and participate in the decision making process. The Cell shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the Cell, the complainant has not been able to disclose prima facie, an offence of sexual harassment.
- (viii) In case, the Cell decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice, then the alleged offender shall be called to the meeting of the Cell, heard and if so satisfied then he may be warned about his behavior. The matter shall then be treated as concluded with a recording, to that effect, made in the Complaint Register and necessary note be made into the Service Book of the employee/Record of the student including the Migration Certificate. The Cell should verify compliance of the action taken.
- (ix) The Cell shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principles of natural justice.
- (x) If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the Cell an opportunity to explain within two weeks; why he should not for good and sufficient reasons be treated as guilty of his behavior and be not recommended to be punished for the act complained of. If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the Cell shall recommend at the outset whether the offence deserves a minor or a major penalty.
- (xi) In the event of the Cell coming to a decision that the delinquent be imposed a minor penalty, who shall then expeditiously act on such recommendation.

## **11. PENALTIES AND PUNISHMENT FOR SEXUAL HARASSMENT**

The Cell may recommend the following penalties on a person found guilty of sexual harassment:

- A. An employee found guilty of sexual harassment shall be liable to receive the following penalties:

### **Minor Penalties:**

- i. Warning, Reprimand or Censure
- ii. Fine
- iii. Withholding of increments or promotion
- iv. Reduction to a post in the lower pay-scale or to a lower stage of increment in his own pay-scale.

### **Major Penalties:**

- (i) Compulsory retirement
- (ii) Termination of service
- (iii) Removal/dismissal from service

- B. A student found guilty of sexual harassment shall be liable to receive the following penalties:

### **Minor Penalties:**

- (i) Warning
- (ii) Written Apology
- (iii) Bond of good behavior
- (iv) Debarring entry into a hostel/campus/off-campus
- (v) Suspension for a specified period of time
- (vi) Withholding results.

### **Major Penalties**

- (i) Debarring from examinations for a specified period of time
- (ii) Expulsion from college

The College shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. An employee placed under suspension shall be entitled to subsistence allowance at the rates as applicable under the rules of discipline.

The College may direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the College during the pendency of the matter before the Committee.

**Composition of WGRC**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Nomination</b>
1	Dr. Meenu Mangal	Vice Principal	Chairperson
2	Dr. Poonam Dhawan	HOD, Dept of Botany	Convener
3	Dr. Meenal Sharma	Assistant Professor	Member
4	Mrs. Swati Puri	Manager Coordination	Member
5	Mrs. Parul Bharagva	NGO representative	External member
6	Mr. Vipul Sharma	Advocate	External member