



**AMAL COLLEGE**  
OF ADVANCED STUDIES

# ***Policy on Sexual Harassment***

**Amal College of Advanced Studies, Nilambur**  
(Accredited with A grade by NAAC)

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## INTRODUCTION

Amal College of Advanced Studies is a prestigious institution providing equal opportunities to all. Men and women work together in a congenial atmosphere, however if there are any complaints involving physical contacts or advances, demand for sexual favours, sexually tainted remarks, and any unwelcome physical, verbal or nonverbal expressions of a sexual nature; it is addressed and appropriate action is taken. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules 2013 and section 4(1) of the Act, college has constituted Internal Compliance Committee (ICC). This cell aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

The intention of the Committee is to take consistent action for prevention, prohibition and redressal of complaints received regarding sexual harassment and gender discrimination of women personnel at the workplace. The committee is constituted in our institute to go into and recommend necessary steps with regard to complaints on sexual harassment and to address issues related to Prevention, Prohibition and Redressal of such complaints. The ICC will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters. The committee will admit complaints from girl students/female staff members in the college. For the redressal of a complaint, the complainant is required to provide a written or online submission to the principal/convenor/ any member of ICC. The Committee will make recommendations on actions to be taken on specific complaints and will report to the Principal and has to act upon the recommendations within 60 days. The contents of the complaint, identity and address of the aggrieved woman, respondent and witness, information relating to conciliation and inquiry proceedings, recommendations of the ICC and the action taken by the employer shall not be published, communicated, or made known to the public, press and media.

## **Definition for Sexual Harassment**

Sexual Harassment includes any one or more of the following uninvited acts or behaviours (whether directly or by implication), namely Physical contact and advances, or

- A demand or request for sexual favors, or
- Making sexual coloured remarks, or
- Showing pornography, or
- Any other unwelcome physical, verbal, non-verbal conduct of sexual nature
- If any of the following elaborates that if any of the following circumstances occurs or is present in relation to or connected with any act or behaviours of sexual harassment among other circumstances, it may amount to sexual harassment: Implied or explicit promise of preferential treatment in her employment, or
- Implied or explicit threat of detrimental treatment of her employment, or
- Implied or explicit threat about her present or future employment status, or
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act & Rules 2013, Internal Compliance Committee Definition for Sexual Harassment Interference with her work or creating an intimidating or offensive or hostile work.
- Environment for her, or Humiliating treatment likely to affect her health or safety.

## **Working of Internal Complaints Committee (ICC)**

- ✓ All complaints will be dealt with confidentially.
- ✓ Only matters pertaining to sexual harassment and/or discrimination of staff and students will be under the jurisdiction of ICC.
- ✓ Other conflicts and grievances if any should be submitted to the respective Grievance Redressal Cells (either for Staff or Students) or to the Discipline Committee.
- ✓ All students and staff are bound to obey the rules specified in the College Manual.
- ✓ Complaints regarding Sexual Harassment must be made in written (legible handwriting) or typed on paper.
- ✓ Nature of the complaint should be clearly stated in detail with dates and locations.
- ✓ As per stipulation of The Act the aggrieved person can make the written complaint of sexual harassment at workplace within a period of three months from the date of

incident and in case of a series of incidents, within a period of three months from the date of last incident.

- ✓ The complaint must be in no case anonymous and the aggrieved person's name and address should be legible.
- ✓ As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.
- ✓ The written complaint should be handed over to any internal member of the ICC.

### **Jurisdiction of the Committee**

The Rules and Regulations included in this policy shall be applicable to all the complaints relating to Sexual Harassment in the institution. When one member (faculty or the student) or non member has sexually harassed by the other member within the educational institution shall come under the jurisdiction of this policy or law.

### **Powers of the Committee**

- ✓ The Committee shall have the power to call upon witnesses and call for documents or any information from any faculties/ non teaching staff/student.
- ✓ The Committee shall have the authority to issue provisional instructions to any person participating in the actions before it.
- ✓ The Committee before commencing an inquiry under the Act may undergo "appeasement" under Section 10 of the Act if both the parties agree to it.

### **Compliant Procedure**

Any aggrieved women may make in writing a complaint of sexual harassment at workplace to the Internal Compliance Committee within 3 months for the date of incident or the date of last incident in case of series of incidents. In case the women cannot write, the Presiding Officer / any member of the Internal Compliance Committee shall render all reasonable assistance. Steps after Completion of Enquiry are as follows:

1. If the ICC arrives at a conclusion that allegation against the respondent has not been proved, it will recommend to the employer that no action is required to be taken.

2. If the ICC arrives at conclusion that the allegation against the respondent has been proved, it will recommend to the employer the following:

- a. To take action for sexual harassment as misconduct in accordance with the provisions of the service rule applicable to the respondent.
- b. To deduct from the salary or wages of the respondent such sum to be paid to the aggrieved woman or to her legal heirs.
- c. In case the employer is unable to make such deductions from the salary of the respondent due to his being absent or cessation of employment, the ICC may direct Roles and Responsibility of the Committee Compliant Procedure to the respondent to pay such sums through other channels by information the details to the reporting officer of the government. d. In case the respondent fails to pay the sum, the ICC may forward the order for recovery of the sum to the reporting officer of the Government for further action.

3. If the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has made the complaint knowing it to be false or aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer to take action against the women or the person who has made the complaint.

### Composition of Internal Complaint Committee

Sl No	Name	Designation	Contact No
1	Dr. Fathima Adeela Beevi TKS ( Presiding Officer)	Assistant Professor, Department of Commerce & Management	8714931455
2	Dr. Shameema T (Member)	Assistant Professor, Department of English	9048774356
3	Ms. Niloofer S (Member)	Assistant Professor, Department of Computer Science	9995397053
4	Ms. Shabnath K A (Member)	Office Attendant	9745160101
5	Mr. Muneer O K (Member)	Assistant Professor, Department of Malayalam	9496371133
6	Mr. Ahammed Salim TP (Member)	Chief Superintend	9447335463
7	Ms. Deepa C (Member)	Programme Officer, JSS Malappuram	9746942718

## **Roles and Responsibility of the Committee**

- ✓ After receipt of the complaint, the Committee is required to complete the inquiry within a time period of 90 days from the date of receiving the complaint.
- ✓ The ICC has highest powers in the organisation for gathering evidence towards completing the enquiry in time.
- ✓ The ICC is required to provide for conciliation before initiating an inquiry, if requested by the complainant.
- ✓ The inquiry process should be confidential and all the members of the committee maintain confidentiality of the enquiry process and the outcome.
- ✓ On completion of the inquiry, the report will be sent to the employer who is mandated to take action on the report within 60 days.

## **Functions of ICC**

The Internal Complaints Committee has two major functions:

1. Preventive
2. Remedial

### **Preventive**

- To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment.

### **Remedial**

- To receive and take cognizance of complaints made about sexual harassment at the college and give every complaint serious consideration.
- Crisis Management, Mediation and Counseling.
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

## **Rules and Procedures**

All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement. No person who is a complainant, witness,

or defendant in the complaint of sexual harassment shall be a member of the Committee. Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint. If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing. Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.

The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry. The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment. The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications. The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting. All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof. All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

## **Conclusion**

Sexual Harassment policy of the institution aims to protect faculties, non teaching staff, students and other persons relating to the institution from unnecessary sexual advances and provide them with course of action to report those incidents. It also explains how the Internal Complaints Committee handles complaints, take action against offenders, and help survivors to recover.



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