

## **KENDRAPARA AUTONOMOUS COLLEGE, KENDRAPARA, ODISHA POLICY ON SEXUAL HARASSMENT AT INSTITUTION**

Kendrapara Autonomous College, Kendrapara is committed to provide a safe and healthy environment for the members and students of the institution. The present policy seeks to ensure an academic work environment free of sexual harassment of any sort.

### **1. SCOPE: -**

The policy will apply to all the students, faculty, staff or employees of the KAC, or third parties whenever the misconduct occurs in connection with Institutional activities.

### **2. DEFINITION: -**

1. Following terms may be defined as follows: -

- Complaint – Any person alleging an incident of sexual harassment or on whose behalf such complaint has been filed
- Internal complaints committee – It is the committee constituted by senior members (female) of the Institution to look into the incidents of sexual harassment.
- Respondent – Any person against whom a complaint of sexual harassment has been filed.
- Sexual Harassment- it includes any unwelcome conduct, physical, verbal, textual, electronic threat which are sexual in nature and it includes
  - Any physical contact or advance
  - Any advances, demands or request for sexual favor.
  - Sexually coloured communication that is targeted at a particular person and leads to humiliation or harassment.
  - Sexually explicit content or gestures
  - Showing pornography
  - Any signals or repeated sexually determined behavior or conduct that creates a hostile work environment.
- Third party – Any person who is not part of the Kendrapara Autonomous College.
- Staff or Employee – Any one employed by KAC including non-teaching, full time, contractual, guest faculty etc.

### **3. Constitution of the Internal Complaint Committee**

The Principal will constitute a committee called Internal Complaint Committee (ICC)

1. The Committee will consist of the following members:

- a. Chairperson who will be a senior level woman faculty member
- b. Two members of faculty who have legal knowledge or expertise.
- c. One member out of the staff/non-teaching employees
- d. Associate NCC officer of the Girls Wing
- e. Administrative Bursar of the college
- f. At least half of the member of ICC will be women

#### 4. Filing of Complaint:

- a. The complaint will file a complaint in written before ICC through the Principal at the earliest point of time or within three months from the date of incidents.
- b. The complaint may be given by hand or post to the chairperson of ICC.
- c. If complaint has been filled one-line, hard copy of the same must reach to the office of ICC within 7 working days.
- d. ICC will extend all reasonable assistance to the aggrieved person for making the complaint in writing it required.
- e. The complaint should be specific and shall include the last of witness, if any.
- f. Before initiating the inquiry, the ICC at the request of the complaint, may make step to settle the matter between the complaint and respondent.

#### 5. Inquiry into the complaint

- ICC will send notice to the respondent within 7 working days along with a copy at the complaint.
- The respondent will reply to the complaint in writing, along with witness, if any, within 7 working days.
- The complaint may be called and heard by ICC and a hand written statement may be taken on record.
- ICC may ask the complaint, respondent and witness not to bring mobile phones or records the proceedings to maintain confidentiality.
- ICC may try to settle the matter through conciliation subject to the request made by the complaint
- ICC, if it so requires, may at any time, call upon any person to be a witness, and may ask any question.
- No copy of any documents be handed over to anyone except the parties.
- All notes, statements and documents are to be kept confidential.
- All the proceedings may be prepared the same day as far as possible or under the exceptional circumstances may be prepared the very next day and got signed by the members.
- Written notes may be taken while listening to the parties or witness.
- The inquiry may be terminated or an ex- Parte decision may be given, if complaint or respondent is absent for 3 consecutive hearings without reason. 15 days written notice may be given to the party before termination or ex- parte order.
- After the completion of the inquiry, the ICC will submit a detail report of its findings along with reasons to the Competent Authority.
- ICC must ensure that the identity of complaint, respondent and written is kept confidential.

Capt. Siva Debbarj.  
Anti harassment Cell

  
Principal 9.5.22  
Kendrapara Autonomous College  
Kendrapara