






MAILAM ENGINEERING COLLEGE

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and
Accredited by National Board of Accreditation (NBA) & TATA Consultancy Services (TCS)

PREVENTION OF SEXUAL HARASSMENT POLICY

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PREPARED BY	VERIFIED BY	APPROVED BY
		
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PREVENTION OF SEXUAL HARASSMENT POLICY

About the POSH Cell:

Mailam Engineering College has constituted an Internal Complaints Committee (ICC) as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in conjunction with UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015. 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 Mailam Engineering College have been established to provide a healthy and congenial atmosphere to the staff and students of the College.

The most effective weapon against sexual harassment is prevention. Harassment does not disappear on its own. In fact, it is more likely that when the problem is not addressed, the harassment will worsen and become more difficult to remedy as time goes on.

Sexual Harassment-Definition

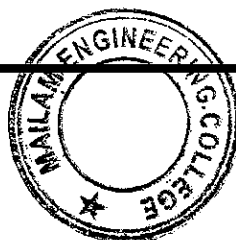
According to the Supreme Court, sexual harassment is defined as “unwelcome sexually determined behavior such as”

- Physical contact and making advances.
- A demand or request for sexual favours.
- Sexually oriented remarks.
- Showing pornography.
- Use of electronic media (phone, internet, intranet) for perpetrating any of the above.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

In short, the definition of sexual harassment is broad enough to include all kinds of offensive, hostile, intimidating, humiliating and exploitative language, gestures and conduct.

The Roles and Responsibilities of the POSH 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.





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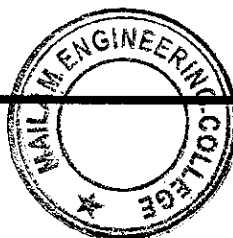
- To ensure that appropriate action is taken against the offender.
- To ensure that victims and witnesses are not victimized or discriminated because of their Complaint.
- To take proactive measures towards sensitization of the working and learning community on gender issues so that the University is 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 can 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.

Complaints made with a Malicious Intent

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.





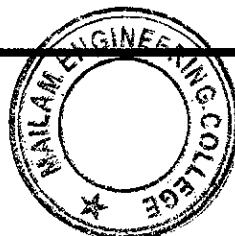
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POSH Cell Committee –Standard Operating Procedure:

- ✓ The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- ✓ The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- ✓ The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- ✓ Each party shall be provided with a copy of the written statement(s) submitted by the other.
- ✓ The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
- ✓ The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- ✓ The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- ✓ The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- ✓ As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- ✓ Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- ✓ The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
- ✓ The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- ✓ If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of: *Written apology *Bond of good behavior *Adverse remarks in the confidential report *Debarring from supervisory





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duties *Denial of membership of statutory bodies *Denial of re-employment/re-admission *Stopping of increments / promotion/denying admission ticket *Reverting, demotion *Suspension *Dismissal

