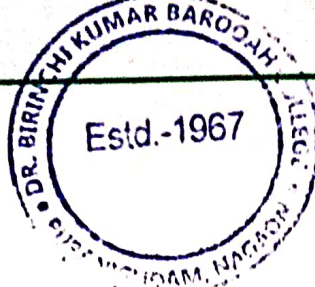


OFFICE OF THE PRINCIPAL

DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967



From :

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Principal & Secretary

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Ref. No.

Date

POLICY ON SEXUAL HARRASSMENT

Dr. B.K.B. College, Puranigudam

Introduction:

Dr. B.K.B. College is committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Dr. B.K.B. College shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Rights" under Articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment or students. Thus, all forms of sexual harassment in the employment or education are hereby declared unlawful.

According to the Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

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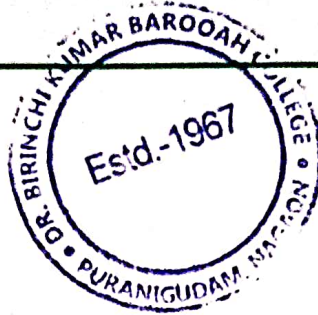
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Objective of the Policy:

The prime objective of the policy is to promote a social and psychological environment that will raise awareness about sexual harassment in its various forms. It is framed and implemented to

1. Fulfill the directive of the Supreme Court on implementation of the sexual harassment of women at workplace Act, 2013.
2. Evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. Ensure the implementation of the policy in correspondence and spirit through proper reporting of the complaints and their follow-up procedures.
4. Provide an environment, free of gender-based discrimination.
5. Ensure equal access of all facilities and participation in activities of the college.
6. Create a secure physical and social environment which will deter acts of sexual harassment.

Jurisdiction:

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.

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Composition of the Committee:

1. Chairperson: Principal
2. Vice Chairman: Vice Principal
3. Coordinator: A Senior Women Faculty
4. Members:
 - (a) Minimum five senior members from teaching /non-teaching staff
 - (b) One female member from Students' Union

Procedure for Submission of a Complaint:

If any employee or any student has faced any circumstances related to sexual harassment or gender based discrimination, then he/she can submit a complaint against the accused in written form along with supporting evidences (if any) to any member of the committee or he/she may drop the complaint at the dropboxes available at the Administrative Block, Academic Block, Women's Hostel and Library Block. Recently, online module is also purchased and attached at the college website for submission of grievances related to sexual harassment and the respective grievance has to be addressed by the Anti Sexual Harassment Committee of the college within two days of submission of the grievance.

Procedure to be followed by the Committee:

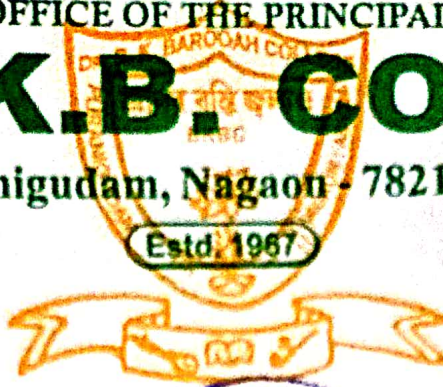
The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.

1. 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

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of two (2) days from such direction or such other time period that the Committee may decide.

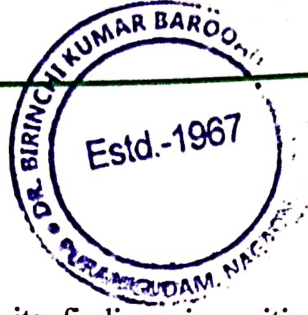
2. The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of two (2) days from such direction or such other time period as the Committee may decide.
3. The Committee shall conduct the proceedings in accordance 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*.
4. 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.
5. The party against whom the document/witness is produced shall be entitled to challenge/cross-examine the same.
6. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
7. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
8. The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

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9. The Committee shall record its findings in writing supported with reasons and if necessary shall forward the same with recommendations, to the Governing Body of the college, within a period of five (5) days from completion of the proceedings.

10. 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:-

1. Warning
2. Written apology
3. Bond of good behaviour
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies and different cells/committees
7. Denial of re-employment/re - admission
8. Stopping of increments/promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal

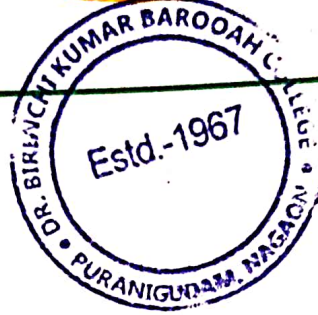
11. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against/victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the

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Committee shall report the same in writing, to the Governing Body, with reasons and with recommendations of the action to be taken against such person.

12. 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 Governing Body, with reasons and with recommendations of the action to be taken against such person.

(Dr. Nripen Ch. Das)
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