

ANTI-SEXUAL HARRASMENT COMMITTEE POLICY

Preamble:

The Internal Complaint Committee of EPCET is committed to provide a conducive environment, free from violence, harassment, and exploitation amongst the students, teaching & non-teaching staff and Students on the college campus. This includes all forms of gender violence, sexual harassment against women. The Committee members are expected to render full assistance to the “aggrieved woman” in writing the complaint of Sexual Harassment, the members should also be aware of the responsibilities and duties under the UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

Formation of the Internal Complaint Committee:

The Internal Complaint Committee of the College is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in the institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013. Complaints can be filed using the following link: <https://forms.gle/dwThA2cRXp5WEgVz5>

Objectives:

- To receive complaints, if any, from the lady staff and girl students who have been subject to sexual harassment.
- To keep all records intact and in the proper order of the complaints received.
- To inquire into such complaints and establish the facts.
- To keep an elaborate process document to fetch such case describing the methods adopted and the settlement reached in solving the problem.

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- Creates awareness about the internal compliance committee cell among the institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance.
- Ensure that the complainant and witnesses are not victimized or discriminated because of their complaint.
- Encourages an open-dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes.

Definition:

An anti-sexual harassment committee is a designated group within an organization tasked with preventing, addressing, and resolving instances of sexual harassment in the workplace or any other relevant setting. Its primary objectives include creating a safe and respectful environment, promoting awareness and education about sexual harassment, investigating complaints impartially, and implementing appropriate disciplinary actions when necessary. The committee typically comprises representatives from various departments or levels within the organization and include legal advisors, management personnel, and employee representatives. Their role is to enforce policies and procedures related to sexual harassment prevention and response, support victims, and foster a culture of respect and equality.

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ICC/Anti-sexual harassment Committee Members (2023-2024):

Sl.No.	Name	Role	Department	Designation
1	Dr.Mrityunjaya V Latte	Chairperson	ECE	Principal, EPCET
2	Dr.Yogesh G S	Member	ECE	Vice-Principal, EPCET
3	Dr.Nanda Ashwin	Member-Convener	IOT	Professor & Head
4	Prof.Jagadevi Bakka	Member	CSE	Asst.Professor
5	Dr.Anitha R	Member	ECE	Professor
6	Dr.Jayanthi Kumari	Member	ECE	Professor
7	Mrs.Saroja Bai	Member	Library	Attender
8	Mrs.Riju N	Member	Principal Office	Office Assistant
9	Ms.HimaBindu	Member	CSE	Student
10	Ms.Akila	Member	ECE	Student
11	Ms.Deepthi	Member	ISE	Student

Meetings: Twice in a year (Once in a Semester) and as and when necessary. The Committee shall meet as often as may be needed and appropriate.

Role of Member Convener: The Member Convener shall with the approval of the Principal /Chairperson convene the meetings, prepare the agenda, record the minutes and circulate amongst the members. Shall ensure compliance of all decision of the Committee.

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Procedure for initiating action against the Complaint

- Complaints regarding Sexual Harassment must be mailed to the chairperson or made in written (legible handwriting) on paper and submitted to any member of Anti-Sexual Harassment Committee.
- The Nature of 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 complaints 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 co-worker 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 member of ASHC.

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Process of conducting Inquiry

- i. The ASHC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- ii. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- iii. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the Institution. Copy of the findings or recommendations shall also be served on both parties to complaint.
- iv. The Chairperson of the Institution, shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed with that time by either party.
- v. An appeal against the findings or recommendations of the ASHC may be lodged within thirty days from the date of the recommendations.
- vi. If the chairperson of the Institution decides not to act as per the recommendations of the ICC, it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The

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Chairperson of the Institution shall proceed only after considering the reply or hearing the aggrieved person.

- vii. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of the matter. The Institution shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- viii. The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Interim Redressal

The Committee of the Institution may

- Transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC.
- Grant leave to the aggrieved with full protection of status and benefits for a period up to three months.
- Prohibit the respondent from assessing or commenting on the work, performance, or examinations of the complainant. Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus.
- Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

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Penalties

Any employee found guilty by the committee members will be charged with a punishment resulting in Termination of Service and other punitive action as applicable by the law. Any employee falsely implicating any other employee as reviewed by the committee members will be charged with a punishment resulting in Termination of Service and other punitive action as applicable by the law.



Principal

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