

## INTERNAL COMPLAINTS COMMITTEE MEMBERS

Sl. No.	Names	Designation	Phone
1	Mrs. Pramila Mascarenhas	Chair-person	9242183960
2	Mrs. Mariyamma Thomas	Advocate	9447249332
3	Mrs. Thanuja	Teaching Faculty Member	9880197432
4	Flavita V. Lewies	Teaching Faculty Member	8722487402
5	Mrs. Deena Pinto	Librarian	9964093046
6	Mrs. Jacintha Gretta Pereira	Non-Teaching Faculty Member	9449268949



A handwritten signature in green ink, appearing to read "Aruno", with a horizontal line underneath.

**Principal**  
Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)

(A Unit of Catholic Board of Education)

Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

## POLICY REGARDING THE PREVENTION OF SEXUAL HARASSMENT

1. Padua College of Commerce and Management values and supports diversity at the work place, which includes gender diversity. As an Institution, we strive to ensure that people who are part of the Organization and are our employees have the right to protection from Sexual Harassment at the workplace and enjoy the right to work with dignity. In this regard our college shall have an Anti-Women Harassment Cell.

Further from UGC and also under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("Act") and Rules, 2013 ("Rules"), it is mandatory for all the institutions to constitute an 'Internal Complaint Committee (ICC) for the redressal of Sexual Harassment cases.

The Institution along with its Employees is responsible for creating a safe working environment which can be achieved through prevention, prohibition and redressal against Sexual Harassment at the workplace. The Institution has a 'zero-tolerance' approach to any instances of Sexual Harassment. Anyone who engages in this behaviour is subject to formal punishment, including dismissal and may even result in prosecution.

2. **"Sexual Harassment"** shall mean and include the following, but is not limited only to the following:
  - 2.1 When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either explicitly or implicitly.
  - 2.2 When unwelcome sexual advances and verbal, nonverbal, or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, objectionable SMS or MMS or email, gestures, showing of pornography, lurid stress, physical contact or molestation, stalking, sounds or display of a derogatory nature, have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive Institution environment.
  - 2.3 When any form of sexual assault is committed where a person uses, the body or any part of it or any object as an extension of the body in relation to another person
  - 2.4 When any such conduct as defined above is committed by a third party or outsider in relation to an employee of the Institution, or vice versa on the premises of the Institution.



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್

## PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)

(A Unit of Catholic Board of Education)

Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

*Ref. :*

*Date :.....*

2.5 The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behaviour of sexual harassment, may amount to sexual harassment:

2.5.1 An implied or explicit promise of preferential treatment in employment.

2.5.2 An implied or explicit threat of detrimental treatment in employment.

2.5.3 An implied or explicit threat about the present or future employment status.

2.5.4. Interference with work or creating an intimidating or offensive or hostile work environment.

2.5.5 Humiliating treatment likely to affect the lady employee's health or safety.

3. **Scope:** The scope shall cover complaints by employees against other employee(s), by a subordinate against Superior, by a student against the Member of the faculty or non-teaching staff and by a student against a Fellow Student.

4. **Constitution of internal complaint committee to deal with sexual harassment:**

4.1. The Institution shall constitute an internal complaint committee (ICC) according to POSH Act 2013 to deal with sexual harassment.

4.2. This committee shall be headed by a woman who will be the Presiding Officer of the committee and it consists of at least two members from amongst the employees (preferably committed to the cause of women or who have had experience in social work or have legal knowledge) and one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

4.3. The term of the committee shall be for a period of two years and on expiry the Institution shall reconstitute the committee.

4.4 The names of the committee members along with their contact numbers and other details shall be displayed on the notice board of the Institution.



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)

(A Unit of Catholic Board of Education)

Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

## 5. Duties if the Committee:

- 5.1 To organize regular workshops and training programs to staff, parents and student regarding prevention of sexual harassment.
- 5.2. To create awareness of sexual harassment and remedies available among the staff, students, parents, and management.
- 5.3. To sensitize staff and students on issues of sexual harassment
- 5.4. To prevent cases of sexual harassment in the institution
- 5.5 To receive complaints related to sexual harassment
- 5.6. To conduct enquiries of complaints on sexual harassment
- 5.7. To prepare an annual report regarding cases of sexual harassment and action taken on them and submit it to Joint Secretary.

## 6. Making a complaint:

A complaint should normally be made within three months of the incident, but the time-period is kept flexible in cases where ICC members feel that such circumstances existed which prevented the filing of the complaint. The complaint has to be in writing, and the 'aggrieved woman' can seek the assistance of the ICC for the same. The POSH Act protects the contents of such applications, the identity and address of the aggrieved women, respondent and witness from the public view (through the RTI Act). Information related to the proceedings of the ICC also protected from purview.

## 7. Proceedings:

The ICC may take steps towards conciliation (informal settlement between parties) at the request of the women. Otherwise, it shall initiate an enquiry into such allegations. If a *prima facie* case of sexual harassment exists, the Committee shall submit its finding to the police station. On the completion of the report, it shall be submitted to the employer or the district officer.

## The detailed proceedings include:



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)  
(A Unit of Catholic Board of Education)  
Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

*Ref. :*

*Date : .....*

- 7.1. An employee who is a victim of sexual harassment may lodge a written complaint with any of the members of the committee.
- 7.2. The complaint shall be treated confidentially at this stage
- 7.3. On receipt of the complaint, the Members of the committee to whom the complaint is made shall communicate the same to the chairperson of the committee immediately
- 7.4. On receipt of the complaint the chairperson shall convene an emergency meeting of the committee
- 7.5. The committee shall examine the complaint and shall undertake investigation of the complaint after giving opportunities to the complainant to present his/her case and the accused to give his/her version.
- 7.6. The committee may examine witnesses from both sides.
- 7.7. The complainant and the accused shall be given the opportunity to cross examine the witness
- 7.8. Documents if any produced by the parties shall be taken on record.
- 7.9. The committee after completion of investigation shall submit its report to the Management with its recommendations for further action in the matter

## **8. Relief during pendency of inquiry:**

An aggrieved woman, through a written letter, can ask the ICC for the following recommendations:

- 8.1 Transfer of the aggrieved woman or the respondent to any other workplace.
- 8.2. Granting leave to the aggrieved woman up to a period of three months. Such leave would be in addition to a leave she is otherwise entitled to.

## **9. Protection against victimization:**

In the event complainant being an employee and the accused being his/ her superior, during the pendency of investigation and even after such investigation if the superior is found to be guilty, the accused shall not act as the superior of the complainant.



# ಪಾದುವ ಕಾಲೇಜ್ ಆಫ್ ಕಾಮರ್ಸ್ & ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University & Recognised by Govt. of Karnataka)  
(A Unit of Catholic Board of Education)  
Nanthur, Mangalore - 575 004.

Email : paduadegreecollege@gmail.com

website : www.paduainstitutions.com

Ref. :

Date : .....

## 10. Punishment if allegations are proved:

An employer can punish an employee for indulging in an act of sexual harassment in the following ways:

- 10.1 In the event allegations made in the complaint are proved against the accused, it will be construed as proved misconduct and the competent authority shall impose the punishment as envisaged in the regulations on disciplinary process.
- 10.2. Action shall be initiated on the basis of the findings and recommendations of the committee and it may include a written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service, undergoing a counselling session, or carrying out community service.
- 10.3. Deduction of compensation payable to the aggrieved women from the wages of the respondent.

## 11. Third party harassment:

- 11.1. If the sexual harassment is by the party or outsiders the committee shall actively assist and provide all its resources to the complainant in pursuing the complaint and ensure his/her safety in the premises of the Institution.
- 11.2. The provisions of this Regulation shall not restrict the power of the Institution or complainant to proceed against the alleged offender in the court of Law.

Principal

Padua College of Commerce and Management  
Nanthur, Mangalore - 575 004

