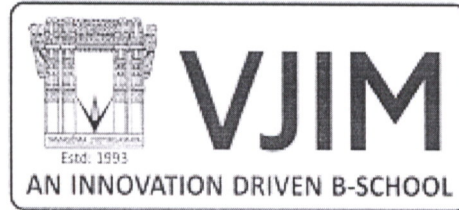


# VIGNANA JYOTHI INSTITUTE OF MANAGEMENT

HYDERABAD



## Prohibition for Sexual Harassment Policy



Prepared By & Date	Dr. N. Padmaja, Asso. Prof.	12.06.2019
Approved By & Date	Dr. Ch. S. Durga Prasad, Director	26.06.2019
Version No.	1.0	26.06.2019



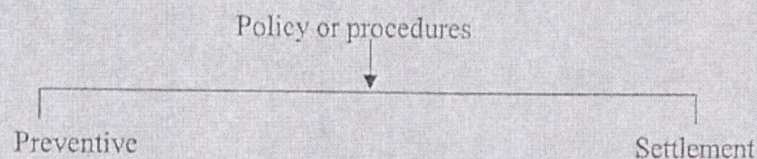
## Prohibition of Sexual Harassment

### Objective

The objective of Internal compliant committee for prohibition of sexual harassment in VJIM is,

- To develop a policy against sexual harassment at the Institute.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms

### Policy and Procedure In VJIM

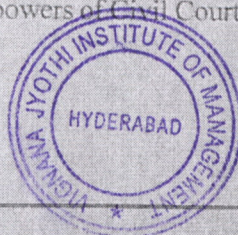


#### Preventive

- Drafting a Anti- Sexual Harassment policy in VJIM and making all members of the institute aware of it and to follow it.
- Organising training and workshops for the students and all other members in the institute to understand the importance of Gender equality .
- Creating a balanced and open environment in the institute to let students understand and respect each other and show compassion.

#### Settlement

- The complainant shall submit by the aggrieved candidate to ICC, six copies of the complaint along with supporting documents, names and addresses of the witnesses
- The ICC shall send one copy of the complaint. to the respondent on whom the case is filed, within a period of seven working days
- The respondent shall file his reply to the complaint along with his list of documents, names and addresses of witnesses, within ten working days from the date of receipt of the copy of complaint
- The Internal Committee shall, make inquiry into the complaint. Examine the incident reported and form a prima facie opinion as to whether it amounts to misconduct – sort of a preliminary inquiry.
- ICC shall decide the date, time and venue of the enquiry and Intimate the Complainant, Respondent and witnesses about the same.
- Record the minutes of the meeting and ensure that all the concerned have signed the minutes.
- Inquiry Committee is vested with the powers of Civil Court under CPC to enforce the attendance of the witnesses.





- The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice
- Enquiry shall be completed within a period of 90 days

### Committee

In order to maintain and protect the individuals from the sexual harassment in VJIM, a strong committee is formed to achieve zero tolerance on campus by assisting and supporting the students and all other members in the institute.

#### Committee Details

S.no	Members	Designation	Responsibility
1	Snr.Faculty- female	Chairperson	Ultimate decision maker
2	Director	V.C	Supports the chair person in providing all resources in organising the committee and advising the chairperson in decision making
3	Faculty Member - Female	Investigator	Collects all evidences, talks to all members involved in case and reports it
4	Faculty Member	Investigator	
5	External member- female	Influencer	Analyse the situation from various view points and gives a report on what best can be done in the situation
6	External Member	Influencer	
7	Student Member- Female	Supporter	Supports all other members of the committee in any form required

### Complaint lodging Details

To log complaints or any other grievance regarding gender sensitisation,

Contact – Phone :  
Mail :

To get more information about Gender Sensitisation policy

Contact – Phone :  
Mail :





PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF  
WOMEN EMPLOYEES AND STUDENTS IN HIGHER EDUCATIONAL INSTITUTIONS  
- REGULATIONS 2015 DIRECTORS OFFICE  
VIGNANA JYOTHI INSTITUTE OF MANAGEMENT, HYDERABAD 500090

FORM I

Proforma for Filing of Complaints of Sexual Harassment

*The processing of this complaint by the GSCASH is subject to physical validation through signature in the GSCASH office (Administration Block) by the complainant(s) within 24 hours of online submission.*

*\*In order to ensure accessibility and confidentiality for the VH/PH complainant(s), the GSCASH will arrange for the signature to be collected from them at their place of residence/work inside the campus.*

I. Complainant(s):

Student/resident/academic staff/ non-teaching staff/outsider/service provider

Name	
Age	
Sex	
Department	
College/Centre	
Address	
Phone Number	
Email	

II. Person(s) against whom the complaint is being lodged:

Student/resident/academic staff/ non-teaching staff/outsider/service provider

Name(s)	
Age	
Sex	
Department	
College/Centre	
Address	
Phone Number	
Email	

III. The Complaint:

1. Is the defendant known to the complainant?	
2. Is this the first incident of this kind? If yes, skip 3 and 4.	
3. Were exactly the same person(s) involved? If no, specify further.	

