

## **Prevention of Sexual Harassment**

Ramjas College is sensitive to the issues related to gender sensitization and sexual harassment. It strongly believes in an equal society and condemns any act of sexual harassment. In this regard, the college has instituted a Staff Council committee called *Gender Sensitization Committee (GSC)*. Earlier, this committee was known as *Gender Forum*. This committee comprises of an in-charge, teacher-members and student(s) representative from every department. This committee looks into the matters related to sexual harassment or any kind of discriminatory act in the college. The matter, at the bigger level, is taken to the college's *Internal Complaint's Committee (ICC)* and to the *Discipline Committee*. The following steps explain how this committee is formed and how it works.

### **STEP 1: Formation of GSC and ICC**

1. Every department nominates a faculty member to be the representative of their department in GSC. Departments are free to choose this member in whatever way they want to, being it through election or through selection.
2. For the students, from every year, every course, every section, one student representative is nominated. This is done through a fair and transparent election procedure, done through secret balloting. Example: B.Com (H), Year I, Section A, will have one student representative.
3. All these students are the members of GSC. Amongst these students, student representatives of ICC are elected.

### **STEP 2: Creating Awareness about gender sensitization and sexual harassment**

1. It has usually been seen that the stake holders (students, faculty, or other staff members) do not file any complaint against sexual harassment, either due to lack of information or due to fear of getting defamed.

2. The main agenda of GSC is to make people aware about gender issues and sexual harassment at work place.
3. The committee conducts awareness programs/sensitizing sessions for students, separately for each class, for faculty members, for non-teaching staff, and for administrative staff.
4. Personal advices and one-to-one correspondences are also conducted with the stake holders to generate sensitization regarding gender issues and sexual harassment issues.

### **Step 3: Complaint Initiation**

1. To keep the identity of the complainant fully confidential, and to provide the complainant full support to file a complaint, there are various ways in which a student/nay other member of college can file a complaint against sexual harassment
  - a. Through email: Any person (student, faculty, and staff), facing any kind of sexual harassment can write an email to the id: [ramjas.gsc@gmail.com](mailto:ramjas.gsc@gmail.com). Action is taken through this immediately.
  - b. Through personal communication: Any student facing sexual harassment can contact any member (either student representative or faculty representative or both) of GSC and explain their case.
2. GSC will try to solve the matter immediately.
3. If the matter is very serious, the case is further referred to the college ICC.

### **STEP 4: Complaint Initiation at college ICC**

1. GSC takes the complaint of the complainant to the college's ICC.
2. The complainant can also directly contact the convener of ICC to file his/her complaint.
3. This complaint is a written complaint and supporting documents have to be submitted.

4. College ensures that an action is taken by the ICC regarding the complaint within seven days of filing the complaint.

**STEP 5: Answer by the Suspect**

1. ICC looks into the matter and talks to the complainant and to the suspect, separately.
2. An enquiry is conducted by the committee.
3. An answer/explanation is taken from the suspect in writing, if found guilty, and submitted to the college office.
4. A copy of the same is sent to the complainant.
5. ICC then submits its reports and closes the matter.

