



College of engineering and Management, Kolaghat (CEMK)

Guidelines for Prevention, Prohibition and Redressal of Sexual Harassment

Based on UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

1. Preamble

College of Engineering and Management, Kolaghat is committed to providing a safe, inclusive, respectful, and equitable environment for all students, faculty members, non-teaching staff, researchers, interns, visitors, and other stakeholders. The College adopts a Zero Tolerance Policy towards sexual harassment, gender-based violence, intimidation, discrimination, retaliation, and any form of misconduct that compromises the dignity and well-being of individuals.

2. Objectives

The objectives of these guidelines are to:

1. Prevent sexual harassment within the college campus and associated activities.
2. Promote gender sensitivity and mutual respect.
3. Establish an effective mechanism for reporting and redressing complaints.
4. Protect complainants, witnesses, and affected individuals from victimization or retaliation.
5. Ensure fair, transparent, and time-bound inquiry and disciplinary procedures.

3. Scope

These guidelines will apply to:

- All students.
- Teaching and non-teaching employees.
- Contractual staff, interns, trainees, volunteers, and research scholars.
- Visitors, vendors, consultants, and service providers.

The policy covers:

- Academic departments.
- Laboratories, workshops, libraries, hostels, canteens, sports facilities, and transportation.
- Field visits, industrial training, internships, educational tours, conferences, cultural events, and all college-sponsored activities.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour of a sexual nature, whether physical, verbal, non-verbal, written, electronic, or visual. It includes:

Physical Conduct

- Unwanted touching, patting, hugging, or physical advances.
- Physical intimidation or stalking.

Verbal Conduct

- Sexually coloured remarks.
- Inappropriate jokes, comments, or propositions.
- Repeated requests for dates despite refusal.

Non-Verbal Conduct

- Display of pornography or offensive material.
- Lewd gestures, staring, or suggestive expressions.

Abuse of Authority

- Promise of academic, professional, or employment benefits in exchange for sexual favours.
- Threats affecting grades, evaluation, promotion, employment, or opportunities.
- Creation of a hostile, intimidating, humiliating, or offensive environment.

5. Rights and Responsibilities

Rights of Students and Employees

Every member of the College community has the right to:

- Study and work in a safe environment.
- Be treated with dignity and respect.
- File complaints without fear of retaliation.
- Receive fair and confidential treatment during inquiry proceedings.

Responsibilities

All members of the College will:

- Respect the dignity and rights of others.
- Refrain from any form of sexual harassment.
- Cooperate in inquiry proceedings.
- Report incidents or concerns promptly.

6. Institutional Commitments

The College will:

- Publicly notify and widely disseminate this policy.
- Conduct regular awareness and gender-sensitization programmes.
- Display ICC details and complaint procedures prominently on notice boards and the college website.

- Provide counselling and support services.
- Maintain a safe campus through adequate lighting, security measures, and grievance support systems.
- Conduct periodic reviews of policy implementation.

7. Internal Complaints Committee (ICC)

The College will constitute an *Internal Complaints Committee (ICC)* consisting of:

Composition

1. Presiding Officer

- A senior woman faculty member.

2. Faculty Members

- Two faculty members committed to gender justice or possessing social/legal experience.

3. Non-Teaching Members

- Two non-teaching staff members.

4. Student Representatives

- Student members (where student-related matters are involved) selected through a transparent process.

5. External Member

- One member from an NGO or organization working on women's rights or a person familiar with issues of sexual harassment.

At least 50% of ICC members will be women. ICC members will normally serve a tenure of three years.

8. Complaint Procedure

Filing of Complaint

- Complaints should preferably be submitted in writing to the ICC.
- A complaint should ordinarily be filed within three months from the date of the incident.
- The ICC may extend the time limit by an additional period where justified.
- Assistance will be provided if the complainant is unable to submit a written complaint.
- In exceptional circumstances, a complaint may be filed by a friend, relative, colleague, co-student, counsellor, or legal representative.

9. Inquiry Procedure

The ICC will:

1. Send a copy of the complaint to the respondent within 7 days.
2. Obtain the respondent's reply within 10 days.
3. Complete the inquiry within 90 days.

4. Submit the inquiry report to the Director/Governing Authority within 10 days after completion.
5. Ensure natural justice and equal opportunity to both parties.
6. Maintain confidentiality throughout the process.

10. Interim Relief During Inquiry

Upon recommendation of the ICC, the College may:

- Transfer either party to another department or section.
- Grant leave to the complainant.
- Restrict direct interaction between parties.
- Prevent the respondent from evaluating the complainant academically or professionally.
- Restrict campus access where necessary.
- Provide additional security and protection against retaliation.

11. Confidentiality

The identity of:

- Complainant,
- Respondent,
- Witnesses, and
- Inquiry proceedings

will remain strictly confidential. Unauthorized disclosure will attract disciplinary action.

12. Disciplinary Action

Where allegations are proved, disciplinary measures may include:

For Employees

- Written warning.
- Withholding promotion or increments.
- Suspension.
- Termination of service.
- Other penalties under applicable service rules.

For Students

- Written apology.
- Mandatory counselling.
- Restriction of facilities.
- Suspension.
- Rustication.
- Expulsion in serious cases.

13. Protection Against Retaliation

The College strictly prohibits:

- Victimization.
- Intimidation.
- Threats.
- Academic or professional discrimination.
- Retaliatory actions against complainants, witnesses, or anyone assisting the inquiry.

14. Awareness and Capacity Building

The College will organize:

- Orientation programmes for newly admitted students.
- Faculty and staff sensitization workshops.
- Annual awareness campaigns.
- Gender sensitization activities in hostels and departments.
- Training programmes for ICC members.

15. Annual Reporting

The ICC will submit an annual report containing:

- Number of complaints received.
- Number of complaints disposed.
- Pending cases, if any.
- Awareness programmes conducted.
- Recommendations for policy improvement.

16. Declaration

College of Engineering and Management, Kolaghat affirms its commitment to maintaining a campus environment free from sexual harassment, discrimination, retaliation, and gender-based violence, and will take all necessary measures to uphold the dignity, safety, and rights of every member of the institution.