

Policy on Sexual Harassment of Women at Dhalai District Polytechnic, Ambassa

Background:-

1. In pursuance of AICTE/UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No.F.9 (1)-DDP/Vol-IV/2021/ Dated, Ambassa. The 12th April, 2021, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

2. **Who can file the complaint:-** a) Any woman employee of DDP, Ambassa including faculty and staff as well as any woman residing in the Campus or visiting the Campus in any capacity may file a complaint against an incident of sexual harassment.

b) Any student, irrespective of age and/or gender, may file a complaint against an incident of sexual harassment.

3. **Unwelcome acts or behavior** (whether directly or by implication):-

- Physical contact or advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

4. **Circumstances leading to Sexual Harassment:** - The following circumstances, among other circumstances if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment: -

- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work or environment for her; or
- Humiliating treatment likely to affect her health or safety.

5. **How to file a complaint?**

A formal written complaint must be filed either as a hard copy or an email within 90 days of the incident about which the complaint is being filed. The ICC is required to complete the process of inquiry and submit its report within 90 days of the filing of the complaint. The formal complaint must contain the following:

- a. Date and time of the incident
- b. The place where it occurred
- c. Name and contact information of the accused
- d. Name and contact information of witnesses
- e. Detailed description of the incident

This cell shall undertake inquiries with regard to complaints of sexual harassment from aggrieved women employees (as defined under the Act, 2013). The complaint is kept totally confidential, and adequate protection is provided to the complainant, where necessary. Complaints are heard expeditiously while adhering to the principles of Natural Justice. Necessary recommendations are provided to the Authority on the basis of the findings of the inquiry.

6. **Constitution of Internal Complaint Committee (ICC) :-** In terms of Section 4 of the Act, the committee is constituted, enclosed in Annx-B

SKD
04/11/2021

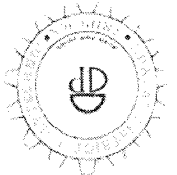
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No.F.9 (1)-DDP/Vol-IV/2021/

Dated. Ambassa. The 12th April, 2021

Internal Complaint Committee

Memo

An Internal Complaint Committee (ICC) for **Dhalai District Polytechnic, Ambassa**, has been reconstituted as per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, with the following members:

1. Smt. Olivia Sarkar - Chair person
2. Smt. Banti Chakraborty, LDC – Member
3. Sri Mukut Datta, Lecturer– Member
4. Sri Utam Kr. Das, Jr. Mech. (Surveyor) – Member
5. Smt. Satabdi Debnath, GT, Gopal Sardar Para H.S. School - Member

Yours faithfully

(Er. Sajal/Karna Das)

Principal (I/C) & H.O.
Dhalai District Polytechnic
Ambassa, Dhalai, Tripura.

Copy to: All concerned.