

## **Prevention of Sexual Harassment Cell Redressal Mechanism**

### **Procedure for logging in complaint:**

Complaints should be submitted either through email or by post or in person as soon as possible after an incident has occurred, preferably in writing with his or her details of name, designation, contact number and address. No verbal complaint will be accepted.

The complainant should provide the following information:

1. The name, department and position of the person allegedly committing harassment.
2. A description of the incident(s), including the date(s), location(s) and the presence of any witnesses. 3. The names of other individuals who might have been subject to the same or similar harassment. 4. What, if any, steps the complainant has taken to try to stop the harassment.
5. Any other information the complainant believes to be relevant to the harassment.
6. All complaints and investigations are treated confidentially to the extent possible and information is disclosed strictly on a need-to-know basis.

### **Procedure for resolving the issue:**

1. On receiving the complaint by the office of the POSH cell, the Secretary will initiate an enquiry by forming a committee with the members of Internal Complaints Committee members with the approval of the Principal and the Chairman. The committee will meet and interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
2. Upon conclusion of an investigation, the Secretary will submit a written report of the committee findings to the Registrar. The committee will recommend appropriate disciplinary action. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, the quality of the evidence. Finally, recommendations submitted will be implemented by the Registrar.

### **Procedure for re appeal:**

If the recommendations and action taken are not satisfactory to the complainant, once again the complainant can appeal to the Head of the Institution. As per law the action plan will be reconsidered through a high level committee formed by the Head of the institution