Sanaka Educational Trust's Group of Institutions

(A Unit of Sanaka Educational Trust)

APPROVED BY AICTE | PCI | COA

AFFILIATED TO MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

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Prevention and Prohibition of Sexual Harassment of Women Employees and Students

(As per POSH Act, 2013, UGC Regulations, 2015, and AICTE Regulations 2016)

POLICY ON PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT

Governing Framework:	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015, AICTE Regulations 2016

1. Policy Statement & Objective

Sanaka Educational Trust's Group of Institutions (SETGOI), Durgapur enforces a strict zero-tolerance policy against sexual harassment to ensure a safe, inclusive, and respectful academic and working environment. The policy seeks to prevent and prohibit harassment, establish an impartial Internal Complaints Committee (ICC) for confidential redressal, and safeguard all individuals from retaliation.

2. Scope and Applicability

The policy covers all community members—including students (gender-neutral under UGC guidelines), permanent or contractual employees, third parties, and visitors—across all Institutional spaces, off-campus activities, field trips, internships, and digital or virtual platforms.

3. Definition of Sexual Harassment

Sexual harassment encompasses unwelcome physical contact, demands for sexual favors, sexually colored remarks, sharing explicit digital content, or any verbal or non-verbal conduct of a sexual nature that creates an intimidating, hostile, or offensive environment, or implies preferential or detrimental treatment in academics or employment.

4. Internal Complaints Committee (ICC)

In accordance with Section 4 of the POSH Act, 2013, Regulation 4 of the UGC Regulations, 2015, and Section 4 of the AICTE Regulations 2016, the Institution establishes an ICC comprising a senior woman faculty member as the Presiding Officer, faculty members, non-teaching staff, an external NGO member, and student representatives, ensuring women make up at least 50% of the panel while excluding senior administrative heads.

Role in ICC	Eligibility / Composition Criteria
Presiding Officer	Senior woman faculty member employed at the Institution
Faculty Members (2)	Two faculty members committed to the cause of women or with legal/social work experience
Non-Teaching Staff (2)	Two non-teaching employees of the Institution
Student Representatives (3)	Three students elected/nominated transparently
External Member (1)	One member from an NGO/association committed to the cause of women or familiar with sexual harassment issues

5. Complaint & Redressal Procedure

- **Filing:** Complaints must be submitted in writing to the ICC within 3 months of the incident (extendable by another 3 months for valid reasons). Complaints can also be submitted online through the website of the Institution.
- **Response:** The respondent receives a copy of the complaint within 7 working days and must submit a written reply along with supporting documents within 10 working days.
- **Conciliation:** May be initiated solely at the complainant's request prior to inquiry; monetary settlements are strictly prohibited.
- **Inquiry & Timeline:** The ICC conducts an inquiry following principles of natural justice (without legal representation) within 90 days, followed by executive action by the Institution within 30 days of receiving recommendations. Interim relief (such as academic, hostel, or departmental relocation) may be granted during the proceedings.

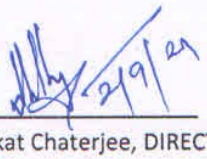
6. Disciplinary Action & Penalties

- **Employees:** Penalties range from written warnings and withholding of increments or promotions to demotion, termination of service, or deduction of financial compensation payable to the complainant.
- **Students:** Penalties include written warnings, mandatory apology, suspension, rustication, expulsion from the Institution, or mandatory community service.
- **Malicious Claims:** Disciplinary steps apply to proven malicious or forged complaints; however, mere inability to substantiate a complaint does not attract any penalty.

7. Confidentiality & Institutional Duties

- **Confidentiality:** All proceedings, witness statements, and identities of the complainant, respondent, and witnesses are strictly protected under Section 16 of the POSH Act.
- **Institutional Duties:** The Institution must display ICC contact details and penal consequences prominently across campus, conduct regular gender-sensitization and orientation programs, and file annual compliance reports with the UGC and the District Officer.

Approved By:



Prof. (Dr.) Saikat Chaterjee, DIRECTOR
Date: 02.09.2021