



Date: 09-07-2019

**INTERNAL COMPLAINTS COMMITTEE
(Under Women Protection Cell)****PREAMBLE**

According to the Constitution of India, Right to Equality is a Fundamental Right that includes the right to equality before law, prohibition of discrimination and equality of opportunities in matters of public employment. Equality between men and women, right to work, to education and to public assistance in case of unemployment, old age, sickness and disablement and provision of just and humane conditions for work and maternity relief, are important Directive Principles of State Policy. Following the 1997 Supreme Court judgment, it has been mandated that it shall be the duty of the Employer to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required, and to be proactive by developing a conducive atmosphere on the campus, where all individuals can work safely with dignity.

Complying with the instructions of the Government of Telangana, Higher Education Department and the directives of Jawaharlal Nehru Technological University(JNTU) Hyderabad, an **INTERNAL COMPLAINTS COMMITTEE (under Women Protection Cell)** has been constituted at the college level with the following composition.

| Name | Designation | Committee Member |
|------------|---------------------|------------------|
| Dr.M.Raju | Principal | Chairman |
| P. Madhuri | Assistant Professor | Convener |
| G. Mounika | Assistant Professor | Member |
| L. Sujatha | Assistant Professor | Member |

The Internal Complaints Committee (under Women Protection Cell) functions as a body that investigates and recommends action on all acts of sexual harassment against any woman.



OBJECTIVES

- To uphold the dignity of women at CVMP.
- To facilitate a gender-sensitive and congenial working environment at CVMP so that any employee (contractual, casual, temporary and permanent) or student is not subjected to gender-specific discrimination or sexual harassment.
- To ensure that victims and witnesses are not discriminated against because of lodging complaints.
- To take proactive measures to educate the CVMP community about gender sensitivity.

WHAT CONSTITUTES SEXUAL HARASSMENT?

According to the guidelines of the Supreme Court, sexual harassment is defined as unwelcome sexually determined behaviour such as:

- Physical contact, gestures, or talking
- Demand or request for sexual favours
- Sexually oriented remarks
- Showing pornography
- Use of electronic media (phone, internet) for perpetrating offensive acts
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

It is important to note here that what constitutes sexual harassment is defined by the victim, and not by the perpetrator.

AWARENESS TO PREVENT SEXUAL HARASSMENT

Be aware that

- Women have the following fundamental rights under Constitution of India
 - Right to Gender equality
 - Right against Gender based discrimination
 - Right to practice any profession or to carry out any occupation, trade or business
 - Right to life and liberty
- Article 51(A)e of the Constitution imposes on every citizen by way of fundamental duty the responsibility to renounce practices derogatory to the dignity of the women.
- Sexual harassment of individuals has been held as violation of her fundamental right by the Supreme Court.
- Assault or use of criminal force to an individual or uttering any word or making any gesture intended to outrage their modesty is a cognizable offence under Section 354 with laid down punishment of imprisonment for 2 years or fine or both.
- All of us have a collective responsibility to protect the rights of individuals and eradicate behaviour, which is unacceptable and discriminatory.

Be careful that you

- Do not infringe on the fundamental rights of women.
- Do not ever indulge in any unwelcome physical, verbal or non-verbal conduct of a sexual nature with any employee or student.



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CVM COLLEGE OF PHARMACY

(Under, Chatla Venkatesham Memorial (CVM) Educational Society)

(Approved by AICTE, PCI New Delhi; Affiliated to JNTU, Hyderabad)

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- Do not show or attempt to show directly or by implication pornography to any employee or student.
- Do not place any employees or students at disadvantageous position in connection with any work or lab experiments or discussions.
- Do not demand work/ study/ discussion at late hours with one woman employee or student.
- Male employees/ students should avoid entry into the premise of the ladies section of the hostel at late hours and vice versa.

IF YOU ARE BEING HARASSED, WHAT SHOULD YOU DO ?

- Don't feel a sense of shame. Tell the harasser very clearly that you find his/her behaviour offensive.
- Don't ignore the harassment in the hope that it will stop on its own. Come forward and complain.
- Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations come forward and complain.
- Keep a record of all incidents of sexual harassment in a notebook. If you feel the need to register a formal complaint later, this record will be helpful.

COMPLAINT AND ACTION

Procedure for lodging a complaint

- The person concerned can personally talk / telephone/ write/ e-mail any member of the Internal Complaints Committee (under Women's Protection Cell).
- Under special circumstances an individual, who may be a friend/ colleague/teacher/parent of the affected individual may make a written complaint on behalf of the complainant.
- A written complaint to the Internal Complaints Committee (under Women's Protection Cell) may be addressed to the Convener of the Internal Complaints Committee (under Women's Protection Cell).
- If a written complaint is made to the Principal or any of the members of the Internal Complaints Committee (under Women's Protection Cell), the complaint shall be forwarded to the Convener of the Internal Complaints Committee (under Women's Protection Cell).
- Any faculty, staff or student who comes to know about an incident of harassment, shall advise the affected person to approach a member of the Internal Complaints Committee or report to a member themselves. They are discouraged to discuss the issue among themselves or try to solve the problem by themselves.

The name of the complainant will ALWAYS be kept CONFIDENTIAL.

NOTE: A baseless complaint will adversely affect the credibility of the complainant.



NATURE OF PUNITIVE ACTION

An employee found guilty of sexual harassment shall be liable to one or more of the following punitive actions:

- Give a written apology to the victim
- Suitable censure/warning
- Withholding of increments
- Reduction to lower service, grade or post
- Compulsory retirement
- Removal from service, or
- Dismissal from service

A student found guilty of sexual harassment shall be liable to one or more of the following punitive actions:

- Give a written apology to the victim
- Suitable censure/warning
- Withholding/withdrawing scholarship/fellowship and other benefits
- Suspension/expulsion from the hostel
- Rustication from the Institute up to a certain period or
- Expulsion from the Institute

The Committee can recommend any other punitive action other than ones listed above

To work without harassment is every individual's fundamental right


PRINCIPAL

Principal
CVM College of Pharmacy
Velichala.

NOTE: A baseless complaint will adversely affect the credibility of the complainant.
The name of the complainant will ALWAYS be kept CONFIDENTIAL.