



**Grievance Redressal & Sexual Harassment  
Redressal Sub-committee:  
Policy Document**



**Shahid Matangini Jhapa Govt General Degree College For Women  
Government of West Bengal  
(Affiliated to Vidyasagar University)**

## **Grievance Redressal & Sexual Harassment Redressal Sub-committee**

Shahid Matangini Hazra Government General Degree College For Women adheres to the UGC Notification dated 2nd May, 2016 on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in higher educational institutions, Regulations 2015.

### **Objectives:**

**The objectives of a Grievance Redressal & Sexual Harassment Redressal Sub-committee typically include:**

- **Developing a responsive and accountable attitude among all stakeholders to maintain a harmonious educational atmosphere.**
- **Addressing and effectively resolving grievances of students and staff, and securing civil liberties for everyone.**
- **Making students and employees aware of their legal rights and protections available to them.**
- **Empowering them with the knowledge they need to reach out to the authorities whenever needed.**
- **Articulating the institution's strong opposition to sexual harassment and setting forth expectations of conduct and mutual respect.**

**These objectives aim to ensure a safe, respectful, and conducive environment for education and work.**

### **Background & Rationale:**

- Address cases and complaints of sexual harassment and other types of harassment within the college.
- Implement the directives which require to develop and implement policies against sexual harassment at the workplace.
- Establish clear procedures for filing complaints, set up the dedicated committees, and institute a robust redressal mechanism.
- Promote awareness programs aiming to build a more informed and vigilant community.

These measures are designed to protect individuals from harassment, ensure their legal rights are upheld, and create a safe and respectful environment for education and work

### **Jurisdiction:**

- Overseeing cases of sexual harassment within the institution, including complaints from students, faculties and non-teaching staff.
- Ensuring compliance with relevant laws and regulations, such as the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and University Grants Commission (UGC) guidelines.

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- Monitoring and resolving grievances related to students and staff at the college level.
- Implementing guidelines to combat sexual harassment, violence against women, and related issues within the institution.

The committee is responsible for providing a safe and respectful environment in the College by addressing complaints in accordance with established legal frameworks.

**Grievance Redressal & Sexual Harassment Redressal Sub-committee:**

**Composition:** Head of the HEI as Chairperson and three/four nominated faculties as member of the committee.

**Prevention of Sexual Harassment**

- The prevention of sexual harassment is an important part of our commitment to creating a safe and inclusive environment. The preventive framework will include:
  - Sensitization and training to all employees and students on the prevention of sexual harassment and gender discrimination along with the procedures for reporting and addressing complaints. Focus area of sensitization and training will include topics such as:
    - Identifying sexual harassment;
    - Identifying gender discrimination;
    - The impact of gender discrimination on individuals and the community;
    - The impact of sexual harassment on individuals and the community;
    - Strategies for preventing sexual harassment; and
    - Strategies for preventing gender discrimination.
- In addition to training, the college will also take steps to create a culture of respect and inclusion. This includes promoting respectful communication, addressing stereotypes and biases, and encouraging open and honest dialogue about issues related to gender and sexuality.
- The college will also provide resources and support services to individuals who have experienced sexual harassment or gender discrimination.

**1.8.2 Reporting Sexual Harassment and Gender Discrimination**

We encourage all members of our community to report incidents of sexual harassment/gender discrimination. Reports can be made to any staff member or faculty member, and will be treated with sensitivity and respect. Complaints can also be made anonymously if desired.

**Complaint Procedure**

- Who can file a complaint: Any student, faculty member or personnel from the college administrative staff, who believes that they have been the victim of sexual harassment or gender discrimination is encouraged to report the incident.
- To Whom: A complaint can be addressed to either the Committee or any individual member of the Committee.
- How: A complaint can be made in person, through email or in writing.

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- Confidentiality: All complaints of sexual harassment and gender discrimination will be handled in a confidential manner to the extent possible. All members of the Committee, will take all necessary steps to protect the confidentiality of the complainant and the respondent.
- Protection of Complainant: The college will also take steps to ensure that the complainant is protected from retaliation or further harassment.

### **Remedies**

The college takes allegations of gender discrimination seriously and will take appropriate action against individuals who engage in such behaviour.

- Upon receipt of a complaint, the college will initiate an investigation into the incident. The investigation will be conducted by a complaints committee, which will be composed of three members. The committee will be trained in the procedures for handling complaints of gender discrimination and will be independent of the parties involved in the complaint.
- The investigation will be conducted in a prompt and confidential manner. The complainant and the accused will have an opportunity to present evidence and witnesses to the committee. The committee will make a determination as to whether an offence has been committed based on a preponderance of the evidence. If the committee determines that an offence has occurred, it will recommend appropriate action to the College.

### **Sanctions for Sexual Harassment/Gender Discrimination**

Sanctions for gender discrimination may include:

- Counselling
- Disciplinary action
- Termination of employment
- Expulsion from the college