



Institutional Policies

Internal Complaints Committee

<https://www.christcollegemalur.com/>



CHRIST COLLEGE OF SCIENCE AND MANAGEMENT

(Affiliated to Bengaluru North University, Recognized by Govt. of Karnataka)
Hosur-Malur Main Road, Alambady, Malur, Karnataka - 563160

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It applies to the management, staff, students, service providers, and other stakeholders.

1. Introduction

CHRIST COLLEGE OF SCIENCE AND MANAGEMENT (CCSM) is committed to providing a safe, respectful, and inclusive working environment for all employees, students, and stakeholders. **The college has a ZERO TOLERANCE policy for any kind of harassment, abuse on the campus, or instances that may have adverse effects on students, and staff of the college at any place while representing the college.** As part of this commitment, the Internal Complaints Committee (ICC) has been established to ensure a safe and protective environment for staff and students by INVESTIGATE and RECOMMEND ACTION AGAINST any kind of SEXUAL HARASSMENT against any individual. It is a campus policy that all students, staff- teaching and non-teaching at all times have the right to lodge a complaint or grievance that they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

2. Policy Statement

Christ College of Science and Management (CCSM) envisages providing a secure and inclusive teaching-learning campus and workspace guided by the principles of fairness, transparency, integrity, and justice with ZERO TOLERANCE towards harassment, abuse, and discrimination. It will foster an atmosphere where all stakeholders will be treated with dignity, courtesy, and respect nurturing an educational and working environment where individuals can thrive academically and professionally without fear or prejudice.

3. Vision

To foster a safe and dignified campus and workplace environment free from any form of abuse and harassment for all employees and students within CCSM.

4. **Motto**

- **T**ransparency
- **I**ntegrity
- **C**onfidentiality

5. **Objectives**

- To create a safe and harassment-free environment within Christ College of Science and Management with ZERO TOLERANCE towards sexual harassment.
- To prevent and address instances of sexual harassment and discrimination.
- To ensure a fair and impartial inquiry into complaints brought before the committee.
- To provide a confidential and supportive platform for complainants to voice their concerns.
- To make available mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation, or violence.
- To ensure that aggrieved or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- To conduct fair and impartial investigations into such complaints.
- To recommend appropriate action against the accused based on the findings of the investigation.
- To promote awareness and sensitization on issues related to sexual harassment.

6. **Composition of the Committee**

ICC Designation	Members
Chairperson	Senior Faculty/ Administrative Officer/ Staff Secretary
Faculty Member 1	Teaching Staff- One Male
Faculty Member 2	Teaching Staff- One Female
Non-Teaching Staff 1	Office Staff- One Female

Non-Teaching Staff 2	PRO
Student 1	Girl- Pre-Final/ Final Year at UG
Student 2	Girl- Pre-Final/ Final Year at UG
Student 3	Boy- Pre-Final/ Final Year at UG
External Member1	Preferably Lawyer- Nominated by the management with expertise in gender issues or social work.
External Member2	Social Worker/ NGO Representative/ Counselor- Nominated by the management with expertise in gender issues or social work.

7. Roles and Responsibilities of ICC

The committee is NOT to act as moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment.

Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee.

a. Preventive

- To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
- To publicise the policy, widely, especially through notice boards and distribution of pamphlets.
- To install CCTV cameras and security measures to ensure safety for both students and staff.
- To keep the staff aware about the ZERO TOLERANCE policy, staff need to give an affidavit
- To publicise in English the names and phone numbers of members of the Committee through available media in the college.

b. Awareness, Sensitization and Training

Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity.

Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

- An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year.
- One or more workshops/seminars annually where external experts on the subject will interact with all employees and students
- Seminars, performances, and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.
- Spreading awareness of the policy and implementation of the same through intranet, websites, informal sessions, performances, cultural events, etc., about the policy being implemented by CCSM.

c. Redressal

- To have a transparent, safe, accessible, and confidential mechanism for registering complaints.
- To take cognizance of complaints about sexual harassment, conduct inquiries, provide assistance and redressal to the aggrieved, recommend punitive action, or take immediate action against the harasser, if necessary.
- To recommend disciplinary action for any complaint registered with the Committee after the inquiry to the principal or concerned authorities and to follow-up action and monitor the same.
- To assist the complainant if she so chooses to file a complaint about the offence under the Indian Penal Code or any other law for the time being in force.
- To provide/ recommend the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
- To arrange for appropriate psychological, emotional, and physical support (in the form of counselling, security, and other assistance) to the aggrieved if she so desires.
- Submit regular reports to the Head of the Institution about the activities of the ICC.

8. Policy Guidelines

This policy draws inspiration from the below listed acts:

As per the **UGC Regulations, 2015**, for Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances

As per **Articles 14, 15, 19(1) (g) and 21 of the Constitution of India**, guarantee full respect for human rights, ensures the full enforcement of “Fundamental Rights”

As per **Article 39(d) and 41 of the Constitution of India**, to recognize the principle of ‘Equal Pay for Equal Work for both men and women and Right to Work

As per **POCSO Act, The Protection of Children from Sexual Offences Act, 2012 ("POCSO Act")** protects children from sexual abuse and prescribes punishment by way of imprisonment and fine for sexual offences against children. Further, where such offences are committed by persons who are in the ownership/management of staff of educational institutions or in positions of trust and authority over children, such persons are held liable for greater punishment as compared to other persons under the POCSO Act.

As per "**POSH Act 2013**" refers to the **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act**, mandates the establishment of Internal Complaints Committees (ICCs) and sets guidelines for the redressal of complaints.

Definitions:

- **College or CCSM:** Refers to Christ College of Science and Management, an educational institution located at Hosur-Malur Road, Alambady, Malur, Karnataka- 563160
- **Campus:** It refers to all places of work and residence within the college territory. It includes all administrative sections, academic sections, staff rooms, classrooms, library & computer centre, project offices as well as hostel & mess, guest house, canteen, other amenities like gyms, labs, security cabin, and public places, etc. within the CCSM campus.
- **Staff:** Any individual employed by CCSM, including faculty, staff, contractual employees, and any person engaged in services on behalf of the college.

- **Student:** Enrolled individuals pursuing academic courses at CCSM, irrespective of the level or program.
- **Management:** In the context of the POSH Act 2013 (Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act) refers to the leadership or administrative body of an organization.
- **Internal Complaints Committee (ICC):** A committee established as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013, responsible for addressing and redressing complaints related to sexual harassment.
- **Workplace:** The Policy defines the term workplace as extending to all public spheres that remain in contact with members of the College community. Such public spaces include not just the physical premises under the supervision of the College system, but even areas where College members reside or travel to as part of their work as members of the College. The jurisdiction includes field trips, sports tournaments, conferences, events and all other activities undertaken by any person as a member of the College.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature.
- **Complainant:** Any person who makes a complaint of sexual harassment under the college's policy.
- **Aggrieved Woman:** As per the POSH Act 2013, "aggrieved woman" denotes a person who has experienced sexual harassment. This term is used to emphasize the focus on preventing and addressing harassment against women in the workplace.
- **Respondent:** Any person against whom a complaint of sexual harassment is made under the college's policy.
- **Members of the CCSM:** It includes faculty (permanent and temporary), staff (permanent and temporary), management, students (full-time and part-time), and any other visitors.
- **Faculty:** Any person or the staff of the college who is appointed to a faculty position, whether full time/temporary/ad-hoc/ part-time/ visiting/ honorary or on special duty /deputation and shall also include faculty employed on a casual or project basis.

- **Visitors:** It refers to any person visiting bank / faculty members / any other place in campus; or appearing /participating in interview/ entrance tests /seminars/ workshops/conferences.
- **Redressal:** The process of resolving complaints of sexual harassment through appropriate actions, which may include corrective measures, disciplinary actions, or other interventions.
- **Confidentiality:** The protection of information shared during the complaint resolution process, limiting disclosure to those with a legitimate need to know.

1. Types of Abuse

- Verbal Abuse:** Sexually coloured remarks, abusive language, shouting, gestures of sexual connotation, yelling, swearing, whistling, belittling, insulting, condescension, and any other UNWELCOME comments.
- Physical Abuse:** Any unwelcome physical contact and advances, including touching, patting, hugging, or any other such conduct.
- Non-verbal Abuse:** Staring, watching over, taking photographs without permission, stalking.
- Equality Abuse:** Unequal treatment due to gender, caste, class, country of origin, size, religion.
- Neglect:** Preventing a person from entering the lab, keeping information of a general nature from a person, sabotaging work, not giving due credit for work done. The neglect can be professional, team, project, or emotional neglect.
- Abuse through social media and web-based platforms:** Cyberbullying, online harassment, trolling, doxing, revenge porn, and impersonation have severe emotional, psychological, and sometimes physical consequences for the aggrieved.

2. Sexual Harassment

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION, AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- Physical contact and advances; or
- A demand or request for sexual favors; or

- c. Making sexually colored remarks; or
- d. Showing pornography; or
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms - subtle and indirect, or blatant and overt. For example,

- It may be conduct towards an individual of the opposite sex or the same sex.
- It may occur between peers or between individuals in a hierarchical relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident.

Even in consensual sexual advances or relationships involving a member of the staff-staff and staff-student, there is a power equation and an inducement or fear component is implicit. The College discourages such relationships as it may lead to leniency on the values and principles which the institution uphold.

Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):

- a. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
- b. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.

- c. Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
- d. When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose to another person, such conduct will amount to sexual assault.
- e. When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the college is used to denigrate/discriminate against person(s), or create a hostile environment based on a person's gender identity/sexual orientation.
- f. Anyone spreading rumours/ facts/ stories regarding a student/ staff that may have sexual connotations regardless of the status will be punished or serious actions are taken.
- g. When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
- h. Sexually coloured comments or examples used to humiliate, harass or abuse during teaching/presentations/ discussions/ explanations/ common platforms by staff or students will be treated as instance of sexual harassment.
- i. Teaching activities or explanations of various issues related to fertility, reproductive health, and other research topics in a scientific manner will not be considered harassment.

9. Jurisdiction

It applies to all students, management, faculty, and non-teaching staffs on active roles of Christ College of Science and Management (CCSM). The policy and the rules & regulations would also apply to service providers and outsiders who may be within the territory of the CCSM at time of commission of the act coming under the purview of the policy.

- a. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/study tours organized by CCSM, interviews/meeting with outside people and any other activity organized by CCSM outside the campus including the period of travelling for such activity).
- b. The policy would also apply to students in the final year who are pursuing internships in external agencies /establishments as a part of their academic

requirements. The scope of the ICC includes sexual harassment that students might be subject to during internship and the ICC would liaison with such a committee in the institution hosting CCSM students as an intern.

- c. In particular, the rules and procedures laid down in this policy shall apply to all complaints of sexual harassment made:
 - i. By a student against a member of the academic or non-teaching staff or a co-student or by a member of the academic or non-teaching staff against a student or another member or the academic or non-teaching staff or management in either case, inside or outside the campus.
 - ii. By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place inside or outside the campus in their pretext of service.

10. Complaint Procedure

Any person who has faced sexual harassment or discrimination or anyone who came know that a person was harassed on her behalf may file a complaint with the ICC within three months of the incident. The grievances, complaints, or suggestions can be intimated to the committee members directly or through email: internalcomplaints@christcollegemalur.com, or through class tutors, department heads, staff in charge, etc. The complainant can raise the concern through phone call to 9535452282. The inquiry will be initiated only after receiving a written complaint.

The complaint procedure is as appended below: -

- a. Any woman employee or female student (hereinafter mentioned as the 'COMPLAINANT') shall have the right to file a complaint concerning any harassment including sexual harassment against a male student /employee/faculty /administrative staff/management / any of the members of the Committee (hereinafter mentioned as the 'COMPLAINEE') as the case may be.
- b. Any COMPLAINANT may file a complaint about the incident of harassment at any time as long as the person is a member of the college.

- c. This includes all women in the college including but, not limited to employees, contract employees, students, service providers, stakeholders, etc.
- d. Where the aggrieved woman is unable to file a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint which can be verbal or in writing under this section.
- e. All complaints will only be accepted in writing or in verbal form. The Committee is allowed to take action even in the absence of a written complaint. Though a written complaint is must (as per the Vishakha Guidelines), however if the woman does not want to do the same, anybody can write on her behalf.
- f. Once the complaint is raised and preliminary investigation done, any complaint in writing has to be signed by the COMPLAINANT if the complainant is of sound mind, or else the legal hire or anybody on her behalf need to sign the complaint and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
- g. The complainant shall be afforded full secrecy at each stage.
- h. The name, address, identity or any other particulars calculated to lead to identification of the COMPLAINANT shall be kept confidential and will not be disclosed even to the Committee, till the meeting in this regard is convened.
- i. Within 5 working days from the date of such communication, the Chairperson shall convene a meeting to deal with the complaint and make a preliminary inquiry/fact-finding inquiry to verify the facts of the complaint. An Enquiry Committee will be constituted if the complaint is found genuine.
- j. **False/ Malicious Accusation.** If the ICC concludes that the allegation is malicious or made by the complainant knowing it to be false or she produced a forged or misleading document, the complainant has to face legal actions, suspension, dismissal, warning etc on a situation basis. Mere inability to substantiate a complaint or provide adequate proof will not result in action against the complainant.
- k. **Privacy of Complainant.** ICC will not publish, communicate or make known the contents of the complaint to public, press or media in any manner.

Contents of the complaint include:

- Identity and address of the aggrieved woman, respondent and witnesses,
- Information related to inquiry proceedings,
- Recommendations of the ICC,
- Actions taken by the employer.

***Any violation is a punishable.

11. Constitution of the Enquiry Commission

The ICC's Enquiry Commission will be specifically constituted for each specific case and will follow the ICC rules and norms. The Enquiry Commission will have at least three members, of whom at least two members will be women, and the Chief Inquiry Officer or Chair of the Inquiry Committee will be a woman. The Enquiry Commission will be a part of the main Committee with the following criteria –

- **When the COMPLAINANT is a Student:** The presence of a person whom the complainant has confidence and trust is mandatory along with Chairperson (female member) and one Faculty member. At least one of the members will be from the student representatives in the ICC but not mandatory in case of confidentiality issues.
- **When the COMPLAINANT is a Minor:** The presence of a person whom the complainant has confidence and trust is mandatory along with Chairperson (female member) and two faculty members and one faculty should be female.
- **When the COMPLAINANT is a Faculty:** Presence of two Faculty members (one male and one female) is mandatory along with Chairperson (female member), and one Staff Member.
- **When the COMPLAINANT is a Staff:** Presence of two staff members (one male and one female) is mandatory along with Chairperson (female member), and one Faculty Member.
- **When the COMPLAINANT is any other Visitor:** Presence of one Staff member, one Student member, Chairperson (female member), one Faculty Member, and the External Member is mandatory.

*** In all cases presence of at least one Male member is compulsory.

12. The Inquiry Process

In case the COMPLAINANT requests that the complaint should be processed with beyond a mere warning, the same may be processed and has to be solved within a stipulated time of 30 working days.

- Within five days of the start of the enquiry process, the Inquiry Committee shall furnish a copy of the complaint to the accused and complainant along with a written notice requiring both parties to furnish a written submission. In

case the complainant does not have any additions to make to the complaint filed earlier, she can just submit a statement to that effect.

- Within 24 hours of the receipt of the statement, The Enquiry Committee shall start the process of an oral hearing.
- In the course of the oral hearing, the complainant, the accused, and their witnesses will separately be heard.
- The accused is to be given a chance to give an account of the instances alluded to in the complaint to make a fair trial.
- All parties can also submit any documentary evidence at the time of the inquiry process.
- The Enquiry Committee shall have the power to ask questions that it deems fit to all parties during the inquiry process.
- The Enquiry Committee would also ask questions which have been submitted by the complainant and defendant for the other parties. However, The Enquiry Committee has the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, provoking, sexual connotation or gender-sensitive.
- The Enquiry Committee may also call upon additional witnesses and ask them any questions that it may deem fit.
- The Enquiry Committee shall have the power to ask the relevant authorities for any official papers or documents about the complainant as well as the accused.
- The Enquiry Committee shall fairly conduct the proceedings and shall provide reasonable opportunity to the complainant and accused to present and defend his/her case.
- At no time during the inquiry proceedings shall the accused and the complainant be placed face to face if the complainant/ aggrieved woman does not feel comfortable face-to-face with the respondent.
- The Enquiry Committee may consider as relevant any earlier complaints against the respondent if it is required and should not be used to dehumanize the respondent.
- If the accused fails, without valid ground, to present him for three hearing convened by the chairperson of the Enquiry Committee shall have right to take a decision on the complaint based upon available evidence.
- Lawyers are not allowed during the enquiry but both sides can avail help from them.

Witness

Most cases of sexual harassment occur in private, so there may not be any eye-witness. The Enquiry Committee will have to come to a conclusion about the complaint without proof or evidence of this kind. It will rely on circumstantial evidence and the written submissions and oral testimonies of the complainant, the accused, and witnesses if any as well as any documentary evidence. This enquiry is not a criminal investigation or a proceeding in a court of law – a strong probability, rather than ‘proof beyond reasonable doubt’, is enough to take a decision on the complaint.

13. Disciplinary Actions

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the aggrieved person, the impact of the violation on the college as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

Where the Committee finds an employee (faculty, staff) of the college involved in sexual harassment of the complainant/ aggrieved person, it can recommend disciplinary action in the form of:

- Warning
- Written apology to the aggrieved / complainant.
- Bond of good behaviour
- Debarring from teaching duties or duties as a guide or examiner or as a resource person
- Denial of re-employment or renewal of contract
- Stopping of increments/promotion
- Reverting, demotion
- Suspension
- Dismissal
- Legal proceedings in the court of law
- Any other relevant mechanism

Where the Committee finds a student of the college is involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of:

- Warning
- Written apology
- Suspension for a specific period of time
- Withholding results
- Debarring from exams
- Expulsion
- Denial of admission for a higher programme.
- Legal proceedings in the court of law
- Any other relevant mechanism

In such cases where the Committee finds a third party/outsider to be guilty of sexual harassment, the college's authorities shall initiate action by making a complaint with the appropriate authority and at the college level it can recommend disciplinary action in the form of:

- Warning
- Written apology
- Debarring entry into the campus
- Legal proceedings in the court of law
- Cancellation of Agreements
- Termination of Services

[NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurise the complainant in any way or try to apply any pressure/threat to the committee.]

In the above-mentioned reports, confidentiality of the complainants will be maintained.

14.Redressal

The redressal mechanism will be as appended below: -

- Preliminary report within 24 hours based on the complaint will be submitted to the ICC
- The committee after finding and collecting as much as possible factual evidence will form an inquiry commission for a fair hearing for both the aggrieved person, respondent, and witnesses- if any within 7 working days

- The inquiry commission formed based on the incident and recommendations from the ICC will have a fair trial and the inquiry commission will submit the trial proceedings in the verbatim and summary report
- The Committee will submit a report along with recommended disciplinary actions after a detailed study of the report submitted by the inquiry commission to the Principal.
- The Principal of the CCSM upon receipt of the enquiry report shall implement the disciplinary action based on the recommendations of the Committee under relevant service rules within two months.
- The disciplinary action will be commensurate with the nature of the violation.
- In case the complaint is not proved, the Committee shall recommend that no action is required to be taken in the matter. Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.
- In such cases that are likely to be rare, where the Committee concludes that the allegation by the complainant is malicious or false with the full knowledge of the complainant or where the complainant has produced any forged or misleading document, the Committee may recommend punitive action against such COMPLAINANT.
- If the Committee concludes that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend punitive action against the said witness,
- Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be a verbal warning, verbal apology, the promise of good behaviour etc.
- The victim of sexual harassment/COMPLAINANT will have the option to seek adjustments such as change of the room/location of the office room, change of the staff accommodation, etc.
- The Committee, in exceptional cases, can ask the college to allow the complainant to proceed on leave for a period of up to three months (the leave will not be deducted from her leave account).
- Grant such other relief to the complainant as may be prescribed.
- In case of grave incidents, legal actions will be initiated.

15. Obligations of CCSM Authorities

The obligations of CCSM are appended below: -

- Provide a safe working environment at the workplace which shall include safety from persons coming into contact at the workplace.
- Display at any conspicuous place at the workplace, the penal consequences of sexual harassment, and the order constituting the CCSM.
- CCTV enabled campus to monitor and safeguard the safety of the staff and students.
- Assist the Committee to organise two or more workshops annually to sensitize the employees and students to the provisions of the Act and orientation programmes for members of the Committee
- The college should organize a gender orientation session at the beginning of each academic session.
- Promoting counseling facilities on the campus and referral services.
- The management will provide necessary facilities like access to CCTV footages, and collection of other information from various sources including attendances, witnesses, and other proofs which may be required to deal with the complaint during the entire process of the inquiry.
- Provide assistance for further legal proceedings if necessary.
- Affidavit will be signed by all staff and service providers against sexual harassment
- RTIs are not applicable for sexual harassment complaints.

16. Amendments in the Policy

The policy will be suitably amended as per modifications in the prevailing laws. In case of need, institution may amend the policy time to time.

17. Conclusion

Christ College of Science and Management provides a healthy and safe atmosphere and are duty bound to ensure safety, dignity, respectful and inclusivity of all its members through prevention, protection and redressal mechanisms. CCSM is committed to ensure safe environment to all its members.

Principal

APPENDIX

AFFIDAVIT

I, [Staff Member's Full Name], currently employed as [Designation] at Christ College of Science and Management, solemnly affirm and declare under oath as follows:

I, [Staff Member's Full Name], acknowledge and understand that I am an integral part of Christ College of Science and Management, an institution committed to fostering an environment of gender equality, fairness, justice, and equity. I affirm my dedication to upholding the values of Christ College of Science and Management and the principles of a respectful and ethical work environment.

I understand that as a representative of Christ College of Science and Management, both within the campus and in external areas, I bear the responsibility of upholding the reputation and ethical standards of the institution. I declare that I shall not engage in any form of harassment, abuse, discrimination, or any behavior that is harmful or disrespectful towards all stakeholders—students, colleagues, staff, service providers, or visitors associated with Christ College of Science and Management.

I commit to treating everyone with dignity, courtesy, and respect, fostering an atmosphere of inclusivity and support within and outside the college premises. I acknowledge that any violation of the principles outlined in this affidavit may lead to disciplinary actions, as per the policies and procedures of Christ College of Science and Management and of both State and Central Governments.

I understand that Christ College of Science and Management has a zero-tolerance policy towards sexual harassment and any kind of abuse, and I shall promptly report any instances of such behavior that come to my knowledge to the appropriate authorities within the institution. I further understand that false reporting or retaliation against individuals reporting instances of sexual harassment or any kind of abuse is also strictly prohibited.

I affirm that I have received, read, and understood the policies and guidelines related to preventing harassment at Christ College of Science and Management. I willingly sign this affidavit, accepting its terms and conditions, and I am aware that any breach of these commitments may result in disciplinary actions, including termination of employment.

[Staff Member's Full Name]

[Signature]