



# **GATES INSTITUTE OF TECHNOLOGY**

NH-44, Gootyanantapuram (Village) Gooty - 515401, Anantapuram Dist. (A.P.)  
Phone No. Office : 08552-200444, Tele Fax : 08554 - 200333, Cell : 9440084817  
e-mail : [principal@gatesit.org](mailto:principal@gatesit.org), [princeofgates@gmail.com](mailto:princeofgates@gmail.com), Website : [www.gatesit.org](http://www.gatesit.org)

Date : 10.06.15

## **Redressal Policy for Student Grievance**

GATES Institute has devised a procedure for resolving student problems concerning academic and non-academic issues such as evaluations, harassment, absenteeism, fee collecting, and examination administration, harassment by fellow students or teachers, and so on.

## **Objectives of Grievance Redressal Committee**

The goal of the "grievance redressal committee" is to guarantee that all parties involved respond quickly to and are accountable to GATES Institute of Technology students.

The Grievance Redressal Committee's objectives are as follows:

1. Maintaining a positive student – professor – student rapport
2. Creating an environment where students can freely share their issues without fear of being judged or persecuted
3. Students are being advised to desist from inciting their peers against Institute instructors and employees.

## **Jurisdiction of the Committee**

Grievances filed in writing about any of the following will be dealt with by the committee:

- Academic Matters – Concerns about grades, grade cards, and other examination-related issues, as well as Transfer Certificates
- Financial issues, such as dues and payments
- Administrative issues such as infrastructure, food, sanitation, transportation, or intimidation

The Grievance Redressal Committee is made up of the following members:

- Chairman of the Program/Head of Department
- Two senior faculty members, one of whom is a female- Member
- One member of the administrative staff
- The relevant faculty advisor



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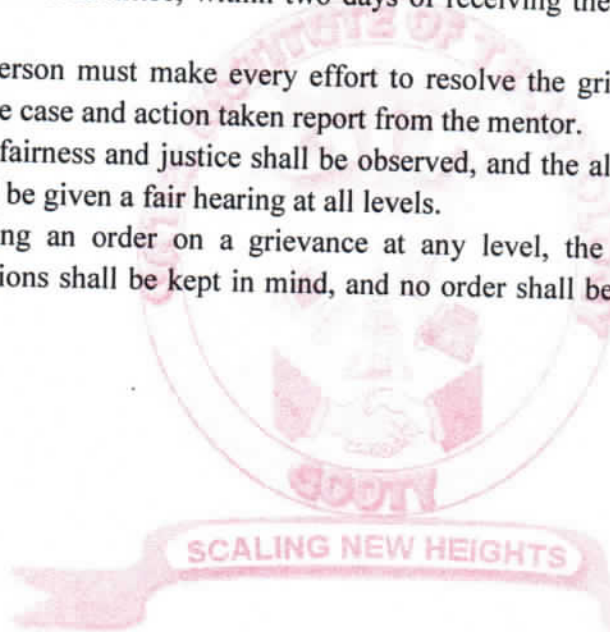
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This body will deal with all issues pertaining to academics and administration at the institution.

## **Procedure for redressal grievance**

1. A dissatisfied student must first submit his/her complaint in writing to his/her mentor, who must resolve the grievance within two days.
2. In the event that the mentor is unable to fix the grievance, he must refer it to the "Departmental Level Grievance Committee".
3. The chairperson of the Departmental Committee shall hold a meeting of the committee within two days of receipt the grievance from the faculty mentor or, if the student applies directly to the committee, within two days of receiving the complaint from the faculty mentor.
4. The chairperson must make every effort to resolve the grievance within one week of receiving the case and action taken report from the mentor.
5. The law of fairness and justice shall be observed, and the alleged victim and concerned parties shall be given a fair hearing at all levels.
6. When passing an order on a grievance at any level, the relevant provisions of the Act/Regulations shall be kept in mind, and no order shall be passed in contravention of the same.



*Rawh*  
10/6/15  
**Principal**

Gates Institute of Technology,  
N.H.-44, Gooty Anantapuram (V),  
Gooty - 515 401.





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Date : 17.04.2016

## **Sexual harassment policy:**

### **Preamble:**

The GATES Institute has made a pledge to foster an environment free of violence, abuse, victimization, and bullying of students, teaching, and non-teaching employees. Gender-based harassment, sexual assault, and gender-based discrimination all fall under this overarching concept. In order to ensure that all members are informed of the organization's stance on the rights to freedom of speech and freedom of expression, the organization actively opposes gender discriminatory practices.

The following rules should be followed by constituent and affiliated colleges.

1. To establish an anti-sexual harassment cell with at least two prominent level female faculty members in the committee.
2. To Adopt and promote extensively "The anti-sexual conduct policy".
3. To provide an affidavit by the college, stating "The anti-sexual conduct policy" has been implemented and that the anti-sexual harassment unit is operational

### **Policy Statement:**

GATES Institute of Technology shall respect the integrity of each person, promote the improvement of its personnel, ensure complete observance of human rights, ensure full compliance with "Fundamental Rights" under Indian Constitution Articles "14, 15, 19(1)(g), and 21", and ensure the confidentiality of employees, workers, jobseekers, students, or those who have internship/training. Finally, Sexual harassment at the place of work and in training facilities is hereby declared illegal. Sexual Assault and Discrimination against Women at Office environments Act of 2013 (Prohibition, Prevention, and Grievances) has been fully implemented.

### **The Policy's Objectives:**

1. To strictly implement Supreme Court's guidelines on the "Sexual Harassment of Women at Workplace Act 2013," and the JNT University's policy on sexual assault and harassment.
2. To develop a procedure for preventing and resolving sexual misconduct and other forms of gender related violent action in the college/institution.
3. To adhere in spirit and word, correct reporting and follow-up of complaints is essential for ensuring that the policy is implemented perfectly.



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4. To create an environment devoid of gender bias..
5. To ensure that all students have equal access to campus resources and can participate in all college activities.
6. To create a safe social and physical environment that dissuades sexual harassment.
7. To foster a psychological and social atmosphere that promotes awareness of sexual harassment in all of its forms.

## **Sexual Harassment Definition:**

Undesirable sexually motivated conduct (whether explicit or implicit) is described as sexual harassment.

1. Human contact and indecent advances;
2. Requests for sexual favours, or a demand for them.
3. Statements that are sexually provocative;
4. The display of pornographic content; and
5. Physical, verbal or nonverbal sexual activity of any kind that is not welcomed.

When any of the above acts are involved in circumstances where the victim of unacceptable behaviour has a realistic expectation that such conduct will be related to her employment or enrolment in the institution, regardless of whether she is receiving a remuneration, honorarium, or other compensation, can be humiliating and potentially dangerous. The practice is discriminatory when a woman has legitimate cause to fear that her complaint would adversely affect her job, work, or studentship (including recruitment and advancement), or when it produces a toxic work environment. If the sufferer doesn't really consent to the action in dispute or raises any objections to it, there may be negative implications to the victim's situation.

## **Jurisdiction:**

The following procedures and regulations will apply to all sexual misconduct submitted under the terms of this policy:

1. Harassment committed by a student/employee/individual of the university/college against another individual, regardless of whether the alleged assault occurred on or off the college's area.





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2. By an external observer against a member/student/individual of the institution or by a student/member of the institution against an external individual, if the unacceptable assault have taken effect inside the institution area.
3. In cases when sexual assault is believed to have occurred outside of the institution, a member/student of the institution may file a complaint against an outsider. Under such circumstances, the Committee will propose or suggest the college authorities to take action by filing a legal case or complaint with the relevant authority on their behalf. Furthermore, the committee shall actively support the complainant in pressing the complaint and will allow access relevant resources available to them.

**The Anti-Sexual Harassment Committee's structure is as follows: (Internal Complaints Committee)**

1. One senior female faculty member from the college will serve as the "Chairperson" of "The Anti-Sexual Harassment Committee".
2. The panel shall consist of a minimum of one senior gent faculty member, two senior lady staff, one senior gent staff, one lady administrative staff, and one lady class-IV staff member. The committee will be comprised of three female student representatives who have been nominated.
3. The committee will be comprised of the Principal and one other management member.
4. The panel shall include the Inspector of Police from the regional police station, if his or her appointment is approved.

**Responsibilities of the Anti-Sexual Harassment Committee:**

1. If a witness or other evidence is needed, the Committee has the authority to summon them and obtain it from anybody who chooses to testify.
2. When the Committee has basis or evidence to suggest that an employee/individual/student is capable of providing relevant documental evidences or proof, it may instruct the concern employee/individual/student to present those relevant documental evidences or proof by submitting a written notice on that individual, invoking the individual, or calling for the documental evidences or proof at the location and within the timespan specified in the notice given.
3. In the event that any specific document or relevant data is stored or preserved by means of a electronic devices, the panel holds the right to instruct for producing the documental evidences or proof, or a straightforward representation by writing a document or report shall be produced.
- 4.



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5. The Committee shall have the authority, upon the production of documents or information requested by it, either (1) to copy such documents or information, including extracts from them, or (2) to retain such documents or information for the period considered necessary by the Committee for the specific purpose of the prosecution before it.
5. A person who is a participant in the proceedings before the Committee may request that the Committee provide interim orders to or regarding that person.
6. If a person is found guilty the Committee has the authority to recommend that action is taken against the person or persons involved in one or more of the following
  - a. sexual harassment;
  - b. retaliation against/victimization of the complainant;
  - c. making wrong allegations of sexual assault against the accused,

## **Functions of the committee:**

### **Preventative Steps:**

It'll be the **Anti-Sexual Harassment Committee's mission** to accomplish the following:

1. To create an environment that is free of sexual assault and harassment.
2. To motivate for inspiring behaviour that contributes to a more gender-equitable society.

### **Remedial Measures:**

1. To strictly implement the process of lodging a complaint is secure, approachable, and responsive.
2. To monitor notice of accusations of sexual assault, investigate them, help aid and redress to sufferers, suggest fines, if necessary take legal action against the assaulter.
3. In accordance with the complainant's consent, the responsible authority should issue warnings or pursue legal action to stop the assaulter from continuing his or her annoying behaviour.
4. To seek healthcare, legal/police, and judicial assistance on the complainant's behalf, with his or her cooperation.
5. To plan adequate emotional, physical and psychological help (in the methodology of counselling, security, and other help) to be provided to the sufferer if he or she requests it.





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## **Committee procedure to be followed:**

The committee will follow the procedure outlined below.

1. A meeting of the Committee will be held as and when a complaint is registered .Any representative of the committee can receive a complaint, and the committee will investigate it.
2. If the complaint letter lacks exactness and needed particulars, the panel may instruct the defendant to compile and submit a full summary of incidents/events within two (2) days after receiving such direction, or any other time limit as the panel determines.
3. Three (3) days after receiving such directive, or within time frame as the panel determined, the accused shall submit a report to answer the allegations to the Committee for consideration.
4. Each party will receive a copy of the other party's written statement(s).
5. The Panel will conduct the hearings in conformity with the general justice principles. It must give both parties a sufficient opportunity to present their arguments. In the event that the accused refuses to participate in the proceedings, the Committee shall continue ex parte.
6. The panel will grant both individuals the opportunity to present related documentation and witness in support of their respective cases. Documents generated by any side must be signed by that party in order to attest that the document is an original / true copy of the original document.
7. In the event a document or witness is provided in opposition to a party, that party must have the right to defiance the document or witness.
8. The panel will meet in a daily/regular basis in order to record and analyse proof and evidence presented by parties to the proceedings.
9. To the extent that it is practical, all meetings of the panel members shall be held in presence of the parties/teams involved.
10. Minutes of meetings of all proceedings and procedures shall be compiled and will be signed by all panel members.
11. The panel will use every possible effort to finish its procedures within fifteen (15) days of receiving the complaint, unless otherwise specified.
12. Within five (5) days of the conclusion of the sessions, the panel will record its findings and conclusions in writing, supplemented by explanations, and transmit document, along with its suggestions and conclusions, to the Principal/Management. In the case that the panel determines the facts/finding reveal the conduct of a criminal offense by individual accused, will be expressly stated in the report of the panel members.
13. If during the course of proceedings, the panel is satisfied of evidences "prima facie case of sexual harassment" has been established against the accused and if any likelihood of



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14. recurrence of similar un acceptable assaults, in the interests of justice, disciplinary action can be held against the accused in the form of:

- a. Warning
- b. Apology in writing
- c. A pact of good behaviour
- d. Negative comments in a confidential report
- e. Removal from supervisory responsibilities
- f. Refusal to admit members to statutory bodies
- g. Rejection of re-employment or re-admission
- h. Decreases in pay are halted, promotions are denied, and entry tickets are denied.
- i. Downgrading and reverting
- j. Suspension
- k. Dismissal
- l. Any additional mechanism that is applicable

15. If the Committee identifies, during the course of the proceedings before it, that any individual has treated unfairly against the complainant or any individual assisting the complainant as a result of the complaint being created or such aid being offered, the Committee shall report this in writing to the Principal/Management, with reasons and suggestions for the action to be taken against such person.

16. If the Committee determines that the complainant has made false allegations of sexual harassment against any individual, it must notify the Principal/Management in writing, along with reasons and recommendations for appropriate disciplinary action.

## **Annual Report**

At the end of each academic year, the Committee's Chairperson will prepare an Annual Report detailing the Committee's work over the previous year.

  
**Principal**  
Gates Institute of Technology  
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Gooty - 515 401.