




CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT PRASANTA SUR CAMPUS


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POLICY FOR PREVENTION OF SEXUAL HARASSMENT AND RAGGING AT COLLEGE PREMISES


Secretary
Calcutta Institute of
Engineering and Management

[NOTE: This document contains 11 pages including this front page]

This policy is discussed and approved in the meeting of governing body of CIEM society and this is effective from 28th April, 2009.


Secretary
Calcutta Institute of
Engineering and Management

SECRETARY,
CIEM SOCIETY
DATE: 28.04.2009.

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PURPOSE:

This policy is established to create a safe and respectful environment for all members of the academic community at CIEM. Sexual harassment and ragging are strictly prohibited and will not be tolerated under any circumstances.

SCOPE:

This policy applies to all students, faculty, staff, and visitors within the premises of CIEM and extends to off-campus activities and events sponsored by the institution.

DEFINITIONS:

Sexual Harassment: Unwelcome sexual advances, requests for sexual favours, and other verbal, non-verbal, or physical conduct of a sexual nature.

Ragging: Any form of physical or mental abuse, including bullying and humiliation, directed towards students.

POLICY ON SEXUAL HARASSMENT

INTRODUCTION

CIEM maintains a strict policy of zero tolerance towards sexual harassment. This measure is implemented proactively to prevent and prohibit any unwelcome behaviour that constitutes sexual harassment in the workplace. Instances that undermine equality and violate the dignity of faculty, staff, or students can be reported to the Internal Complaints Committee for resolution. Emphasis is placed on prevention rather than punitive measures.

CIEM is dedicated to providing a workplace and educational environment free from sexual harassment, intimidation, or exploitation for all women. It is expected that everyone associated with the institution, including students, faculty, staff, officials, and visitors, treat each other with respect.

While CIEM upholds the principles of free inquiry and expression, it recognizes the delicate balance between freedom of expression and unwelcome remarks, particularly concerning women. Acts of sexual harassment, which include physical contact, demands for sexual favours, sexually suggestive remarks, or creating a hostile work environment, are strictly prohibited under the policies outlined.

THE MANDATE

With reference to Act, 2013, AICTE regulations, 2016 and handbook by Govt. of India cited above, Sexual Harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- (i) Physical contact and advances,
- (ii) A demand or request for sexual favours,
- (iii) Making sexually coloured remarks,
- (iv) Showing pornography,
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following act or behaviour may also amount to sexual harassment:

- Implied or explicit promise of preferential treatment in her employment,
- Implied or explicit threat of detrimental treatment in her employment,
- Implied or explicit about her present or future employment status,
- Interference with her work or creating an intimidating or offensive or hostile work environment for her,
- Humiliating treatment likely to affect her health or safety.

Some examples of behaviour that constitute sexual harassment at the workplace:

- Making sexually suggestive remarks or innuendos
- Describing a person's body or her appearance
- Passing offensive remarks or jokes
- Discussing about a person's sexual life
- Displaying sexist or other offensive pictures, posters, messages, or e-mails
- Intimidation, threats, blackmail around sexual favours
- Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit
- Physical contact such as touching or pinching
- Caressing, kissing or fondling someone against her will (could be considered assault)
- Stalking an individual
- Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours
- Compromising a person's reputation by rumour-mongering about her private life.

The following behaviour at workplace may not constitute sexual harassment: -

- Following up on work absences
- Requiring performance to job standards
- The normal exercise on management rights
- Work related stress e.g. meeting deadlines or quality standards
- Conditions of work
- Constructive feedback about the work mistake and not the person

DISCIPLINARY ACTION

As mentioned in above cited references, anyone violating this Policy will be subject to strict disciplinary actions

- (i) Depending upon the severity of the offence, the punishments may include anyone or more such as a written apology, warning, reprimand, censure, undergoing counselling or carrying out community service, withholding of promotion, withholding of pay rise or increments, termination from service.
- (ii) If the accused is a student, depending upon the severity of the offence, the punishments may be:
 - Withhold privileges of the student such as access to the library, hostel facility, transportation, scholarships, and placement drives.
 - Suspend or restrict entry into the campus for a specific period.
 - Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
 - Award reformatory punishments like mandatory counselling and, or, performance of community services.

ACTION AGAINST FRIVOLOUS COMPLAINT

- To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have also been made.
- If the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions mentioned above
- To prevent any individual from violating the Policy, all the departments shall: -
- Provide a safe working environment to all women in the department, which shall include safety from the persons coming into contact with them in the department.
- To build enabling work environments that respects women's rights to equality of status and opportunity.
- Display at any conspicuous place in the department, as to what constitutes Sexual Harassment and the penal consequences of sexual harassment.

The above policy shall apply to the students, academic staff, non-teaching staff, residents, service providers and outsiders. All members of the institute, including those who are in temporary or short-term positions — this policy shall be pertinent for all.

REFERENCES

- Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- AICTE Notification No. F.AICTE/WW2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations, 2016
- Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 by Govt. of India, Ministry of Women and Child Development

ANTI-RAGGING POLICY

INTRODUCTION

In view of the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal [http:// www.aicte-india.org/ anti.htm](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

CIEM is committed to providing a safe and conducive environment for all its students, free from any form of harassment or intimidation. As per the directives of the All-India Council for Technical Education (AICTE), this Anti-Ragging Policy is formulated to prevent and prohibit ragging in any form within the premises of the institution, its hostels, and any other related environments.

DEFINITION OF RAGGING

Ragging is defined as any act that results in causing or inducing a sense of shame, torment, or embarrassment to a student. It includes but is not limited to:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.

PROHIBITED ACTIVITIES

The following activities are strictly prohibited within the premises of the institution, its hostels, or any related environments:

- a) Physical abuse or assault of any kind.
- b) Verbal abuse, intimidation, or harassment.
- c) Forcing students to engage in activities that are demeaning or humiliating.
- d) Cyberbullying or any form of online harassment.
- e) Coercing students to consume alcohol, drugs, or any other substances.
- f) Creating an atmosphere of fear or anxiety among the fresher students.
- g) Vandalism or damage to property.

CONSEQUENCES OF RAGGING

Any student found guilty of ragging, whether actively participating or passively supporting such activities, will face strict disciplinary action. This may include but is not limited to:

- a) Suspension from the institution for a specified period.
- b) Expulsion from the institution.
- c) Withholding scholarships or other benefits.
- d) Legal action in accordance with the law of the land.

REPORTING MECHANISM

Students are encouraged to report any incidents of ragging promptly to the Anti-Ragging Committee or any member of the faculty or administration. The identity of the complainant will be kept confidential, and strict action will be taken against the perpetrators.

CONSTITUTION OF VARIOUS CELLS, COMMITTEES, AWARENESS WORKSHOPS AT CIEM

a) Anti-Ragging Committee and Anti-Ragging Squad:

The institution has constituted an Anti-Ragging Committee comprising faculty members, administrative staff, and student representatives. The committee is responsible for the prevention, monitoring, and control of ragging activities on the campus.

b) Awareness and Education:

The institution conducts regular awareness programs and orientation sessions for both students and staff to educate them about the harmful effects of ragging and the importance of maintaining a positive and respectful atmosphere on campus.

c) Set up of Anti-Ragging Cell: as per AICTE norms

d) Anti-Ragging Workshops: as per AICTE norms

ACTIONS TO BE TAKEN ON A REGULAR BASIS

- a) Updating all Web sites with Nodal Officers complete details, alarm notifications, etc.
- b) Installation and maintenance of CCTV cameras in different areas
- c) Regular interaction and counselling with the students
- d) Identification of trouble-triggers
- e) Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/Brochures shall be ensured
- f) Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/quelling ragging and any un-called for behaviour/incident shall be undertaken.
- g) Students in distress due to ragging related incidents can call the Anti-Ragging Helpline No. (24x7 Toll Free): 1800-180-5522 / 1800-345-5678

CONCLUSION

CIEM is committed to fostering a culture of mutual respect, dignity, and tolerance among its students. Ragging in any form is a serious offense and will not be tolerated. All members of the institution are expected to uphold this policy and contribute to creating a safe and supportive learning environment for everyone.