

# IMPACT SCHOOL OF ARCHITECTURE

Kodigehalli, Sahakaranagar Bangalore – 560092

## ANTI SEXUAL HARASSEMENT COMMITTEE AND COLLEGE INTERNAL COMPLAINT COMMITTEE (CICC)

### OBJECTIVES OF THE POLICY

1. To fulfil the directive of the Supreme Court, as per UGC directives and the Bangalore University in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the college
6. To create a secure physical and social environment which will deter acts of sexual harassment
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

### Role and responsibility of Anti-sexual harassment committee:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels

they have been harassed would feel offended, humiliated or intimidated).

2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favours or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.

3. Obtain high level support from the chief executive officer and Principal & Director for implementing a comprehensive strategy:

- Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
- Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

4. Regularly distribute and promote the policy at all levels of the organization; Ensure that managers and supervisors discuss and reinforce the policy at staff meetings; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

5. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.

**Ensure that complaints processes:**

- are clearly documented;
- are explained to all employees;
- offer both informal and formal options for resolution;

- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

### **POWERS OF THE COMMITTEE**

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b)

retaliating against / victimizing the complainant or any other person before it;  
and (c) making false charges of sexual harassment against the accused person.

### FUNCTIONS OF THE COMMITTEE PREVENTIVE STEPS.

It will be the endeavour of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.

### REMEDIAL STEPS.

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desires.

### PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other

time period that the Committee may decide.

3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.

4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.

6. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.

7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

11. The Committee shall make all endeavour to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be

specifically mentioned in the Committee's report.

13. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-

1. Warning
2. Written apology
3. Bond of good behaviour
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re - admission
8. Stopping of increments / promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal
12. Any other relevant mechanism

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

# IMPACT SCHOOL OF ARCHITECTURE

Kodigehalli Sahakaranagar Bangalore-560092

Ref.:ISA/DIR/ARS/2023/809

DATE: 17/08/2023

## Anti Sexual Harassment Committee Notification.

The Institute is committed to protecting Women Employees and Students from sexual harassment at the workplace by creating and maintaining the educational, working, and living environment free from sexual harassment. In order to ascertain that such disruptive roots are not nourished and to address all elements which otherwise would not allow an individual to realize full potential, the institute has established Anti Sexual Harassment Cell.

Anti Sexual Harassment Committee has been constituted with the following members

### ANTI SEXUAL HARASSEMENT COMMITTEE

1. Prof. Baby Mathulla : Chairperson
2. Ar. Sudhir Acharya : Member
3. Ar. Priyadarshini Desai : Member
4. Ar. Nikita Chinnu Mathew : Member


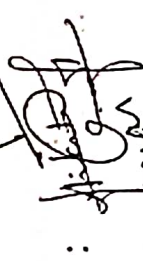

Any act of harassment must be immediately reported to the office of undersigned, So that strict action shall be taken against the found involved in the act.

  
Director  
IMPACT SCHOOL OF ARCHITECTURE  
DIRECTOR



## ANTI SEXUAL HARASSMENT COMMITTEE.

SL. NO	FATHER NAME	DESIGNATION	PROFESSION	ADDRESS	ASSOCIATED WITH	MOBILE NO	STD CODE	EMAIL ID
1	SUDHIR ACHARYA	CHAIRMAN	DIRECTOR	VIDYARANYAPURA BANGALORE	INSTITUTION	9886456000	080	director@isab.in
2	NIKITA CHINNU MATHEW	MEMBER	ASSISTANT PROFESSOR	BANGALORE	INSTITUTION	9886354294	080	nem@isab.in
3	PRIYADASHINI DESAI	MEMBER	ASSISTANT PROFESOR	BANGALORE	INSTITUTION	9448370938	080	priyadesai@gmail.com

  
:   
: 

1. Sudhir Acharya

2. Nikita Chinnu Mathew

3. Priyadarshini Desai

# IMPACT SCHOOL OF ARCHITECTURE

Kodigehalli Sahakaranagar Bangalore-560092

Ref.:ISA/DIR/ARS/2023/810

DATE: 17/08/2023

## ANTI SEXUAL HARASSMENT SQUAD NOTIFICATION

The following members have been nominated to serve as the anti sexual harassment Squad committee.

Contact details of ANTI-SEXUAL HARASSMENT SQUAD Committee.

1. Mr. Sudhir Acharya : 9886456000
2. Mrs. Priyadarshini Desai : 9448370938
3. Nikita Chinnu Mathew : 9886357294

It is here by to inform to the members to protecting women Employees and students from sexual harassment.

Any act of harassment must be immediately reported to the office of undersigned, So that strict action shall be taken against the found involved in the act.

  
Director  
IMPACT SCHOOL OF ARCHITECTURE

## ANTI SEXUAL HARASSMENT SQUAD.

SL. NO	FATHER NAME	DESIGNATION	PROFESSION	ADDRESS	ASSOCIATED WITH	MOBILE NO	STD CODE	EMAIL ID
1	SUDHIR ACHARYA	CHAIRMAN	CHAIRMAN	VIDYARANYAPURA BANGALORE	INSTITUTION	9886456000	080	director@fash.in
2	NIKITA CHINNU MATHEW	MEMBER	ASSISTANT PROFESSOR	BANGALORE	INSTITUTION	9886354294	080	ncm@fash.in
3	PRIYADASHI NI DESAI	MEMBER	ASSISTANT PROFESOR	BANGALORE	INSTITUTION	9448570938	080	priyadesai@gmail.com

1. Sudhir Acharya

2. Nikita Chinnu Mathew

3. Priyadarshini Desai







# Impact School of Architecture

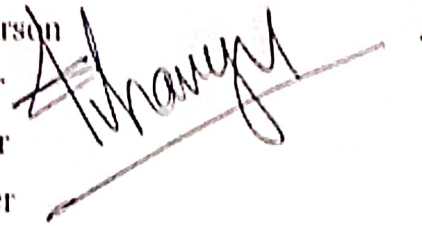
Kodigehalli, Sahakarannagar Bangalore-560092

## MEETING – ANTI SEXUAL HARASSEMENT COMMITTEE AND COLLEGE INTERNAL COMPLAINT COMMITTEE (CICC)

Proceedings the meeting of college internal complaint committee (CICC) held on 17/05/2023 at 11.30am to discuss the issue related to the sexual harassment of women at the workplace.

### Attendance of the Attendees:

1. Prof. Baby Mathulla	Chairperson
2. Ar. Sudhir Acharya	Member
3. Ar. Uday Kumar	Member
4. Ar. Priyadarshini Desai	Member
5. Ar. Nikita Chinmu Mathew	Member



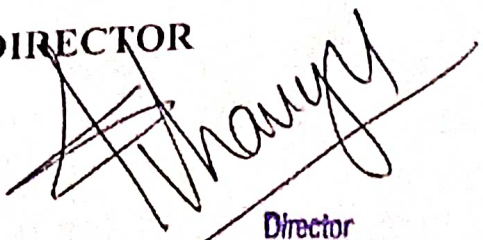
### The Chairperson welcomed the Members

During this session, review our policies, provide guidelines on appropriate behaviour, and ensure that everyone understands their rights and responsibilities regarding sexual harassment prevention.

### Points Discussed:

- Discussion of any reported incidents or complaints since last meeting.
- Allow time for questions and discussion to address any concerns or clarify information related to sexual harassment prevention.
- Feedback on the effectiveness of existing meeting programs.
- Attendees share feedback from employees who have participated in meeting and discuss any areas for improvement.

DIRECTOR



Director

IMPACT SCHOOL OF ARCHITECTURE

# Impact School of Architecture

Kodigehalli, Sahakaranagar Bangalore-560092

## MEETING – ANTI SEXUAL HARASSEMENT COMMITTEE AND COLLEGE INTERNAL COMPLAINT COMMITTEE (CICC)

Proceedings the meeting of college internal complaint committee (CICC) held on 24/08/2023 at 11.30am to discuss the issue related to the sexual harassment of women at the workplace.

### Attendance of the Attendees:

1. Prof. Baby Mathulla	Chairperson
2. Ar. Sudhir Acharya	Member
3. Ar. Uday Kumar	Member
4. Ar. Priyadarshini Desai	Member
5. Ar. Nikita Chinnu Mathew	Member



### The Chairperson welcomed the Members

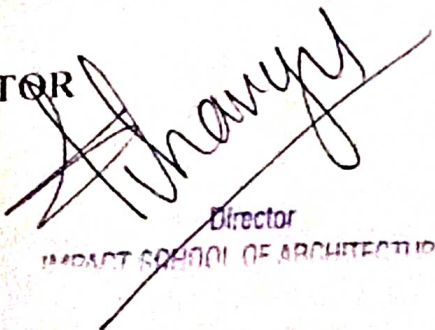
During this session, review our policies, provide guidelines on appropriate behaviour, and ensure that everyone understands their rights and responsibilities regarding sexual harassment prevention.

### Points Discussed:

- Planning communication strategies to ensure employees are aware of policy updates and understand their rights and responsibilities.
- Presenting updates or revisions to the organizations sexual harassment policies and procedures.

**CONCLUSION:** The anti-sexual harassment committee meeting concluded with a commitment to continue working collaboratively to prevent sexual harassment in workplace.

DIRECTOR



Director  
IMPACT SCHOOL OF ARCHITECTURE

# Impact School of Architecture

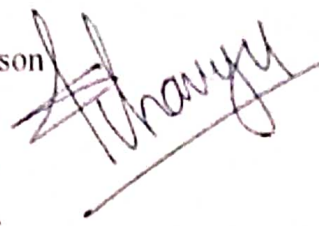
Kodigehalli, Sahakaranagar Bangalore-560092

## MEETING – ANTI SEXUAL HARASSEMENT COMMITTEE AND COLLEGE INTERNAL COMPLAINT COMMITTEE (CICC)

Proceedings the meeting of college internal complaint committee (CICC) held on 15/01/2024 at 11am to discuss the issue related to the sexual harassment of women at the workplace.

### Attendance of the Attendees:

1. Prof. Baby Mathulla	Chairperson
2. Ar. Sudhir Acharya	Member
3. Ar. Uday Kumar	Member
4. Ar. Priyadarshini Desai	Member
5. Ar. Nikita Chinnu Mathew	Member



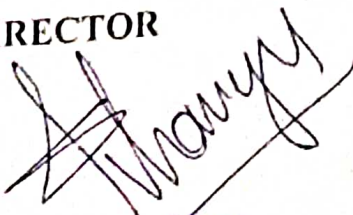
### The Chairperson welcomed the Members

The meeting commenced with the chairperson welcoming all attendees and highlighting the importance of the meeting.

### Points Discussed:

- Provide information on support resources available to employees, such as counselling services, employee assistance programs.
- Allow time for questions and discussion to address any concerns or clarify information related to sexual harassment prevention.
- Remind employees of their legal obligations to company with Anti-sexual harassment laws and regulations.

DIRECTOR



Director

IMPACT SCHOOL OF ARCHITECTURE