



**Joya Gogoi College, Khumtai-785619
Golaghat (Assam)**

Policy Document

On

PREVENTION OF SEXUAL HARRESMENT

1. Introduction:

Guided by the concept that prevention is better than cure, the institution makes all-out effort to foster an environment of mutual trust, confidence, and respect for individual values. It tries to ensure a congenial atmosphere in the campus where there is no harassment of any sort. There is strong bond of belonging among all stockholders and a mechanism against any sort of harassment including sexual harassment is in place.

Joya Gogoi College is committed to providing a safe and secure working environment for employees and students of the college to ensure prevent occurrence of incident of sexual harassment in the college.

2. Scope:

- Policy is applicable for all employees of various cadre, including permanent, contractual, temporary, and part-time staff and to all the students of the college.
- This policy is restricted to the administrative boundary of the Joya Gogoi College and at any external location visited by the women of the college during the academic pursuit/employment whether inside or outside the district/state/country.
- The college follow the guidelines mentioned in the MHRD Handbook of sexual harassment of Women at workplace (prevention, prohibition, and redressal).

3. Policy:

- The institution prohibits any kind of discrimination, harassment, assault-sexual or other, against all women of the institution.
- The institution has an Internal Complaint Committee (ICC) and any complaints by women of the institution related to sexual harassment are to be notified with the committee. The committee should consist of the following posts of which 50% need to be women members.
 1. A presiding officer
 2. Two senior Teaching faculty members of the institution.
 3. Any two member of the administrative office
 4. Three student members, one from U.G level science and 2 from U.G. arts level
 5. One external member, preferably from an NGO working in related field.
- There should be provision of filling of complaint in both online and offline mode.
- Strict anonymity should be ensured to protect the identity of the complaint.
- The committee is also responsible for maintains confidential throughout the process.
- The complain is needed to be lodge within three months from the date of incident along with any documentary evidence. The committee can also extend the timeline by another 3 months if it is satisfied with the reason which prevented the lodging of a complaint within the first three month.
- The complainants need to be a written communication. If the aggrieved person is not be able to give a written complaint, the employees or students relatives/parent/guardian or any other person can also lodge the complaint in written format on behalf of the aggrieved person.
- The ICC will interview and record all evidences.
- The inquiry needs to be completed within 90 days of the submission of written complaint by the aggrieved person.
- The ICC should submit their findings within 10 days from the completion of the inquiry.
- On receipt of the report from the ICC, the college authority shall act on the report within 60 days or receipt.
- If any person who committed such act is found guilty, then corrective action is to be taken by the appropriate authority.
- Awareness programme on gender equality and anti-harassment are to be conducted occasionally for generating a conductive environment.



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Programme Name	Lecture on " Protection of Women employees at workplace"
Date & Time	23/12/2022
Organized by	Sexual Harassment Cell, Joya Gogoi College, Khumtai
Venue	College Auditorium, Joya Gogoi College
Resource Persons	Mrs Priyangu Baruah, Advocate Golaghat Bar Association
No of Participant	112
Collaborating Partner	IQAC , Joya Gogoi College Khumtai
Brief Report of the Event	<p>The programme has been started with the lightening of lamp by Sri Makhan Lal Barhoi, President of Guardian committee of the college. Principal Dr Amiya Kr Das has delivered the inaugural speech. The co-ordinator of Sexual Harassment Cell, Joya Gogoi College Mrs Gayatri Devi has introduced the Resource Person with a brief introduction. She has also stated the objectives of the lecture. The resource person Mrs Priyangu Baruah has discussed the issues of women harassment at workplace. She has also highlighted the legal issues related to women harassment as well as the protection of women in the purview of Law.</p>
Photographic evidence	<p>Khumtai, Assam, India JR5Q+FPR Jaya Gogoi College, Khumtai Chariali, Khumtai, Assam 785619, India Lat 26.608524° Long 93.839205° 23/12/22 12:17 PM GMT +05:30</p> <p>Khumtai, Assam, India JR5Q+FPR Jaya Gogoi College, Khumtai Chariali, Khumtai, Assam 785619, India Lat 26.608368° Long 93.839333° 23/12/22 11:28 AM</p>