



Estd. 1892

ਖ਼ਾਲਸਾ ਕਾਲਜ ਅੰਮ੍ਰਿਤਸਰ

Khalsa College Amritsar

An Autonomous College affiliated to G.N.D.U., Amritsar
UGC Letter No. F.22-1/2013 (AC) Dt. 22-05-2013

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Fax : +91-183-2255619
Pin : 143002 (Pb.) India

e-mail : khalsacollegeamritsar@yahoo.com

Web : www.khalsacollege.edu.in

♦ A HERITAGE INSTITUTION AND COLLEGE WITH POTENTIAL FOR EXCELLENCE - Status conferred by UGC ♦
♦ NAAC REACCREDITED "A" GRADE (CGPA) ♦ STAR STATUS CONFERRED BY DBT, NEW DELHI ♦ AN ISO CERTIFIED COLLEGE ♦

Policy on Prevention of Sexual harassment

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's dignity, work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

Assistance by College

In order to foster a fearless environment, Khalsa College Amritsar shall take following proactive steps in preventing sexual harassment and resolving disputes of the above said nature:

- To provide counselling services to the complainant
- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Complaints Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Complaints Committee or the Grievance Redressal Cell, as the case may be;
- Make available such information to the Internal Complaints Committee as the case may be, as it may require



neel kish
Principal
Khalsa College Amritsar



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Redressal Process

- Any student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee in writing with her/his signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her/his complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, thereafter, an "Enquiry" shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.



M. S. H.
Principal
Khalsa College Amritsar

**Internal Complaints Committee (ICC)
Khalsa College Amritsar
(An Autonomous)**

If you are a student / employee / faculty and experiencing sexual harassment at your work place or any place in the college-

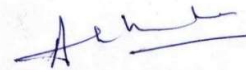
The Sexual Harassment of Women at Work Place Act 2013 constitutes sexual harassment as:

- . Physical contact and advances.
- . Requests for sexual favours.
- . Sexually colored remarks.
- . Showing pornography.
- . Unwelcome physical, verbal or non-verbal sexual conduct.

How to propose a complaint

- . Write exactly what happened with details,
- . Witness and documents if any.
- . Be specific about the incident.
- . Be honest.
- . Penalties for false complaints of sexual harassment.
- . Complaint, to be filed within the three months of the incident.

**The complaints should be submitted directly to the office of the ICC or contact
Dr (Mrs) A.K.Kahlon (Presiding officer, ICC)
Phone -9872456833
E-mail: arvinderkaur@khalsacollege.edu.in**



The following are the members of ICC

1. Dr. (Mrs) A.K. Kahlon, Presiding Officer
2. S. Devender Singh, Registrar
3. Dr. Swaraj Kaur, DSW (Girls)
4. Dr. Geetinder Kaur, Dept. of Economics
5. Mrs. Sukhpreet Kaur, Sr. Clerk
6. Mrs. Kawaljit Kaur, Central Library