



GIET SCHOOL OF PHARMACY

(SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, RAJAMAHENDRAVARAM - 533 296. E.G.District., (A.P.)

Tel : 0883 - 2484444, E-mail : gietpharmacy@gmail.com, Website : www.gietpharmacy.in

Policy on Sexual Harassment

As per the guidelines of UGC, NAAC and the Supreme Court an Anti-Sexual Harassment committee has been established by GIET School of Pharmacy to provide a healthy and congenial atmosphere to the staff and students of the College.

Declaration of Policy. -

GIET School of Pharmacy, under the Management of Koundinya Educational society, shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of "Fundamental Rights" under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful. The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013 is implemented in its entirety.

OBJECTIVES OF THE POLICY

- To develop guidelines and norms for a policy against sexual harassment.
- To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare a detailed plan of actions, both short and long term.
- To organize gender sensitization awareness programmes.
- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.

DEFINITION OF SEXUAL HARASSMENT

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

1. **Physical contact and advances;**
2. **A demand or request for sexual favours;**
3. **Sexually coloured remarks;**
4. **Showing pornography;**
5. **Any other unwelcome physical, verbal or non-verbal conduct of sexual nature**

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or



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enrolment in the institution whether she is drawing salary, or honorarium or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship including recruiting or promotion or academics when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made.

The antisexual harassment committee deals with issues relating to sexual harassment at the GIET School of Pharmacy. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Convener of the Committee. If the complaint is made to the Principal, or any of the Committee members, they may forward it to the Convener of the Committee Against Sexual Harassment. It should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
- By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of the Anti – Sexual Harassment Committee

1. The Committee shall be headed by a senior woman faculty of the college and shall be designated as the “**Chairperson**”
2. The committee shall have two senior women teaching faculty members, at least one senior male teaching faculty member, at least one woman administrative staff and one woman class – IV staff. The committee shall have three nominated girl student representatives.
3. The committee shall have Principal and one nominated person from the management, the Koundinya Education Society as its members.



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MEETINGS OF THE COMMITTEE

Every Semester or whenever need arises. The Secretary of the Committee shall be responsible to prepare the minutes of the meeting. Every resolution passed by the Committee should be recorded at the meeting and read out by the Chairperson at the meeting itself. Within Seven days after the date of the meeting the Secretary of the Committee shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Chairperson of the Constituting Authority and to all the Members of the Committee.

- The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- 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.
- 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.
- 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.
- The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
- 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

1. PREVENTIVE STEPS.

It will be the endeavour of the committee :

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



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2. 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 counseling, security and other assistance) to the victim if so desires.

Annual Report

The Chairperson of the Committee will prepare an Annual Report at the end of each academic year, giving a full account of the activities of the Committee during the year gone by. A copy of the report may be sent to the Secretary, Koundinya Educational society; Registrar, Andhra University.



Dr. M.D. DHANA RAJU,
Principal. M.Pharm., Ph.D
GIET SCHOOL OF PHARMACY,
NH-16, Chaitanya Knowledge City
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NAAC ACCREDITED

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ANTI-SEXUAL HARASSEMENT COMMITTEE

The aim of the committee is to prevent, prohibit & redressal of sexual harassment of women employees & students. It provides security arrangements for girl's students & women staff of the Institution.

S. No	Name of the member	Designation & Department	Phone number	Role in the committee
1	Dr R. Vijaya Lakshmi	HOD, Pharmaceutical Analysis	9492083483	Chairperson
2	Dr M. D. Dhana Raju	Principal, GIET School of pharmacy	9440677600	Member
3	Dr P. Subba Raju	General manager, GIET	9849146655	Member, Male Administrative staff
4	Mrs. S. Revathi	Assistant professor, Pharmaceutics	8886677004	Member, Teaching Faculty-Female
5	Ms. S. Princely	Assistant professor, Dept. of Microbiology	8498090690	Member, Teaching Faculty-Female
6	Dr. V. D. Sundar	HOD, Pharmaceutics	9959212600	Member, Teaching Faculty-Male
7	Mrs. V. Alekhya	Assistant professor, Pharmacognosy	9032423723	Member, Class- IV Staff
8	P. Lakshmi Prasanna	Student	9381337657	Member
9	U. Liza	Student	9849860064	Member
10	M. Sri Ramya	Student	9000428789	Member



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ANNUAL REPORT


DATE: 30-04-2018

Annual report of the Internal committee in respect of complaints received during the year 2017-2018 under the Sexual Harassment of women at the workplace (Prevention, Prohibition, & Redressal) Act 2013.

1	No. of complaints received during the year	01
2	No. of complaints disposed during the year	01
3	No. of workshops or awareness programs against sexual harassment carried out	01

Sub: Annual report of the year ending 30th April 2018 under Section 2 of Sexual Harassment of Women at the Workplace (Prevention, Prohibition, & Redressal) Act 2013.

One single complaint was made by a junior female faculty being harassed by a senior male faculty. A committee was formed immediately. The victim was called to explain their nature of harassment. The committee took this matter up directly with the principal of the institution who came with their vice principal. After listening their nature of harassment, principal came to know that the mistake was on senior male faculty side. So, he suspended the Male senior faculty from the college.


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CHAIRPERSON



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3	Dr P. Subba Raju	General manager, GIET	9849146655	Member, Male Administrative staff
4	Mrs. S. Revathi	Assistant professor, Pharmaceutics	8886677004	Member, Teaching Faculty-Female
5	Ms. S. Princely	Assistant professor, Dept. of Microbiology	8498090690	Member, Teaching Faculty-Female
6	Dr. V. D. Sundar	HOD, Pharmaceutics	9959212600	Member, Teaching Faculty-Male
7	Mrs. V. Alekhya	Assistant professor, Pharmacognosy	9032423723	Member, Class- IV Staff
8	KLSD Sireesha	Student	7036587198	Member
9	K. Bindu Bhargavi	Student	9848842248	Member
10	K. Jyothi	Student	9381337657	Member



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NAAC ACCREDITED

ANNUAL REPORT

DATE: 20-04-2019

Annual report of the Internal committee in respect of complaints received during the year 2018-2019 under the Sexual Harassment of women at the workplace (Prevention, Prohibition, & Redressal) Act 2013.

1	No. of complaints received during the year	01
2	No. of complaints disposed during the year	01
3	No. of workshops or awareness programs against sexual harassment carried out	01

One complaint was made by a newly admitted girl student being harassed by a senior student. A committee was formed immediately. The victim was called to explain their nature of harassment. The committee took this matter up directly with the principal of the institution who came with their vice principal. Both principal & vice principal talked with the student who have raised the complaint. Then the principal came to know that the boy student once proposed the newly admitted girl student. She rejected his proposal. So, the boy student started staring her body up & down, physically blocked her movements like standing in her way, sending unwanted suggestive emails and letters. After listening her words Dr M. D. Dhana Raju, Principal of GIET School of pharmacy gave warning to the boy student & suspended him from the college.


M. D. DHANA RAJU,
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3	Dr P. Subba Raju	General manager, GIET	9849146655	Member, Male Administrative staff
4	Mrs. D. Kavitha	Assistant professor, Dept. of chemistry	9985577024	Member, Teaching Faculty-Female
5	Satya Sri	Assistant professor, Dept. of chemistry	7382261516	Member, Teaching Faculty-Female
6	Dr. V. D. Sundar	HOD, Pharmaceutics	9959212600	Member, Teaching Faculty-Male
7	Mrs. V. Alekhya	Assistant professor, Pharmacognosy	9032423723	Member, Class- IV Staff
8	I. Anurekha	Student	8019219531	Member
9	I.Sofia	Student	8331896880	Member
10	G. Jahnvi Lakshmi	Student	8526239999	Member

ANNUAL REPORT

DATE: 18-03-2020

Annual report of the Internal committee in respect of complaints received during the year 2019-2020 under the Sexual Harassment of women at the workplace (Prevention, Prohibition, & Redressal) Act 2013.

1	No. of complaints received during the year	01
2	No. of complaints disposed during the year	01
3	No. of workshops or awareness programs against sexual harassment carried out	01

A one-day seminar on “Domestic Violence in India” was conducted by the Anti-sexual Harassment Cell organized on 23rd January 2020 at the seminar hall at 2.00 pm. Dr R. Vijaya Lakshmi, Chairperson of anti-sexual committee welcomed the chief guest. Her service to the society extends in the form of family counselling, creating awareness against domestic violence and juvenile delinquency. She guides the college students to actively participate in rural awareness campaigns in a constant manner. The Session initiated with a discussion among college students, who face domestic violence in the society. She explained various circumstances which lead to such violence’s at their own families. Important case studies on domestic violence and their effects were screened and discussed with students. The chief guest explained the steps to be taken and remedies for such serious life threats. She gave important tips to overcome the psychological problems resulted due to domestic violence. Many queries were clarified by the chief guest and related laws to safeguard the victims were discussed in the session.



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4	B. Jagadeeswari	Assistant professor, Pharmaceutics	8886677004	Member
5	K. Sai Kumari	Assistant professor, Dept. of Microbiology	8498090690	Member
6	Dr. V. D. Sundar	HOD, Pharmaceutics	9959212600	Member
7	Dr. V. Alekhya	HOD, Pharmacognosy	9032423723	Member
8	P. Chinnari	Student	9398605789	Member
9	P. Praveena	Student	6303466114	Member
10	P. Jahnvi	Student	9398849829	Member



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ANNUAL REPORT

DATE: 23-04-2022

A one-day seminar on “POSH ACT” was conducted by the Anti-sexual Harassment Cell organized on 16th March 2022 at the seminar hall at 2.00 pm. Dr R. Vijaya Lakshmi, Chairperson of anti-sexual committee welcomed the chief guest **Rahimunnisa Begum**, Advocate. She guides the college students to actively participate in rural awareness campaigns in a constant manner. The Session initiated with a discussion among college students, who face domestic violence in the society. She explained various elements of posh such as gender equality in the workplace or college, gender specific violence, & inappropriate sexually colored behavior, & embraced them to create a robust legislative framework. She gave important tips to overcome the psychological problems resulted due to domestic violence. Many queries were clarified by the chief guest and related laws to safeguard the victims were discussed in the session.

- During this year No complaints have been raised related to sexual harassment.




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