

# Anti Harassment Policy

*Issue: 05; Revised on 2024*

Policy Created on	July 2009
1 <sup>st</sup> Revision amended on	IQAC Meeting held on 27 <sup>th</sup> October 2017
2 <sup>nd</sup> Revision amended on	IQAC Meeting held on 31 <sup>st</sup> March 2021
3 <sup>rd</sup> Revision amended on	IQAC Meeting held on 16 <sup>th</sup> June 2023
4 <sup>th</sup> Revision amended on	IQAC Meeting held on 8 <sup>th</sup> October 2024

## **PREAMBLE:**

B.S. Abdur Rahman Crescent Institute of Science and Technology (BSACIST) is committed to providing a safe, respectful, and inclusive learning and working environment for all members of its community. Harassment of any kind is unacceptable and will not be tolerated. This policy aims to prevent and address all forms of harassment, ensuring that every individual can pursue their academic and professional goals without fear of intimidation, discrimination, or abuse. This policy is established in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students in Higher Educational Institutions) Regulations, 2015.

## **SCOPE:**

This policy applies to all students, faculty, staff, and visitors of BSACIST. It covers all forms of harassment that occur on campus, at institute-sponsored events, or through the use of institute resources, regardless of the location. This includes online harassment and harassment that occurs outside of normal working hours if it affects the campus environment.

## DEFINITION OF HARASSMENT:

Harassment is defined as any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, offensive, or hostile environment. Harassment may include, but is not limited to:

- **Verbal Harassment:** Offensive jokes, slurs, epithets, name-calling, insults, threats, intimidation, or unwelcome comments about a person's race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or other protected characteristic.
- **Physical Harassment:** Unwanted touching, assault, physical intimidation, or any other unwelcome physical contact.
- **Visual Harassment:** Displaying or distributing offensive images, posters, cartoons, or other materials that create a hostile environment. This includes online postings and electronic communications.
- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
  - Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, offensive, or hostile environment.
- **Cyber Harassment:** The use of electronic communication to bully, threaten, intimidate, or harass an individual. This includes, but is not limited to, sending harassing emails, text messages, or social media posts.

## PROHIBITED CONDUCT:

The following conduct is strictly prohibited under this policy:

- Any form of harassment as defined above.

- Retaliation against anyone who reports harassment or participates in an investigation.
- Knowingly making false accusations of harassment.

### **INTERNAL COMPLAINTS COMMITTEE (ICC):**

BSACIST has established an Internal Complaints Committee (ICC) to address complaints of sexual harassment and other forms of harassment. The ICC is responsible for:

- Receiving and investigating complaints of harassment.
- Conducting fair and impartial investigations.
- Recommending appropriate disciplinary action.
- Providing support and resources to victims of harassment.
- Promoting awareness of this policy and preventing harassment.

### **ICC MEMBERS:**

The Internal Complaints Committee of B.S. Abdur Rahman Crescent Institute of Science & Technology consists of the following members:

- **Chairperson:** Dr. Latha Tamilselvan, Prof. & Director (MIS) / Department of Information Technology
- **Vice-chairperson:** Dr. C. Tharini, Prof. & Dean (SECS) / Department of Electronics & Communication Engg.
- **Member:** Dr. S.Kuttirani, Prof. & Director (PG) Admissions / Department of Chemistry
- **Member:** Dr. Ayub Khan Dawood, Prof. & Dean / Department of Commerce
- **Member:** Dr. S. Rasool Mohideen, Professor / Department of Mechanical Engg.
- **Member:** Dr. C.Chokalingam, Prof. & Dean / Crescent School of Law
- **External Member:** Ms. Nallini Olivannan, Advocate ([nallinioli@gmail.com](mailto:nallinioli@gmail.com), Mobile: 9940050056)

## **REPORTING PROCEDURE:**

Any student, faculty, or staff member who believes they have experienced or witnessed harassment is encouraged to report the incident immediately. Reports can be made to any member of the ICC or to the Dean of Student Affairs. Reports can be made in person, via email, or in writing. All reports will be treated with confidentiality and investigated promptly and impartially.

## **INVESTIGATION PROCEDURE:**

The ICC will conduct a thorough and impartial investigation of all reported incidents of harassment. The investigation will include:

- Interviewing the complainant and the alleged harasser.
- Gathering and reviewing any relevant evidence.
- Providing both parties with an opportunity to present their case.

## **DISCIPLINARY ACTION:**

Any student, faculty, or staff member found to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination of employment.

## **CONFIDENTIALITY:**

All reports of harassment and investigations will be treated with the utmost confidentiality, to the extent possible, consistent with the need to conduct a thorough investigation and take appropriate action.

## **RETALIATION:**

Retaliation against anyone who reports harassment or participates in an investigation is strictly prohibited and will be subject to disciplinary action.

### **AWARENESS AND TRAINING:**

BSACIST will provide regular training and awareness programs to educate students, faculty, and staff about this policy and how to prevent and address harassment.

### **REVIEW:**

This policy will be reviewed and updated periodically to ensure its effectiveness and compliance with applicable laws and regulations.



**REGISTRAR**