



# A. J. Institute of Engineering and Technology Mangaluru



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(A unit of Laxmi Memorial Education Trust (R))

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## WOMENS WELFARE & ANTI SEXUAL HARASSMENT POLICY

### Policy statement

The policy of Women's Welfare & Anti-Sexual Harassment policy aims to effectively resolve issues concerning women and ensure the college campus is a safe place for female students and staff, with zero tolerance for any misconduct.

### Policy scope

The Women's Welfare Committee (WWC) and the Internal Complaint Committee (CICC) at AJ Institute of Engineering & Technology ensure the effective implementation of policies to maintain a secure environment for all students and staff.

### Preamble

The Institute must establish a dedicated committee to address issues of gender-based violence and conduct gender sensitization programs, in accordance with the guidelines of Supreme Court and UGC, and in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

### Objectives

- To create a campus environment where every woman feels safe, confident, and free from gender discrimination and sexual harassment.
- To increase awareness of sexual harassment through educational programs that foster a respectful learning and working environment.
- To establish a supportive counselling atmosphere, encouraging female students to openly share their concerns with teachers without hesitation.
- To cultivate a culture of respect and equality for women.
- To handle both informal and formal complaints from female employees or students, providing necessary guidance and support, and ensuring complaints are resolved fairly and promptly.

Principal

A.J. Institute of Engineering & Technology  
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## Functions

The Committee is dedicated to raising awareness about women's issues and eliminating sexual harassment through the following actions:

- Invite prominent speakers to discuss various women's issues.
- Organize guest lectures, seminars, workshops, awareness programs, and other welfare activities addressing legal, career, and social aspects to prevent involuntary sexual acts such as rape, inappropriate touching, groping, or sexual torture.
- Promote awareness about hygiene and ensure a healthy environment in and around the college.
- Educate women on grievance Redressal procedures.
- Offer counselling services for women to share their problems.

## Policy details

- Posters about the Committee are prepared and displayed in all general notice boards of the college.
- The college has given provision for girl's common room which is equipped with attached washroom and furniture where the girl students can sit and take rest.
- A female representative from each class is included as a committee member.
- Women's welfare committee at AJIET monitors and guides the students regarding the values, discipline to be followed, dressing decency, care about travelling, safety precautions when interacting with strangers to ensure the safety of all students on and off campus
- Committee organises various activities at the Institute to develop a harmonious atmosphere and comfort zone among all the male and female students.
- To ensure Women's safety in the campus, CCTVs are installed at different locations.
- The committee ensures that students as well as staff are educated about sexual harassment and informed about the appropriate actions to take.

Students who encounter harassment are encouraged to promptly report incidents to either the Women's Welfare Committee (WWC) or the Anti-Sexual Harassment Committee. Sexual harassment involves any unwelcome behaviour of a sexual nature, whether explicit or implied, including physical advances, requests for sexual favours, sexually suggestive

comments, the display of pornography, or any other unwelcome physical, verbal, or non-verbal actions.

- Committee also ensures the Complaint Procedure is established at the Institute:  
Women facing issues of sexual harassment or gender discrimination should submit their complaints either formally in writing or informally to any committee member. The WWC will address and resolve these complaints, escalating necessary matters to higher authorities as required.
- Confidential handling of all complaints within a specified timeframe is ensured.
- Students can place a complaint in the complaint box as well.

## **Disciplinary action**

### **Regulation 1:**

The policy underscores the institution's commitment to maintaining a safe and respectful environment by holding individuals accountable for their actions and ensuring that appropriate disciplinary measures are taken in cases of sexual harassment.

**Regulation 2:** If the accused is a student, the Higher Educational Institution may implement different measures based on the severity of the offense.

- a) Revoke privileges such as access to library, auditorium, college bus service, scholarships, and identity card.
- b) Impose suspension or restrict campus entry for a specified period.
- c) Expel the student and remove them from the institution's rolls, with no possibility of readmission if the offense warrants.
- d) Administer corrective measures such as mandatory counselling or required participation in community service.

If the respondent is a student, depending upon the severity of the offence, the Higher Educational Institution may -

- a) Withhold privileges of the student such as access to the library, auditorium, college bus facility, scholarships and identity card.
- b) Suspend or restrict entry into the campus for a specific period.
- c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- d) Award reformatory punishments like mandatory counselling or performance of community services.

## Action against frivolous complaint

If the WWC determines that the accusations were proven false, malicious, or knowingly inaccurate, or if deceptive information was presented during the investigation, disciplinary action will be taken against the complainant, whether they are an employee or student, in accordance with Regulation 1 for employees and Regulation 2 for students.

## Committee Details

The following committee is framed for implementing the woman safety and to prevent any kind of Harassment.

Sl. No	Name	Position	Contact Number
1	Dr. Shantharama Rai C Principal, AJIET	Advisor	+91 9480065081
2	Dr. Shantha Kumari. K Professor (Mathematics)	Chairman	+91 9480025089
3	Dr. Shobhitha Shetty Assistant Professor (Chemistry)	Member	+91 9741968662
4	Mrs. Divya,A, Assistant Professor (ECE)	Member	+91 9480671109
5	Ms. Babitha, Assistant Professor (Civil)	Member	+91 7760556650
6	Mrs Suchitha, Assistant Professor (Physics)	Member	+91 8722838722
7	Mrs Nishmitha Shetty Assistant Professor (Maths)	Member	+91 7022592570
8	Mrs. Lomitha Office Assistant	Member	+91 9947422439

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for A.J. Institute of Engineering & Technology

For LAXMI MEMORIAL EDUCATION TRUST (R.)  
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

**President**

President

**Date:** 10/12/2016

Principal

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