



The ICF AI University Tripura
Kamalghat , West Tripura-799210

Prevention of Sexual Harassment & Redressal Policy

This sexual harassment Redressal policy is made on 19th day of July, 2023 as a part of University Good Practices for redressing any such instances relating to the Sexual Harassment at University Campus for both the employees and students. This Redressal policy is drafted and approved by the University authority and to be implemented with immediate effect from the date of signing the policy by the undersigned and applicable for both the employees and students of this University. The University has the right to make any changes/amendment in the policy against approval of the appropriate authority of the University and may revise time to time as and when required.

The Policy Statement:

The ICF AI University Tripura is committed to providing a safe environment for all its employees and students free from any discrimination on any ground and from harassment at work place (University Campus) including sexual harassment. The ICF AI University Tripura will operate this policy as a zero tolerance policy for any form of sexual harassment in the workplace/ Campus, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any employee/students found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment/ Studentship. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment:

Sexual harassment is unwelcome conduct of a sexual nature which makes a student or an employee of the University feel offended, humiliated and/or intimidated. It includes situations where a student or an employee of the University is asked to engage in sexual activity as a condition of that person's employment or studentship, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

A. Physical conduct:-

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching*
- Physical violence, including sexual assault*
- Physical contact, e.g. touching, pinching*
- The use of job-related threats or rewards to solicit sexual favours*

B. Verbal conduct:-

- Comments on a worker's appearance, age, private life, etc.*
- Sexual comments, stories and jokes*
- Sexual advances*
- Repeated and unwanted social invitations for dates or physical intimacy*

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- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

C. Non-verbal conduct:-

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

D. Other Conduct:-

Any other means of conduct of a sexual nature which is unwanted and unwelcomed by the recipient and not included in A/B/C above.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The University also recognizes that sexual harassment may also occur between people of the same sex. Anyone, including students & employees of University clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor/ Officer/Manager, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the University's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint inside of the University through the physical Register kept in department or using University Website.

Throughout the complaints procedure, a victim is entitled to be helped by the University authorities to enable to assist the victims of sexual harassment.

Informal complaints mechanism:

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the University to resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped



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- ensure that the above is done speedily and within 7(Seven) days of the complaint being made

Formal complaints mechanism:

- The victim has to make a formal complaint using register at department level or In www.iutripura.edu.in or informal verbal complaint or in the form of a letter to any Dean/Principal/Coordinator/Faculty/Staff of the to resolve the matter.
- The designated person (Dean/Principal/Coordinator/Faculty/Staff) who initially received the complaint will refer the matter to the authority of the Sexual Harassment Redressal Committee of the University to instigate in accordance with the policy of the ICFAI University Tripura and will act with suitable resolution to resolve the issue at the earliest. The recommendations or discussion or action taken report of the committee to be informed to the University authority for further action or implementation. A report of the same to be maintained officially.

Sanctions and disciplinary measures:

Anyone who has been found to have sexually harassed another employee or student under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages/penalty
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as unimportant. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this policy:

The ICFAI University Tripura will ensure that this policy is widely disseminated to all relevant persons. All new employees/Students must be informed on the content of this policy as part of their induction into the University. Every year, the University will conduct awareness program or orientation program on the content of this policy for employees & /students. It is the responsibility of every Head of Departments to ensure that all his/her employees and students are aware of the policy.

Monitoring and evaluation:

The ICFAI University Tripura recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. The Head of Departments, Supervisors, managers, officers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, the University will evaluate the effectiveness of this policy and make any changes needed.

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