

**VIGNANA JYOTHI INSTITUTE OF MANAGEMENT
HYDERABAD**



VJIM

AN INNOVATION DRIVEN B-SCHOOL

Prohibition for Sexual Harassment Policy

Prepared By	Dr. N. Padmaja, Head Academics
Checked By	Dr. Dammalapati Ravinath, Dean
Approved By	Dr. Bharat Bhushan Singh, Director

Prohibition of Sexual Harassment

Objective:

The objective of Internal complaint committee for prohibition of sexual harassment in VJIM is

- To develop a policy against sexual harassment at the institute.
- To evolve permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaint and their follow-up procedures.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Policy and Procedure in VJIM

Policy or procedures: Preventive & Corrective

Preventive

- a) Drafting an Anti- Sexual Harassment policy in VJIM and making all members of the institute aware of it and to follow it.
- b) Organizing training and workshops for the students and all other members in the institute to understand the importance of Gender equality
- c) Creating a balanced and open environment in the institute to let students understand and respect each other and show compassion.

Settlement

- a) The complainant shall submit by the aggrieved candidate to ICC six copies of the complaint along with supporting documents, names and addresses of the witnesses.
- b) The ICC shall send one copy of the complaint to the respondent on whom the case is filed, within a period of seven working days.
- c) The respondent shall file his reply to the complaint along with his list of documents, names and addresses of witnesses, within ten working days from the date of receipt of the copy of the complaint.
- d) The internal Committee shall make inquiry into the complaint. Examine the incident reported and form a prima facie opinion as to whether it amounts to misconduct as a preliminary inquiry.
- e) ICC shall decide the date, time and venue of the enquiry and intimate the Complainant. Respondent and witnesses are about the same.
- f) Record the minutes of the meeting and ensure that all the concerned have signed the minutes.
- g) Inquiry Committee is vested with the powers of Civil Court under CPC to enforce the attendance of the witnesses.
- h) The complaints shall make the inquiry into the complaint in accordance with the principles of natural justice
- i) Enquiry shall be completed within a period of 90 days.

Committee

In order to maintain and protect the individuals from the sexual harassment in VJIM, a committee is formed to achieve zero tolerance on campus by assisting and supporting the students and all other members in the institute.

Committee Details

S.No.	Members	Name	Designation	Responsibility
1	Snr. Faculty- female	Dr. N. Padmaja	Chairperson	Final decision maker
2	Director	DR. Bharat Bhushan Singh	V.C	Supports the chairperson in providing all resources in organizing the committee and advising the chairperson in decision making.
3	Faculty Member - Female	Dr. Niharika	Investigator	Collects all evidence, talk to all members involved in the case and reports it.
4	Faculty member- Male	Dr. Vishal Kutchu	Investigator	
5	External Member - Female	Sruthi Keerthi	Influencer	Analyses the situation from various viewpoints and give a report on what best can be done in the situation.
6	External Member - Male	Aditya Amaravadi	Influencer	
7	Student Member- Female	Amulya Thatirenda	Supporter	Supports all other members of the committee in any form required.

How to log a Complaint?

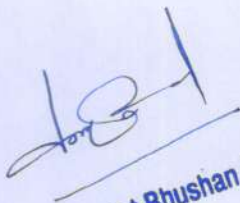
To log complaints grievance regarding POSH.

Contact Phone: 040 35005331/32

Mail: director@vjim.edu.in

To get more information about POSH Policy

Mail: grievances@vjim.edu.in


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