

Women Cell

Internal Complaint Committee Policy

Who can approach Internal Complaint Committee for help?

Any woman employee academic/ non-academic (including contractual, casual and temporary) and female students of DAVIET, Jalandhar can approach the Cell.

Definition of Sexual Harassment:

"Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise, as:

- physical contact and advances
- demand or request for sexual favors
- sexually colored remarks
- showing any pornography, or
- any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

What are the possible actions that can be taken against the culprit?

- Warning
- Adverse remark in the service record/personal file
- Withholding of annual routine increments/promotion
- Suspension
- Dismissal

If you are harassed, what should you do?

- The complainant will have to submit a written and signed two copies of the complaint along with supporting documents to the Women Cell.
- You can also reach the Internal Complaint Committee at womencell@davietjal.org

Rest assured that your complaint will be kept **CONFIDENTIAL**.

Inquiry process:

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the Internal Committee shall provide a report of its findings to the institute administration within a period of ten days from the date of completion of the inquiry and such report will be made available to the concerned parties.
- If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the institute administration.
- The institute administration shall act upon the recommendation within sixty days of its receipt.

NOTE: A baseless complaint will adversely affect the credibility of the complainant.