

## **ANNUAL REPORT- INTERNAL COMPLAINT COMMITTEE- 2021**

### **(Gender Sensitization Committee Against Sexual Harassment (GSCASH))**

In compliance with Supreme Court and AICTE Directive the Institute has constituted an Internal Complaints Committee (ICC) for Gender Sensitization and Complaints against Sexual Harassment. The committee shall address discriminatory behavior including Sexual Harassment that they observe or of which they become aware of. The committee will also advise remedial actions including punishment to the offender. Committee composition consists of representatives from faculty, staff, students and external NGO representative.

Details of the Committee:

- 1) Prof V. Chandra Chairperson
- 2) Prof. Neena Sondhi – Member
- 3) Prof. Shailendra Nigam – Member
- 4) Prof. Swati Dhir – Member
- 5) Dr. Mala Bhandari – External Member from NGO (SADRAG)
- 6) Mr. Anup Sharma – Member
- 7) Ms. Jiji Abraham – Member
- 8) Student Representative: - Adithya R
- 9) Student Representative: - Priya Podar

### **Details of the meetings of the committees held ae as follows:**

#### **1. Meeting of ICC held on 26 Oct 2017 at IMI, New Delhi**

##### **Points discussed**

- 1) The Chairperson welcomed the new members and briefed them about the background, composition, scope and objectives of the committee.
- 2) A copy of the AICTE Regulations applicable to all Technical Institutes was circulated amongst the members and the Chairperson read out and discussed the important clauses relevant for the Institute.
- 3) It was decided that the earlier document compiled on Policy Against Sexual Harassment for IMI needs to be re-drafted. The Chairperson said she would share the soft copy and the members can give their suggestions for changes that need to be incorporated.
- 4) In order to facilitate communication among the members and the larger community, it was decided that the IT manager may be requested to create a group e-mail ID by the name of GSCASH.
- 5) It was decided that an orientation Program for the new members would be conducted by Dr Mala Bhandari, External Member from NGO (SADRAG) on 7<sup>th</sup> November, 2017 at 3 pm at IMI.

- 6) It was decided that 6 members would be the Quorum for meetings of the committee to be held.
- 7) All members agreed that the next meeting of the Committee would be held on 21 November 2017.

## **2. Meeting of GSCASH held on 07<sup>th</sup> Nov. 2017 at IMI, New Delhi**

Orientation Program by Dr Mala Bhandari for the new members of the committee was conducted.

## **3. Meeting of GSCASH held on 21 Nov. 2017 at IMI, New Delhi**

The following were the agenda points:

- Finalization of Sexual Harassment policy document
  - Letterhead and logo finalization for GSCASH
  - Designing of posters
  - Information dissemination about GSCASH- modalities
  - Any other
1. The Chairperson welcomed the members and briefed them about the steps that had been taken by the committee to spread awareness about GSCASH
    - a) She informed the members that as decided in the previous meeting, an orientation Program for the new members of the committee was held on 7<sup>th</sup> November 2017
    - b) A briefing session about GSCASH was done by the President, Prof Mohapatra to the Faculty Council on Tuesday, November 14, 2017
    - c) Another briefing session she informed was due to be held on 22<sup>nd</sup> November 2017 for the staff members of IMI, Delhi.
  2. She also shared that a special e-mail id by the name [gscash@imi.edu](mailto:gscash@imi.edu) had been created for ease of filing complaints.
  3. The policy document on Sexual Harassment for IMI was examined thoroughly keeping the AICTE Regulations in mind and some minor changes were incorporated according to the suggestions of the committee members.
  4. The student members shared a few designs for the logo of GSCASH that they had designed. A few refinements were suggested by other members which the students said would be incorporated and the new design shared in the WhatsApp group (created for communication between the members).
  5. A poster making competition could be done amongst the student community for spreading awareness about 'gender sensitization' and 'sexual harassment' in an innovative manner the student members suggested, and the other members agreed. The modalities for the same was decided could be worked out by the student members.

## **4. Meeting of GSCASH held on 19<sup>th</sup> March 2018 at IMI, New Delhi**

1. The Chairperson welcomed the members and briefed them about an anonymous email complaint received through the online grievance portal launched by Dean Development on 16<sup>th</sup> March 2018.
2. The Committee deliberated on the matter and decided that more information on the complaint is essential for any action on this matter. Therefore it was decided that the Chairperson should communicate the following to Dean Development:

In order to take cognizance / action on the complaint, the following information may be provided

- Name of the complainant/aggrieved person
- Names of persons against whom the complaint is being made
- A brief description/nature of harassment/supporting documents

With a request that the above changes be made (built in) in the online system so that complaints made in future can be handled properly.

3. The Committee members approved the Logo design (attached) for the Committee and decided to use it in its formal communications.
4. The Chairperson brought to the notice of the members that as the academic tenure of the student representatives at IMI was to end soon, new student representatives need to be inducted into the Committee. It was decided that the Dean GP should be requested for taking action for the purpose.

#### **5. Meeting of GSCASH held on 24<sup>th</sup> Oct. 2018 at IMI, New Delhi**

- Welcome new student members
- Orientation of new members
- Discuss about ways to spread awareness about Gender sensitization and SH
- Any other.

#### **6. Meeting of GSCASH held on 18 Oct. 2019 at IMI, New Delhi**

1. The Chairperson welcomed the new members and explained in brief the objectives of the committee
2. The Committee deliberated on ways and means by way of which gender sensitization and awareness about the Act can be made. The following were suggestions from members:
  - ‘Zaria’ the Dramatics club at IMI may be requested to do a Nukkad Natak on the theme SH to spread awareness (Uday to make the request)
  - A quiz for the students may be designed & administered to the students every 3 months so that they are aware about the clauses in the act. This quiz may be made mandatory and administered just before the students give course feedback every term to ensure that everyone fills it. The details to be worked out in consultation with Mr Dinesh Sharma. The student members of the committee to design the quiz.

No physical meetings have been held since 2020 due to the pandemic and the resultant lockdown. However, the girl students have been advised to stay connected online and intimate the Chairperson in case of any complaint.

(Prof V Chandra)  
Chairperson

(Prof Neena Sondhi)  
Member

(Ms Jiji Abraham)  
Member

(Mr Anup Sharma)  
Member

(Dr S Nigam)  
Member

(Prof Swati Dhir)  
Member

# **Policy AGAINST Sexual Harassment IMI, New Delhi**

## **1. Objective**

- 1.1. The Government of India has enacted 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', in compliance with the Act, IMI's Policy against Sexual Harassment has been formed to prohibit, prevent or deter the commission of the acts of sexual harassment at the workplace and to provide the procedure for redressal of complaints pertaining to sexual harassment.
- 1.2. IMI is committed to creating a work environment in which all its internal stakeholders can work together in an atmosphere that is free from sexual harassment. IMI aims to make its employees aware of what is considered to be sexual harassment, how to deal with such cases and redress complaints made to the IMI internal complaints committee henceforth referred to as GSCASH in this document (Complaints Committee Against Sexual Harassment).

## **2. To whom the Policy shall apply**

- 2.1. This Policy shall apply to all internal stakeholders including contractual employees, contractual labourers, students, staff and faculty members, of International Management Institute, New Delhi
- 2.2. It shall not apply to visitors and vendors carrying on business in the Campus under license granted by International Management Institute, New Delhi

## **3. What amounts to Sexual Harassment?**

3.1 'Sexual Harassment' includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Sexually coloured remarks
- d) Showing pornography
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

3.2 The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment, may amount to sexual harassment:

- a) implied or explicit promise of preferential treatment in employment; or
- b) implied or explicit threat of detrimental treatment in employment; or

- c) implied or explicit threat about present or future employment status; or
- d) interference with work or creating an intimidating or offensive or hostile work environment; or
- e) humiliating treatment likely to affect health or safety.

#### **4. Procedure for filing a Complaint**

4.1 The complaint should be made by an aggrieved woman within a period of three months from the date of occurrence of incident and in case of a series of incidents, within a period of three months from the date of last incident. The complaint by an aggrieved woman employee shall be made to GSCASH in writing and be sent either by post/email or given in person to the GSCASH (refer Annexure I for contact details).

4.2 The GSCASH may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the employee from filing a complaint within the said period. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity, a complaint may be filed by—(a) her relative or friend; or (b) her co-worker; or (c) an officer of the National Commission for Women or State Women's Commission; or (d) any person who has knowledge of the incident, with the written consent of the aggrieved woman.

#### **5. Safeguards to those making Complaints**

The Gender Sensitization Committee Against Sexual Harassment (GSCASH) guarantees anonymity of complainants and all persons involved. All complaints will be dealt with equal seriousness irrespective of the positions held by the persons involved. In view of the complicated nature of sexual harassment, complaints will be considered even when it is difficult or impossible to provide concrete evidence.

#### **6. Procedure to be followed Post Receipt of Complaint**

6.1 As per the requirements of the Act, complaints of sexual harassment are required to be lodged in writing with the GSCASH (refer Annexure I for contact details).

6.2 The GSCASH shall commence an inquiry within 7 working days from the date of receipt of the complaint.

6.3 The GSCASH will meet the complainant within 7 (seven) working days.

6.4 The enquiry will involve:

- i. Hear the complainant / record statements.

- ii. Ask the complainant to produce any material/relevant details concerning the alleged sexual harassment.
- iii. Call the person accused for a meeting. Provide him/her with the opportunity to present his/her views.
- iv. Hear the witnesses.
- v. Conduct enquiry into the evidence(s) provided by the above and if required, consult with experts.

6.5 The GSCASH shall complete the inquiry within a period of 90 days. The GSCASH shall record all the proceedings of the inquiry and on completion of the inquiry, finalize the report and forward it within 10 days to the disciplinary authority along with their recommendation as to the punishment, if any, to be imposed on the Respondent if the charges have been proved.

6.6 The GSCASH can refer a matter for settlement through conciliation, on the request made by an aggrieved woman.

6.7 However, no monetary settlement shall be made as a basis of conciliation.

6.8 In the event the complaint does not fall under the purview of sexual harassment or the complaint on the face of it does not disclose an offence of sexual harassment, the GSCASH may drop the complaint after recording the reason/s thereof.

## **7. Appeal**

7.1 Appeal against the Final Order imposing punishment under this policy shall be made within 15 days from date of receipt of the decision, before the appellate authority. In the case of Employees appointed by the Director/Director General (DG) the appellate authority shall be the Director/DG, in the case of employees appointed by the Board, the appellate authority, shall be the Chairman of the Board. In case of the students the appellate authority shall be the Director/DG.

7.2 All appeals shall be in writing and the same shall be disposed of within 15 days from the date of filing of Appeal.

## **8. Penalties**

8.1 Any student, service provider, resident, outsider, or a member of the academic or non-teaching staff found guilty of sexual harassment shall be liable for disciplinary action.

8.2 The penalties listed below are indicative, and shall not constrain the Institute authorities from considering others, in accordance with the rules governing the conduct of employees and students in practice at the time.

### ***(8.2.1) Penalties in Case of Academic Staff***

- a. Warning, reprimand, or censure.
- b. Withholding of one or more increments for a period not exceeding one year.
- c. Removal from an administrative position.
- d. Disbarment from holding an administrative position.
- e. Suspension from service for a limited period.
- f. Compulsory retirement.
- g. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

### ***(8.2.2) Penalties in Case of Non-Teaching Staff***

- a. Warning, reprimand, or censure.
- b. Transfer
- c. Withholding of one or more increments for a period not exceeding one year.
- d. Suspension from service for a limited period.
- e. Compulsory retirement.
- f. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Record.

### ***(8.2.3) Penalties in Case of IMI New Delhi Students***

- a. Warning or reprimand.
- b. Withdrawal of hostel accommodation for a period up to one term.
- d. Withdrawal of the right to an official character certificate from IMI, New Delhi.
- e. Withdrawal of hostel accommodation for the entire period of study.
- f. Suspension or Rustication from the Institute for a period up to two terms.
- g. Expulsion from the Institute, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by IMI, New Delhi
- h. Withholding of diploma awarded by IMI, New Delhi.

Further, the penalty awarded shall be recorded in his/her Personal File in the respective programme office.

### ***(8.2.4) Penalties in Case of Outsiders***

- a. Warning, reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his place of education, employment or residence.
- c. Declaration of the campus as out of bounds for her/him, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by IMI, New Delhi.
- d. Any other action as may be decided.

### ***(8.2.5) Penalties in Case of Service Providers***

- a. Warning, reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his place of employment.
- c. Declaration of the campus as out of bounds for her/him.
- d. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- e. Any other action as may be decided.

In addition to the penalties specified under (8.2.1)-(8.2.5) above, the person may be advised to undergo counselling and gender sensitization, and to give a written and/or public apology to the complainant.

### ***(8.2.6) Penalty in Case of a Second Offence***

A second or repeated offence, may, on the recommendation of GSCASH attract a major penalty.

## **9. False Complaint**

9.1 If the Committee finds no merit in any complaint a show-cause notice may be issued by the Chairperson of GSCASH to the complainant. The show-cause notice shall cite the bases of the Committee's conclusions and require the complainant to explain, within seven days (in writing and/or in person), as to why disciplinary action shall not be taken against her/him.

9.2 Within four working days of receipt of any explanation from the complainant/witness (es) to this show-cause notice, or after the expiry of the time specified for such explanation, the Chairperson of GSCASH shall convene a Special Meeting to consider the explanation or any lack thereof.

9.3 In the event of no, insufficient, or unconvincing explanation, GSCASH shall forward its findings to the appropriate Institute Authority for further action.

## **10. Protection against Victimization**

10.1 If the complainant is a student and the defendant(s) is a faculty, during the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant(s) shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.

10.2 If a witness named by the complainant is a student and the defendant(s) is a teacher, during the duration of the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant shall not supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.

10.3 If both the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the Institute, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not write the Appraisal of the complainant, if she/he is otherwise so authorized.

10.4 If witnesses named by the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the Institute, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not write the Appraisal Reports of the complainant, if she/he is otherwise so authorized.

10.5 If the defendant(s) is an outsider, during the duration of the investigation and enquiry, and even after such an enquiry if the defendant is found guilty, the defendant shall not be allowed to enter the campus, except for the purpose of attending the present enquiry.

10.6 This Policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual/tarnishing his/her image in the institute and to settle personal/professional scores, strict action will be taken against the complainant.

10.7 The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under various laws for the time being in force.

## Annexure 1

### CONTACT DETAILS

#### GSCASH MEMBERS

IMI, NEW DELHI

Chairperson: Prof V. Chandra  
Email: [vchandra@imi.edu](mailto:vchandra@imi.edu)  
Contact No: 9891391926

#### Internal Members:

Prof. Neena Sondi  
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Contact No. 9810466428

Ms. Jiji Abraham  
Email: [jiji@imi.edu](mailto:jiji@imi.edu)  
Contact No. 9717178533

**External Member, NGO:**

**Ms. Mala Bhandari**  
**Email: [mail@sadrag.org](mailto:mail@sadrag.org)**  
**Contact No. 9910082669**

**Student Representatives:**

**Adithya R**  
**Email: [adhithya.p20@imi.edu](mailto:adhithya.p20@imi.edu)**  
**Contact No. 9500297928**

**Priya Podar**  
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**Contact No. 8959500026**

**Harshita Aggarwal**  
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