

Functions of the cell:

The office of the cell is an educational resource as well as a complaint center for the member of the campus community who has been sexually harassed;

- To advise complaints of the informal and formal means of resolution as specified by the cell.
- To ensure the fair and timely resolution of sexual harassment complaints.
- To provide information regarding counseling and support services on our campus.
- To ensure that student, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful work and learning environment. The cell wants to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy through our interactions with the other so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment and violence. Simple respect for all on the campus community is thus the focal point. The cell is committed to achieving these objectives through:
 - a) **PROPAGATION OF INFORMATION:** the cell disseminates information of sexual harassment and violence at the workplace through the production, distribution of printed materials, posters and handouts.
 - b) **CONSCIOUSNESS-RAISING WORKSHOPS:** the cell conducts effective programs about sexual harassment for faculty, non-teaching staff and students. The aim is to develop a non-threatening and non-intimidating atmosphere of mutual learning.

- c) **COUNSELING:** the cell also conducts the activities like elocution competition, etc to create awareness. Confidential counseling service is thus important as it provides a safe space to speak about the incident and how it has affected them.
- d) **AWARENESS THROUGH EXTRA-CURRICULAR ACTIVITIES:** the cell conducts to the activities like debating competition, essay competition, poster competitions, etc in order to raise awareness.
- e) **GUEST/EXTENSION LECTURES:** the lectures of eminent personalities from NGOs, civil authorities, academicians and experts working in the area are arranged from time to time.

HOW THIS CELL FUNCTIONS?

Procedure to file/report a complaint:

The complaint will have to submit in writing and signed by the complainant and addressed to the secretary of the cell.

The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.

The members of the cell will discuss the complaint. if the case falls outside the purview of the cell, the complainant will be informed about the same by the appropriate authority.

If the case comes under the purview of the cell, an enquiry committee will be set up. The committee will submit a report and recommend the nature of action to be taken at the earliest by bifurcate the appropriate authority.