



## PREVENTION OF SEXUAL HARASSMENT

**ZERO  
TOLERANCE  
POLICY**

**STOP  
SEXUAL  
HARASSMENT**

### PRELUDE

The college is not only a 'workplace' where faculty and non-teaching staff are employed but is also a seat of learning where students come to learn and acquire knowledge to shape their careers and to realise their full potential as individuals. Over a period of time the College has seen an increasing trend of more and more female students taking admission and participating in higher studies. It is therefore imperative that all students, particularly female students, are provided with a safe and dignified environment in which they are able to achieve their goals, because only then will they be able to realise the constitutional promise of equality. The goal of Sexual Harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby to provide an effective remedy to the aggrieved complainant as quickly as possible so that she/he can continue to study and develop without further impediments. The larger perspective guiding sexual harassment policy is to be educational, preventive, corrective and, when punitive, to carry out processes following a complaint with sensitivity, rigor and justice.

The definition of sexual harassment in the Act of 2013 is broadly in line with the Apex Court's definition in the Vishaka Judgment. It also stipulates that a woman shall not be subjected to sexual harassment at any workplace. The college is committed to create and maintain a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. Every member of the college community should be aware that while the college is committed to the right to freedom of expression and association, it strongly supports gender equality.

PRINCIPAL

Acharya Tuls National College of Commerce  
577201, Karnataka

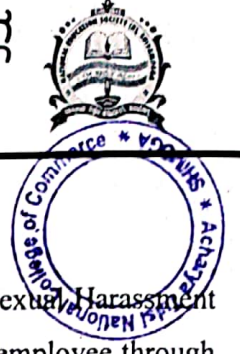
## ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE

"College with Potential for Excellence"

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## OBJECTIVES OF THE POLICY

The College has set up an INTERNAL COMPLAINTS COMMITTEE (ICC) under the Sexual Harassment Act. The goal of the Sexual harassment policy is to end the problem faced by the student/employee through an internal system of relief that is easy to access, and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that she can continue to study and develop without further impediments. This is very important to recognize for two reasons. One, in relation to how cases are resolved, in that redressal does not necessarily have to be punitive and instead may be educational, (provided it is openly discussed at forums which are attended by both teachers and students; women students are encouraged to speak up freely in class or elsewhere. In this background the College's Sexual harassment policy has the following objectives:

1. To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the College to ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
3. To uphold the commitment of the College to provide an environment free of gender- based discrimination.
4. Create a secure physical and social environment which will deter acts of sexual harassment.

## CONSTITUTION OF ICC

- The Chairperson shall be a woman faculty member employed at the senior level at the educational institution;
- Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively
- One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- The term of each member (other than students) shall be of three years. The previous Committee will continue till the new Committee is constituted. Complaints can be given to any member of the Committee. It

Mahaveera Circle, Balaraj Urs Road, Shivamogga - 577201 (Karnataka)

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Office: 08182-279180

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will be incumbent on the head of any department/administrative unit or any teacher to forward a complaint s/ he receives to the committee immediately.

## GUIDING PRINCIPLES OF ICC

- **Confidentiality** with respect to the details of the complaint, the complainant's identity and the person(s) who she has charged must therefore be mandatorily guaranteed, but by itself, this is not enough, as confidentiality must extend both to the procedures employed in enquiries and the witnesses involved in them for the guarantee to be truly meaningful.
- **Non - Coercion and Interim relief**– The College applies this policy in letter and spirit. As per the rules an order of restraint is issued to the respondent as soon as the complaint is filed, prohibiting all direct or indirect contact with the complainant, her family or witnesses. Violations of the order of restraint are viewed as aggravating the offence committed.
- **Fair Policy**- In accordance with the fair policy all ICC enquiries are carried out in accordance with a detailed procedure for inquiry into a complaint of sexual harassment, starting from the filing of the complaint, examination and cross- examination of witnesses, right up to the submission of the report.
- **Education and Redressal**-there is zero tolerance for quid pro quo harassment involving a teacher/employee and a student or those in any other hierarchical relationship. The specific redressal a particular complaint demands vary according to individual cases, but the objective of the interventions by ICC is to ensure that the sexual harassment stops at once.
- **Ethics for Research Supervision**: The perspective that should guide ethics for research supervision is to maintain clear norms in the relationship such that neither is the student violated nor does her research suffer. Time spent with supervisors is professionally oriented and not personal. Unnecessary requests to spend time with supervisors should be avoided. All meetings should be during office hours in office space. Doors should either have glass and this should also include laboratory doors which usually must be kept closed or else doors should be kept open during meeting times. Any complaint made by a student about a supervisor must be forwarded to the Sexual Harassment committee and officially acknowledged. Following this the Supervisor must be suspended and another faculty member assigned in consultation with the student.

## POWER AND DUTIES OF ICC

- To create and ensure a safe environment that is free of sexual harassment.
- To create an atmosphere promoting equality and gender justice.
- To publicise the policy in Hindi and English widely, especially through website and notice boards.

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- To publicise in English and in Hindi the names and phone numbers of the members of the committees.
- To plan and carry out programmes for gender sensitisation (through workshops, seminars, posters, film shows, debates, skits) either independently or with the assistance of the Gender Sensitising Committee

## Remedial

- The mechanism for registering complaints should be safe, accessible and sensitive.
- A web link is created to register complaint.
- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- To recommend to the concerned authorities follow-up action and monitor the same.
- To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- To seek medical, police and legal intervention with the consent of the complainant.
- To make arrangements for appropriate psychological and emotional support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

## PROCEDURE FOR REGISTERING COMPLAINTS

- All complaints must be brought by the complainant in person either to the committee which will refer the case to ICC or directly to ICC. The exception for this will be in cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to investigate it as per the procedure specified.
- If the complainant wishes, s/he can be accompanied by a representative.
- The principal can refer any complaint to the ICC.

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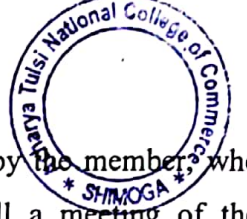


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- Complaint can register through offline and online.

## ENQUIRY PROCEDURES

All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee. The committee is bound to maintain confidentiality during the time of the inquiry (in order not to prejudice the proceedings).



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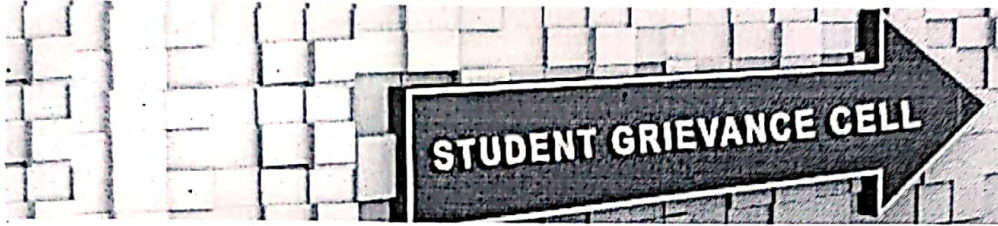
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## STUDENTS GRIEVANCE REDRESSAL CELL



### PRELUDE:

The idea of establishing a student's grievance redressal cell is to address the Socio-Economic handicaps and geographic background of the heterogeneous student population coupled with linguistic differences and cultural gaps. This will help in the healthy progression of the students.

### OBJECTIVES:

1. To promote a conducive and unprejudiced educational environment.
2. To support students for services offered by the College for which he/she is entitled.
3. To make officials of the College responsive, accountable and courteous in dealing with students.
4. To ensure effective solutions to students grievances with a fair and impartial approach.

### FUNCTIONS:-

1. Redressal to solve academic & administrative issues.
2. To coordinate between departments/students to redress the grievances.
3. To guide the students to redress their problems

### Mechanism for Registering Students complaints:

The College has both online & offline grievance redressal mechanisms, where students can register their grievances. Students also can raise their complaints to the Grievance redressal cell and can request for a meeting with the top leadership in case if their grievances are not handled in time. The students also have an option at the Department level to approach concerned Head of the Department in order to register their grievances/complaints. The College also has an Internal Complaints Committee through which students are allowed to submit their complaints through online as well as offline mode. The same mechanism of grievance redressal is available for teaching & non-teaching employees of the College. The College has an "Anti-Discrimination" Officer to look into the complaints of discrimination of the students and staff. The complaints can be registered with the following officers. [Ksf561963@gmail.com](mailto:Ksf561963@gmail.com).

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[Kmnagaraju33@gamil.com](mailto:Kmnagaraju33@gamil.com), [slalithamk@gmail.com](mailto:slalithamk@gmail.com), [Hmsuresha66@gmail.com](mailto:Hmsuresha66@gmail.com). (Internal Complaints Committee)

## PROCEDURE FOR HANDLING GRIEVANCES

- Expressions of feelings by the students in accordance with the rules and regulations of the College.
- Investigation and enquiry by the student welfare officer.
- Analysis of the nature and pattern of grievance.
- Matter discussed and disclosed to only those who have a legitimate role in its resolution.
- Escalated grievances reported to Student Welfare officer.



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## ANTI RAGGING POLICY



Acharya tulsi national college has zero tolerance on ragging. Ragging is strictly banned on campus and can attract serious repercussions from the college administration

### Measures for Zero Tolerance towards Anti Ragging:

- All students are made to fill the anti-ragging affidavits online
- Bill boards are printed and affixed at all places frequented by the students to Include foyers of all the buildings, common rooms, canteen, messes, gymnasiums, labs & libraries and the like
- Discipline committee members and security personnel patrol the campus area to ward off any unpleasant occurrences.
- Due information is given during induction and orientation of various courses to apprise students of the anti-ragging measures.
- Telephone numbers of various important functionaries are provided to all new students to enable them to report any suspected case of ragging.
- Suggestions/Complaint boxes are positioned at all Important places to enable students to inform management of any case of ragging
- Active Anti-Ragging squad and Anti-ragging committee is in place across schools
- Strict vigil by faculty members on campus
- Promotion of cultural and sports activities with heterogeneous groups of students for healthy interactions.



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- Surprise checks are conducted at night to ensure that no ragging takes place in the hostels.
- New students are generally allotted rooms together on a separate floor/wing to rule out chances of ragging and to ensure easy access
- All faculty members ensure that all classes are run as per stipulated timing and under no circumstances, classes be started late or left early to give a chance to seniors to Indulge into undesirable activities.

## MECHANISM FOR REGISTERING COMPLAINT OF RAGGING:

The College has facilitated a cell for lodging of complaints against ragging. The Cell also acts as a support to the students and parents for filing anti-ragging affidavit.

The purpose of this cell is to step up the college 's effort to weed out ragging from campuses.

- Students can contact the Cell or Internal Complaints Committee at their respective campuses to lodge issues related to Ragging. They also can collect relevant information on Ragging Prevention Program.
- The College maintains confidentiality of the students who have complained.
- For registering any complaints the students can directly represent letter or E mail to the Grievances Cell or Internal Complaints Committee.

## Administrative action in the event of Ragging:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- The Anti-Ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti- Ragging Squad, award to those found guilty, one or more of the following punishments, namely :
- Suspension from attending classes and academic privileges.
- Withholding / withdrawing scholarships / fellowship and other benefits.
- Debarring from appearing in any test / Examination or other evaluation process.
- Withholding results.

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- Debarring from representing the institution in any Regional, National or International meet, tournament, youth festival, etc.
- Suspension / expulsion from the hostel.
- Cancellation of admission
- Rustication from the institution for a period ranging from 1 to 6 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Fine is levied in due proportion to wrong doing. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



PRINCIPAL

Acharya Tulsî National College of Commerce  
Shivamogga-577 201, Karnataka



NATIONAL EDUCATION SOCIETY (R.) SHIVAMOGGA

ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE

SHIVAMOGGA



# ANTI RAGGING HELPLINE

**Prof.H.M.Suresha – Chairman**

**Mobile No. 9480353830**

**E mail ID : hmsuresh66@gmail.com**

**Prof.Kazim Sharieff – Nodel Officer**

**Mobile No. 8050001757**

**E mail ID : ksf561963@gmail.com**

● **Prof.K.M.Nagaraju - Member**

**Mobile.No.9480545263**

**Email ID: kmnagaraju33@gmail.com**

**Smt.Srilalitha.M.K - Member**

**Mobile No. 9964483246**

**Email ID: Slalithamk@gmail.com**

**Kum.Rashmi . T - Member**

**Mobile No.9886663842**

**Email.ID: rashmirao.riya@gmail.com**

**Website Address:www.atncc.org**

**Emil ID: atncc.smg@gmail.com**

**UGC 24X7 Toll free**

**Helpline No.1800-1805522**

● **Email: helpline@antiragging.in**



National Education Society(R.), Shivamogga.



# ACHARYA TULSI NATIONAL COLLEGE OF COMMERCE, SHIVAMOGGA.

(Internal Quality Assurance Cell)

## STUDENTS GRIEVANCES AND REDRESSAL CELL

- President : Prof. H. M. Suresha, Principal**  
**Co-ordinator : Prof. S. M. Hanumanthappa**  
**Members :**
1. Prof. R. Jagadeesh
  2. Prof. K.M. Nagaraju
  3. Prof. S. Jagadeesh
  4. Kum. Roohi Salma
  5. Smt. Smitha G. Roopesh
  6. Kum. Sowparnika Umesh
  7. Sri. Ghanashyam
  8. Sri. Shyam S. Bhat

**For Grievances Contact:**  
**9480353830 / 9448814155 / 8971989201**  
**E-mail: sureshhm62@gmail.com**

**Sd/-**  
**Principal**