

## **Policy Against Sexual Harassment at Workplace**

The document was drafted by the Working Committee of Dr B C ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR on the policy against sexual harassment at the workplace.

### ***Preamble***

The Parliament of India passed the "*Sexual Harassment at Workplace (Prevention, Prohibition, and Redressal) Act,*" in the year 2013. The ACT provides protection against sexual harassment at work place and for the prevention and redressal of complaints of sexual harassment.

***The guidelines state that "It shall be the duty of the employer or other responsible persons in work places to prevent the sexual harassment and to provide the procedures for solutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require. "***

Commitment Educational institutions are bound by the Supreme Court's directives and Dr B C ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES, DURGAPUR is committed to create and maintain a safe and secure environment which is free of gender violence, sexual harassment, and discrimination on the basis of sex/ gender for all its employees at workplace.

**College will operate with zero tolerance policy for any form of sexual harassment in the work place.**

### ***Sexual Harassment***

#### **1. DEFINITION OF SEXUAL HARASMMENT**

**1.1.** According to **THE SEXUAL HARASSMENT OF WOMEN AT THE WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013**, sexual harassment includes any or series of the following unwelcome acts or behavior (whether directly or by implication committed in person/ on print or via computer/phone/other media) namely:

1. Making sexually suggestive remarks or innuendos.

2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, SMS, WhatsApp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

## **1.2. Some examples of behaviour that may indicate underlying workplace sexual harassment and merit inquiry:**

1. Criticizing, insulting, blaming, reprimanding or condemning an employee in public.

2. Exclusion from group activities or assignments without a valid reason.
3. Statements damaging a person's reputation or career.
4. Removing areas of responsibility, unjustifiably.
5. Inappropriately giving too little or too much work.
6. Constantly overruling authority without just cause.
7. Unjustifiably monitoring everything that is done.
8. Blaming an individual constantly for errors without just cause.
9. Repeatedly singling out an employee by assigning her with demeaning and belittling jobs that are not part of her regular duties.
10. Insults or humiliations, repeated attempts to exclude or isolate a person.
11. Systematically interfering with normal work conditions, sabotaging places or instruments of work.
12. Humiliating a person in front of colleagues, engaging in smear campaigns.
13. Arbitrarily taking disciplinary action against an employee.
14. Controlling the person by withholding resources (time, budget, autonomy, and training) necessary to succeed.

**1.3. Generally, workplace sexual harassment refers to two common forms of inappropriate behaviour:**

- *Quid Pro Quo* (literally 'this for that') - Implied or explicit promise of preferential/detrimental treatment in employment - Implied or express threat about her present or future employment status.
- *Hostile Work Environment* - Creating a hostile, intimidating or an offensive work environment - Humiliating treatment likely to affect her health or safety.

## 2. JURISDICTION

The policy and the rules & regulations would apply to all members of college students, faculty and non-teaching staff.

The policy would also apply on off the campus.

In the above the following definitions will apply

- 1. Members- include faculty (permanent and temporary), staff (permanent and temporary), research scholars /students (full time and part time) and any other visitors.**
- 2. Faculty-refers to a person or the staff of the Institute who is appointed to a faculty position, whether full time or temporary or ad-hoc/part-time/visiting/honorary.**
- 3. Staff- refers to any person in the Institute who is not included in the category of faculty. It shall also include contract workers and daily wagers.**
- 4. Students- includes all the students of Diploma, UG and PG degrees.**
- 5. Campus refers to all places of work and residence. It includes all administrative section, academic section, library & computer centre, project offices as well as hostel & mess, guest house, staff quarters and security cabin.**

## 3. CONSTITUTION OF INTERNAL COMPLAIN COMMITTEE OF THE INSTITUTE

3.1. In order to implement the policy, a committee has been constituted as Internal Complaint Committee (ICC) by the Institute to prevent sexual harassment and to receive and deal with complaints. ICC of BCRCP have 70 per cent representation of women.

The committee comprises of

- 1. Chairman- A woman workplace employed at a senior level in the organization at workplace**
- 2. Three members (two) from teaching faculty and one member from non-teaching faculty.**
- 3. One external member – AN ADVOCATE**

4. Three students from PG (*Two/ (three) students from PG or (one from UG (optional)*)

### **3.2. Duties of the Committee**

1. To safeguard the rights of female students and female staff members to protect against any sort of violence against them.
2. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes
3. To provide platform for listening to complaints and redressal of grievances.
4. To ensure personality along with academic development of students.
5. To make them aware of their rights.
6. Carry out awareness and orientation for all employees
7. The members of the Committee shall meet at least two time in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the next senior female faculty member shall preside over the meeting.

### **3.3. Key Responsibilities**

To effectively address workplace sexual harassment complaints, a Complaints Committees must first be aware of their key responsibilities, some of which are highlighted below:

1. Be thoroughly prepared
2. Know the Act, Policy and/or relevant Service Rules
3. Gather and record all relevant information
4. Determine the main issues in the complaint
5. Prepare relevant interview questions
6. Conduct necessary interviews
7. Ensure parties are made aware of the process and their rights/responsibilities within it
8. Analyse information gathered

9. Prepare the report with findings/recommendations

### 3.3. Redress

#### **Mechanism of Redressal of sexual harassment cases as per the guidelines of Sexual Harassment at workplace (prevention, prohibition and redressal) Act 2013**

**During a redress process the Complaints Committee/s are required to assure confidentiality, non-retaliation and recommend interim measures as needed to conduct a fair inquiry.**

The Complaints Committee/s needs to have information on the **six stages** (including fifteen steps), detailed below, for addressing a complaint of workplace sexual harassment (as per the Handbook on Sexual Harassment of Women at Workplace).

#### **STAGE 1: RECEIPT OF THE COMPLAINT**

- STEP 1: Receive and acknowledge receipt of the complaint
- STEP 2: Meet and talk to the complainant to explore options for formal and informal resolution
- STEP 3: Informal mechanism
- STEP 4: Formal mechanism
- STEP 5: Respondent and response

#### **STAGE 3: INTERVIEWS**

- STEP 8: Prepare an interview plan for the hearing Complainant, Witness and Respondent.
- STEP 9: Assess the completeness of the information collected

#### **STAGE 2: PLANNING CAREFULLY**

- STEP 6: Prepare the file
- STEP 7: Consideration

#### **STAGE 4: REASONING**

- STEP 10: Analyse and assess the information gathered during the inquiry
- STEP 11: Create a timeline to help establish the sequence of events related to the complaints.
- STEP 12: Compare similarities and differences within each of the statement made by interviewees.

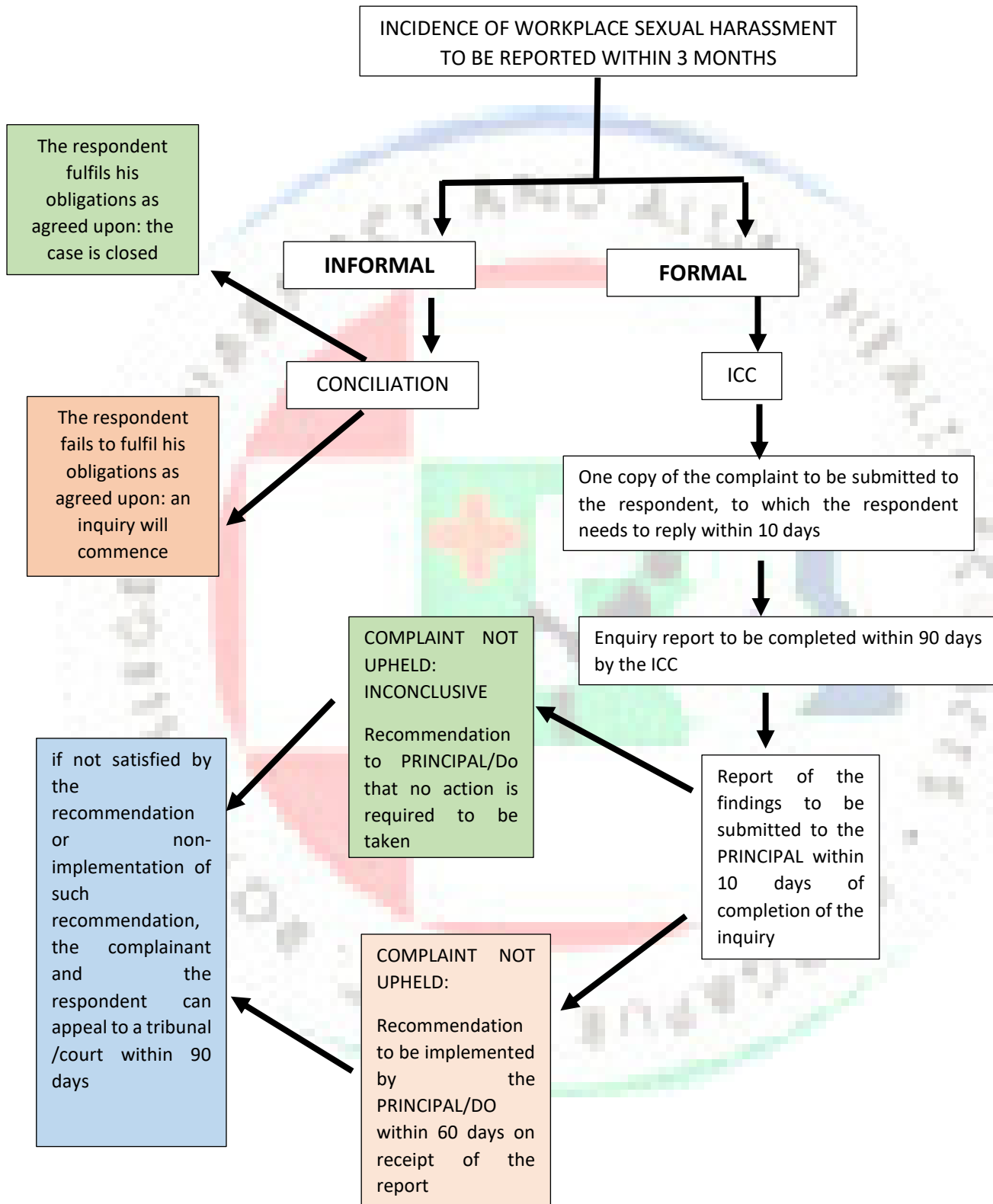
#### **STAGE 5: FINDINGS AND RECOMENDATIONS**

- STEP 13: Findings
- STEP 14: Recommendations

#### **STAGE 6: REPORT**

- STEP 15: Writing the report.

## INQUIRY PROCESS



## Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

## Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO. Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

**Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.**

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses



### INTERNAL COMPLAINT COMMITTEE OF BCRCP -2020-2021

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr. Shyamshree S S Manna	Chairman ICC (Professor)	9433430912	sss.manna@hotmail.com
Mrs Rituparna Chaki Ghosh	Member	9735890930	rituparna.chaki@gmail.com
Mrs Mithu Choudhury	Member	6295592948	mithu.choudhury@bcrp.org
Dr. Sagarika Deepthy T	Member		sagarika.everything@gmail.com
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Ms Payel Laha	M.pharm Student	9046927544	payellaha16@gmail.com
Ms Ushmita Mukherjee	M.pharm Student	7432942765	ushmitamukherjee14@gmail.com

### INTERNAL COMPLAINT COMMITTEE OF BCRCP -2019-2020

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr. Shyamshree S S Manna	Chairman ICC (Professor)	9433430912	sss.manna@hotmail.com
Mrs Mithu Choudhury	Member	9475039311	choudhurymithu1974@gmail.com
Mrs Indrani Bhattacharya	Member	6295592948	Indranibhattacharyya@bcrp.org
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Ms Payel Laha	M.pharm Student	9046927544	payellaha16@gmail.com
Ms Ushmita Mukherjee	M.pharm Student	9475039311	ushmitamukherjee14@gmail.com
Ms Bornika Chattaraj	M.pharm Student	6295592948	chattarj_bornika18@gmail.com



**INTERNAL COMPLAINT COMMITTEE OF BCRCP -2018-2019**

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr. Shyamshree S S Manna	Chairman ICC (Professor)	9433430912	sss.manna@hotmail.com
Mrs Mithu Choudhury	Member	704483125	choudhurymithu1974@gmail.com
Dr Kajal Ghosal	Member	9475039311	kajal.ghosal@gmail.com
Dr Indrani Bhattacharyya	Member	6295592948	indranibhattacharyya@bcrp.org
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Mrs Dipanwita Ghosh	Member	7908696390	dipanwita_ghosh@bcrp.com

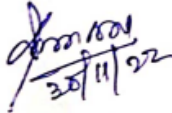
**INTERNAL COMPLAINT COMMITTEE OF BCRCP -2017-2018**

NAME	DESIGNATION	CONTACT NO	EMAIL-ID
Dr Kajal Ghosal	Chairman ICC (Associate Professor)	704483125	kajal.ghosal@gmail.com
Dr Indrani Bhattacharyya	Member	9475039311	indranibhattacharyya@bcrp.org
Mrs Mithu Choudhury	Member	6295592948	mithuchoudhury1979@gmail.com
Mr Shoban Bose	Member (Assistant Professor)	9832965302	shobhanmono@gmail.com
Mr Sagar Sengupta	Member (Associate Professor)	7044088244	registrar@bcrp.com
Mrs Dipanita Ghosh	Laboratory Assistant	7908696390	dipanwita_ghosh@bcrp.com



## ICC Member: 2022-2023

NAMES	DESIGNATION
Mrs Rituparna Chaki Ghosh	Co-ordinator
Mrs Mithu Chowdhury	Member
Mrs Puja Mishra	Member
Mrs Sagarika Deepthy T	Member
Prof Ashoke Kumar Ghosh	Member
Mr Sagar Sengupta	Member
Mr Saradindu Panda	Hon'ble (Advocate)

  
26/11/22

Dr. Shyamshree S S Manna  
Presiding Officer



  
24/11/22

Prof. (Dr.) Samir Kumar Samanta  
M. Pharm., Ph.D (J.U.)  
Principal  
Dr. B. C. Roy College of Pharmacy & AHS  
Durgapur, West Bengal-713206

## ORGANIZATION WIDE AWARENESS

The ICC-BCRCP spreads the awareness of the importance of the committee and its working through following measures

### 1. APPLICATION BROCHURE FOR B. PHARM AND M. PHARM ADMISSIONS

#### Discipline

All students must abide by the rules and standing orders of the college, violation of which or any misconduct inside or outside the college campus may lead to disciplinary action as per the regulations and render a student liable to expulsion from the college. Students have to sign an undertaking to this effect for the above during admission. Further, if as a result of any demonstration or strike, any college property is damaged, the cost will be covered directly from the students who are identified or collectively from such group of students who are responsible for it. In case of non-identification of any student(s) mass fine shall be imposed thereon.

#### Internal Complaints Committee (ICC)

As per the sexual harassment of Women at Workplace (Prevention , Prohibition and Redressal) Rules, 2013, our Institute has an ICC for considering complaints for sexual harassments of women working and studying in the Institute.

#### Grievance Redressal Committee (GRC)

The College has a well defined Online Grievance Redressal Mechanism through a duly constituted Committee for all stakeholders.

#### Anti-Ragging Measures

The College ensures Ragging Free environment for healthy and holistic learning. Anti-Ragging banners and Hoardings are displayed at prominent places in the campus and Anti-Ragging Squads keep constant vigil. Awareness among all stake holders regarding Anti-Ragging measures are constantly disseminated .

#### Anti-Ragging Committee

Prof. (Dr.) Subhabrata Ray, Chairman	9038701114
Mr. Sagar Sengupta, Asst. Professor & Registrar	9836568704
Prof. Dr. Shyamshree S. S. Manna	9433430912
Dr. (Mrs.) Sagarika Deepthy T. ,Asst. Professor	8436846450
Mr. Soumen Banerjee, Asst. Professor	9475265288
Mr. Sanjay Konar, Asst. Professor	9475120119
Mrs. Rituparna Chaki Ghosh, Asst. Professor	9735890930
Dr. Ashoke Kumar Ghosh, Professor	9163002287
Dr. Avik Si, Associate Professor	9635021204
Com. Ratnakar Ghosh , Campus Administrator	9831028886

Other Important Committee's	Chairperson	Phone No.
Grievance Redressal Committee	Dr. Ashoke Kumar Ghosh	9163002287
Internal Complaint Committee (Sexual Harassment)	Prof. (Dr.) Shyamshree SS Manna	9433430912
Anti-Discrimination Cell (SC/ ST/ OBC/ Minority)	Dr. Sudip Kumar Mandal	8670192100



25

25<sup>TH</sup> PAGE OF THE APPLICATION BROCHURE FOR B.PHARM.  
M.PHARM ADMISSION

2022

# Report on Pakhwada

25th NOVEMBER- 10th DECEMBER

## INTERNATIONAL DAY FOR ELIMINATION OF VIOLENCE AGAINST WOMEN



DR B C ROY COLLEGE OF PHARMACY & AHS,  
DURGAPUR

## Women Pakhwada

### INTERNATIONAL DAY FOR VIOLENCE AGAINST WOMEN

In pursuant to the AICTE letter regarding Implementation of Sexual Harassment of women at workplace, following activities were conducted from 25.11.2022 to 10.12.2022. A sensitization workshop for the employees and students of BCRCP was conducted to make them aware of the provisions of **THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**. **Dr. Taniya Chakraborty**, an educationist, counsellor and Personal Grooming coach of Dr. B. C. Roy College of Engineering, Durgapur was invited as a speaker in our workshop on **25<sup>th</sup> November, 2022**.

**DR. B.C ROY COLLEGE OF PHARMACY & AHS, DURGAPUR**  
**Celebrates**  
**International Day for Elimination of Violence Against Women**  
**Welcomes**  
**Dr. Taniya Chakraborty**  
**Educationist, Personal Grooming Coach, BCREC**  
**Durgapur**  
**25th November 2022** **APC Seminar Hall**

She clearly described about the Act, mode of complaint and its conciliation. **25<sup>th</sup> November** was observed as the **International Day for the Elimination of Violence against Women**. Our **Principal, Dr. Subhabrata Ray** addressed and greeted **Dr. Taniya Chakraborty** with a flower bouquet.



Felicitation of Dr Taniya Chakraborty by Principle of Dr B. C. Roy College of Pharmacy & AHS, Durgapur

All the employees of BCRCP were made aware of that the Act aims to prevent sexual harassment at any workplace and subjects that,

- (1) No woman shall be subjected to sexual harassment at any workplace.
- (2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:— (i) implied or explicit promise of preferential treatment in her employment; or (ii) implied or explicit threat of detrimental treatment in her employment ; or (iii) implied or explicit threat about her present or future employment status; or (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or (v) humiliating treatment likely to affect her health or safety.

Instances of Sexual Harassment in workplace can lead to complaint of sexual harassment.

(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:



A: Audience listening to the resource person celebrating International day for Elimination of Violence Against Women

B: Principal's speech on International day for Elimination of Violence Against Women



(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.



Dr Taniya Chakraborty talking on Violence Against Women

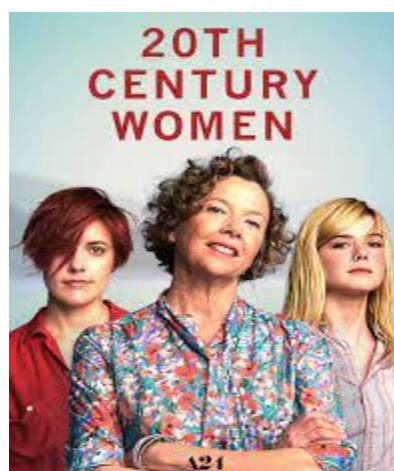
The Internal Committee (ICC), BCRCP may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent. Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be. Inquiry into complaint, Subject to the provisions of section 10, the Internal Committee shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent. Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be— (i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed; (ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent.

Further, to observe discrimination against Women Pakhwada from 25.11.2022 to 10.12.2022, following events were conducted in the college premises,

**6<sup>th</sup> December, 2022**

*Cinematography*

**“20<sup>th</sup> Century Women” by Mike Mills**



**20<sup>th</sup> Century Women** is a story of a teenage boy, his mother, and two other women who help raise him among the love and freedom of Southern California of 1979. About 104 students from both first year and second year got interested for the movie show. The cinematography was displayed in APC Roy Seminar Hall of BCRCP.

**DR. B.C ROY COLLEGE OF PHARMACY & AHS, DURGAPUR**  
**Celebrates**  
**INTERNATIONAL DAY FOR ELIMINATION OF VIOLENCE AGAINST WOMEN**  
**6<sup>th</sup> December 2022**

Cinematography "20th Century Women" by Mike Mills

**7<sup>th</sup> December, 2022**

***Elocution Competition***

The registered participants for the event were given different topics during the competition by picking the chits from the box. The topics for the registered events were namely, i) Navigating through career and motherhood, ii) should women stay at home to raise their children, iii) Men are better in decision making roles than women, iv) Saluting women's contribution to society, v) lack of women in position of power, vi) should women be blamed for any mishappening that she was ill-dressed or over-smart.

The participants got various topics namely iv, v and vi were assigned to **Shiwani Choudhury, B.Pharm 2<sup>nd</sup> Year, Nishu Roy, B.Pharm 2<sup>nd</sup> Year and Arnab Gorai, B.Pharm 1<sup>st</sup> Year**

The Judges were given rubric such as Delivery, Voice projection, Presentation aid and Persuasive power and were evaluated on total 20 marks (each segment 5 marks).

The Judges, Mrs. Puja Mishra, Assistant Professor, BCRCP and MEMBER, ICC BCRCP, Dr. Sagarika Deepthy T, Assistant Professor, BCRCP, and MEMBER, ICC BCRCP, and Mr. Aniruddha Lahiri Assistant Professor, BCRCP decided the winner.



A & B: Participants in Elocution Competition on 7<sup>th</sup> December 2022, International day for Elimination of Violence Against Women

Shiwani Choudhuri backed the first position as she could explain the contribution of women in society with various examples like Mother Teresa, Saina Nehwal, Mary Kom, Indira Gandhi, Marie Curie, Rosalind Franklin etc.

**8<sup>th</sup> December, 2022**

***Essay writing Competition***

**“Women’s day: Building a better place to live in”.**

The participants of Essay writing competition was asked to gather in Language Lab, BCRCP. All the participants arrived in the given time and were given A4 size sheet and word limit for the essay was 250 words and 40 minutes time was given for the same. The students were not allowed to use mobile phones or any books. All the 15 participants started writing after mentioning their name and year vividly and the judge was Mr. Aniruddha Lahiri, Assistant Professor, BCRCP who had used various rubrics like quality and content of the essay, conclusion and arrangement of the write-up. The winners were decided on the total of 10 marks.



A & B: Participants in Essay Competition on 8<sup>th</sup> December 2022, International day for Elimination of Violence Against Women



A & B: Invigilation in Essay Competition on 8<sup>th</sup> December 2022, International day for Elimination of Violence Against Women

### 10<sup>th</sup> December, 2022- Valedictory Session

The valedictory session was organized by our Presiding officer of ICC, BCRCP, Dr. Shyamshree S S Manna, Professor, BCRCP and Mrs. Puja Mishra, Assistant Professor, BCRCP and MEMBER, ICC BCRCP, Dr. Sagarika Deepthy T, Assistant Professor, BCRCP. The winners were announced on this day, **Shiwani Choudhury, B.Pharm 2<sup>nd</sup> Year** backed the first prize in elocution competition and Winners of the Essay Competition were, **First- Oindrila Nag, B.Pharm 1<sup>st</sup> year, Second-Nishu Roy, B.Pharm 2<sup>nd</sup> Year, Third-Shiwani Choudhuri, B.Pharm 2<sup>nd</sup> Year**. All the winners will be given prizes during the TECH FEST and best essay will be printed in the next issue of VIEWPOINT Magazine of BCRCP.



Valedictory session: Address by Presiding Officer of ICC- Dr B. C. Roy College of Pharmacy & AHS, celebrating International day for Elimination of Violence Against Women

## 2.c. Notice boards

