

AMITY UNIVERSITY CHHATTISGARH

Office Of The Registrar

Internal Complaints Committee (ICC).

POLICY DOCUMENT of INTERNAL COMPLAINT COMMITTEE TO PREVENT SEXUAL HARASSMENT OF WOMEN AT THE EDUCATIONAL INSTITUTIONS

The document is drafted for the creation of an Internal Complaints Committee for resolution of sexual harassment at the workplace/Educational Institution. Committee is to be constituted as per the UGC guidelines.

We propose the following:

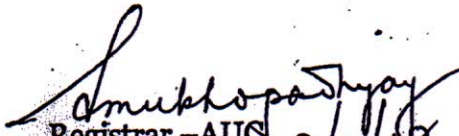
1. Presiding Officer	Dr. Sumita Dave	9826189175
2 Member	Mr. Jelis Subhan	9818046399
3 Member	Mr. Dennis Philips.	7773010791
4 Member	Dr Indrani Singh	9826128910
5 Member	Ms Annie James	8109274554
6 Member	Mrs. Dipti Gomasta (NGO)	9302940313

Member of child welfare
Committee, Galaxy -1 behind AG
Building, Vidhan Sabah road Raipur.

I Preamble

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. The guidelines explicitly state the following: "It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps required. Educational Institutions are also bound by the Supreme Court's directive under the Act.

The Proposal to constitute Internal Complaints Committee at Amity University Chhattisgarh, Raipur is submitted to the office of the Vice Chancellor for kind perusal and approval please.


Registrar -AUC 9/2/18

Dr Surajit C Mukhopadhyay



II. Objectives

The objectives of the Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace are as follows: To develop a policy against sexual harassment of women at the Institute.

- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To uphold the commitment of the Institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

III. The Definition of Sexual Harassment

According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

1. Physical contact and advances; or
2. A demand or request for sexual favors; or
3. Making sexually colored remarks; or
4. Showing pornography; or

5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):

a) When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.

b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.

✓ c) Interfering with her work or creating an intimidating, offensive, or hostile environment for her.



d) When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.

e) When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.

f) When a person shows any humiliating treatment to woman that is likely to affect her health and safety.

g) Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

IV. Jurisdiction

The policy and the rules & regulations would apply to all students, faculty and nonteaching staffs. The policy and the rules & regulations would also apply to service providers and outsiders who are connected indirectly.

1. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized, interviews/meeting with outside people and any other activity organized outside the campus including the period of travelling for such activity).

2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:

I). By a student against a member of the academic or non-teaching staff or a costudent or by a member of the academic or non-teaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

II.) By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

In the above, the following definitions will apply: Members of the ICC include faculty (permanent and temporary), staff (permanent and temporary), research scholars/students (full time and part time) and any other visitors.



a). Faculty refers to any person or the staff of the Institute who is appointed to a faculty position, whether full time/temporary/ad-hoc/ part-time/ visiting/ honorary or on special duty /deputation and shall also include faculty employed on a casual or project basis.

b). 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.

c). Any other visitor refers to any person visiting library / faculty members / any other place in campus; or appearing /participating in interview/ entrance tests /seminars/ workshops/conferences.

d). Campus refers to all places of work and residence within the Institute territory. It includes all administrative section, academic section, library & computer centre, project offices as well as hostel & mess, guest house, staff quarters, security cabin and public places, etc.

3. In order to implement the policy, a Committee shall be appointed whose composition and mandate would be as described below.

V. Constitution of the Internal Committee

The Committee shall consist of following nine members, who shall be appointed by the Director as under, namely:

1. A senior female Faculty member from the Institute, as the Chair person
2. Two Faculty members(one female and one male)
3. Two Staff members (one female and one male from Group 'B' & 'C')
4. Three PhD students (two females and one male)
5. One External female member (preferably lawyer by profession or from NGO committed to the cause of women or familiar with issues related to sexual harassment)
6. At least one of the members shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time
7. The term of each member shall be of three years.
8. The previous committee members will continue till the new committee is constituted at the end of three years term.



VI. Disqualification

No person shall be appointed or continue to be a member of the Committee, if he/she is

1. Declared insolvent by the competent Court;
2. Lunatic or a person of unsound mind;
3. Convicted for an offence involving moral turpitude;
4. Involved in a misconduct amounting to immoral trafficking;
5. Convicted in any criminal offence/s;
6. Facing any inquiry relating to sexual harassment or found guilty of sexual harassment; punished for any misbehavior or misconduct.

VII. Statutory Status

The Internal Committee to Prevent Sexual Harassment of Women at the Workplace is empowered to carry out the mandate of the policy and has statutory power as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:

1. Summoning and enforcing the attendance of any person (COMPLAINANT /COMPLAINEE /WITNESS) and examining him/her on OATH and recording the statements
2. Requiring the discovery and production of valid Documents
3. Any other matter which may be prescribed

VIII. Power and Duties of the Committee:

The committee is NOT to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee.

A. Preventive

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
2. To publicise the policy in English, Hindi and Marathi widely, especially through notice boards and distribution of pamphlets



3. To publicise in English, Hindi and Marathi, the names and phone numbers of members of the Committee.

B. Gender Sensitization

Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

1. An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year.

2. One or more workshops/seminars annually where external experts on the subject will interact with all employees and students

3. Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.

C. Remedial

1. The mechanism for registering complaints should be safe, accessible, and sensitive.

2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.

3. To recommend disciplinary action for any complaint registered with the Committee after the enquiry to the Director/administration/or concerned authorities and to followup action and monitor the same.

4. To recommend Institute to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.

5. To recommend the Institute to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.

6. To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counseling, security and other assistance) to the victim if she so desires.



IX. Meetings of the Committee:

The members of the Committee shall meet at least four times in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the second senior female Faculty member shall preside over the meeting. The Chairperson may upon the request of not less than one third of the total members of the Committee, call a meeting on a date not later than fifteen days after the receipt of such requisition.

1. The quorum of the meeting of the Committee shall be five of its members. If the quorum is not complete in any meeting, it shall be adjourned for half an hour and thereafter, the meeting shall precede with those members who are present in the meeting.
2. All decision in the meeting will be taken through mutual consent from the members of the Committee present in the meeting. In the case of any disagreement among the members regarding any decision, Chairperson of the Committee shall hold the authority to take the final decision and her decision would be considered as final.

X. Complaint Procedure

1. Any woman employee or female student (hereinafter mentioned as the 'COMPLAINANT') shall have the right to file a complaint concerning any harassment including sexual harassment against a male student /employee /faculty /administrative staff / research staff / any of the members of the Committee (hereinafter mentioned as the 'COMPLAINEE') as the case may be.
2. Any COMPLAINANT may file a complaint within a period of 3 months from the date of incident. In case of a series of incidents, COMPLAINANT should file a case within a period of 3 months from the date of last incident.
3. Where the aggrieved woman is unable to file 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.
4. All complaints will only be accepted in writing. The Committee is allowed to take action even in the absence of a written complaint. Though a written complaint is must (as per the Vishakha Guidelines), however if the woman does not want to do the same, anybody can write on her behalf.
5. Any complaint in writing has to be signed by the COMPLAINANT and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
6. The complainant shall be afforded full secrecy at each stage.
7. The name, address, identity or any other particulars calculated to lead to identification of the COMPLAINANT shall be kept confidential and will not be disclosed even to the Committee, till the meeting in this regard is convened.

8. Within a period of 5 working days from the date of such communication, the Chairperson shall convene a meeting to deal with the complaint and make preliminary enquiry/fact finding enquiry to verify the facts of the complaint. An Enquiry Committee will be constituted if the complaint is found genuine.

9. In case, the Enquiry Committee decides to proceed with the complaint, they may have the option to settle the matter between COMPLAINANT & COMPLAINEE through conciliation. For this the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Committee, heard and if so satisfied that a warning is just and proper, he may be warned about his behavior. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.

XI. Constitution of the Enquiry Committee

The Enquiry Committee will be a part of the main Committee with the following criteria –

1. When COMPLAINANT is a Student: The presence of two student members (one male and one female) is mandatory along with Chairperson (female member), one Faculty member, and the External Member.

2. When the COMPLAINANT is a Faculty: Presence of two Faculty members (one male and one female) is mandatory along with Chairperson (female member), one Staff Member, and the External Member.

3. When the COMPLAINANT is a Staff: Presence of two staff members (one male and one female) is mandatory along with Chairperson (female member), one Faculty Member, and the External Member.

4. When the COMPLAINANT is any other Visitor: Presence of one Staff member, one Student member, Chairperson (female member), one Faculty Member, and the External Member is mandatory. *** In all cases presence of at least one Male member is compulsory.

XII. The Inquiry Process

In case the COMPLAINANT requests that the complaint should be processed with beyond a mere warning, the same may be processed and has to be solved within a stipulated time of 90 working days.

1. Within five days of the start of the enquiry process, the Inquiry Committee shall furnish a copy of the complaint to the accused and complainant along with a written notice requiring both parties to furnish a written submission. In case the complainant does not have any additions to make to the complaint filed earlier, she can just submit a statement to that effect.



2. Within a week, both parties shall submit to Enquiry Committee their replies to the documents that have been served on them. The replies may also include a list of questions that the party wishes the Enquiry Committee to ask the other party or its witnesses.

3. Within one week of the receipt of the replies and list of question in (2) above, The Enquiry Committee shall start the process of an oral hearing.

4. In the course of the oral hearing, the complainant, the accused, and their witnesses will separately be given a chance to give an account of the instances alluded to in the complaint.

5. All parties can also submit any documentary evidence at the time of the oral hearing.

6. The Enquiry Committee shall have the power to ask questions that it deems fit to all parties during the oral hearing.

7. The Enquiry Committee would also ask questions which have been submitted by the complainant and defendant for the other parties. However, The Enquiry Committee has the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, or gender-insensitive.

8. The Enquiry Committee may also call upon additional witnesses and ask them any questions that it may deem fit.

9. The Enquiry Committee shall have the power to ask the relevant authorities for any official papers or documents pertaining to the complainant as well as the accused.

10. The Enquiry Committee shall conduct the proceedings in a fair manner and shall provide reasonable opportunity to the complainant and accused for presenting and defending his/her case.

11. At no time during the inquiry proceedings shall the accused and the complainant be placed face to face, or put in a situation where they may be face to face.

12. The Enquiry Committee may consider as relevant any earlier complaints against the accused. However, at no time in the enquiry process shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.

13. If the accused fails, without valid ground, to present him for three hearing convened by the chairperson of the Enquiry Committee shall have right to take a decision on the complaint based upon available evidence.

14. Lawyers are not allowed during the enquiry but both sides can avail help from them.

Note: Most cases of sexual harassment occur in private, so there may not be any eye-witness. The Enquiry Committee will have to come to a conclusion



about the complaint without proof or evidence of this kind. It will rely on circumstantial evidence and the written submissions and oral testimonies of the complainant, the accused, and witnesses if any as well as any documentary evidence. This enquiry is not a criminal investigation or a proceeding in a court of law – a strong probability, rather than 'proof beyond reasonable doubt', is enough to take a decision on the complaint.

XIII. Complaint Withdrawal

1. The COMPLAINANT may withdraw her complaint in writing at any time during the inquiry procedure. However, the Committee must ascertain the reasons for withdrawal of the complaint and record the same in writing and get it counter-signed by the complainant.

2. The complaints enquiry procedure shall, on such withdrawal, be terminated, save in instances in which the Enquiry Committee is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the Accused(s), or any person on her/his behalf on the complainant. In such an instance, the complaints enquiry proceedings shall continue in accordance with the procedure outlined in the policy.

XIV. Disciplinary Actions

Enhancement of disciplinary action, by the Committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

A. Where the Committee finds an employee (faculty, staff (section IV 2 a, b) or research staff) of the Institute involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Bond of good behaviour
4. Adverse remarks in the performance assessment
5. Debarring from teaching duties or duties as a guide or examiner or as a resource person
6. Denial of membership of statutory bodies
7. Denial of re-employment or renewal of contract
8. Stopping of increments/promotion

9. Reverting, demotion
10. Suspension
11. Dismissal
12. Any other relevant mechanism

B. Where the Committee finds a research scholar/student(Section IV 2 c, d) of the institute is involved in sexual harassment of the complainant, it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Bond of good behaviour
4. Debarring entry into the hostel/mess/guest house/campus
5. Suspension for a specific period of time
6. Withholding results
7. Debarring from exams
8. Stopping of fellowship and contingency
9. Expulsion
10. Denial of admission
11. Declaring the harasser as "persona non grata" for a stipulated period of time
12. Community service
13. Any other relevant mechanism

C. In such cases where the Committee finds a third party/outsider to be guilty of sexual harassment, the institute's authorities shall initiate action by making a complaint with the appropriate authority and at the Institute level it can recommend disciplinary action in the form of:

1. Warning
2. Written apology
3. Debarring entry into the campus



NOTE: *The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurize the complainant in any way and any pressure/threat to the committee.]*

In the above-mentioned reports, confidentiality of the complainants will be maintained.

XV. Redressal

1. The Committee will submit a report along with recommended disciplinary actions to the DIRECTOR.
2. The Director of the Institute upon receipt of the enquiry report shall implement the disciplinary action on the basis of the recommendations of the Committee under relevant service rules within two months.
3. The disciplinary action will be commensurate with the nature of the violation.
4. In case the complaint is not proved, the Committee shall recommend that no action is required to be taken in the matter. Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.
5. In such cases that are likely to be rare, where the Committee arrives at the conclusion that the allegation by the complainant is malicious or false with the full knowledge of the complainant or where the complainant has produced any forged or misleading document, the Committee may recommend punitive action against such COMPLAINANT.
6. If the Committee arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend punitive action against the said witness,
7. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behavior etc.
8. The victim of sexual harassment/COMPLAINANT will have the option to seek adjustments such as change of the room/location of the office room, change of the quarter, etc.
9. The Committee, in exceptional cases, can ask the institute to allow the complainant to proceed on leave for a period of up to three month (the leave will not be deducted from her leave account).

XVI. Amendments in the Policy

1. The policy will be suitably amended as per modifications in the prevailing laws.
2. In case of need, committee may amend the policy time to time.

As per the Supreme Court of India Directive, it is mandatory to ensure safety of women at workplace

Vishaka Guidelines

against

Sexual Harassment at Workplace

Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

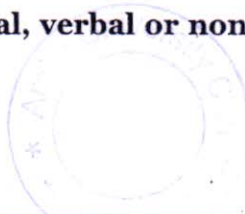
Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- 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**



Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- A. Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.**
- B. The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.**
- C. As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.**
- D. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.**



Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

Complaint Mechanism

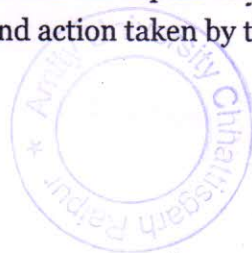
Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

Complaints Committee

The complaint mechanism, referred to above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality:

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.



The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.



Annex A PSEA ASSESSMENT

This assessment is intended to give UNICEF and its partners a baseline for tracking progress of partners' organizational capacities on PSEA. These standards are aligned with the [United Nations Protocol On Allegations Of Sexual Exploitation And Abuse Involving Implementing Partners](#).

For International NGO partners: INGO HQ are requested to self-complete the PSEA Assessment (including self-rating) and upload the completed Assessment, together with relevant supporting documents (considered as Proof of Evidence of meeting the required standard) into their partner profile in the UN Partner Portal. INGO's without an existing profile in UNPP will need to create one. There is no manual option for completing the parent INGO HQ PSEA Assessment. Further details are provided in the [Information Brief for CSO Partners on PSEA Assessment & Toolkit](#).

For national CSO partners: Partners and UNICEF counterparts (i.e. programme officers) (or UNICEF's 3rd party service providers) go through this assessment together before entering into a partnership to have a shared understanding of the partner's organizational strengths and areas of improvement on PSEA moving forward. The PSEA Toolkit contains a more detailed self-assessment checklist, which partners can use at any time to improve their organisational capacities on PSEA.

Partners are encouraged to use the findings to develop an action plan that reflects identified areas for improvement on PSEA (see [PSEA Toolkit](#) Tool 1: Sample Template for Action Plan on PSEA) that UNICEF and partners can revisit at regular intervals (i.e. every 6 or 12 months). The assessment can also help identify areas where external support from UNICEF or other partners is needed, such as trainings, technical advice, funding or increased coordination with inter-agency activities. In addition, UNICEF records the total score of each partner's capacity assessment as an "SEA Risk Rating" and uses it to determine the number of programmatic assurance visits needed by UNICEF staff and other follow-up actions.

To support partners' efforts in addressing identified capacity gaps, the [PSEA Toolkit](#) provides practical guidance on PSEA as well as an extensive list of additional resources in each section.

Instructions on the rating system for the assessment:

The table below provides **core standards** on PSEA organizational policies and procedures Organizations should use the "comment" section to document the organization's recent progress as well as support needs.

1 – Absent: The organization is not working towards this standard.

Give this score if the organization does not meet the standard.

2 – Progressing: The organization has made some progress towards applying this standard, but certain aspects need to be improved.

Give this score if the organization partially meets the criteria.

3 – Adequate: The organization fully meets this standard.

Give this score if the organization meets the standard.

After reviewing and scoring the organization's compliance with these standards, add up the totals for each standard to obtain a total score. This total score indicates the organization's current capacities on PSEA and its related risk rating.

Total score	PSEA organizational capacities	SEA Risk Rating
8 or less	Low	High
9 – 14	Needs improvement	Moderate
15 – 18	Adequate	Low

Annex A PSEA ASSESSMENT

Core Standard	1	2	3	Proof of evidence
<p>Core Standard 1: Organizational Policy</p> <p>Refer: PSEA Toolkit Section 4.2.1. Policies</p> <p><u>Required 1:</u> An organizational policy on PSEA exists and describes appropriate standards of conduct, other preventive measures, reporting, monitoring, investigation and corrective measures.</p> <p>(UN IP Protocol para 15 & Annex A.4)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Code of conduct <input type="checkbox"/> PSEA policy <input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy <input checked="" type="checkbox"/> Other (please specify): <p><u>Internal Complaint Committee (ICC) to prevent Sexual Harassment at Workplace</u></p>
<p>Comments:</p>				

Core Standard	1	2	3	Proof of evidence
<p>Core Standard 2: Organizational Management and HR Systems</p> <p>Refer: PSEA Toolkit Section 4.2.2. Procedures</p> <p><u>Required 1:</u> The organization’s contracts and partnership agreements include a standard clause requiring contractors, suppliers, consultants and sub-partners to commit to a zero-tolerance policy on SEA and to take measures to prevent and respond to SEA.</p> <p><u>Required 2:</u> There is a systematic vetting procedure in place for job candidates (e.g. reference checks, police records, Google searches) in accordance with local laws regarding employment, privacy and data protection, including checking for prior involvement in SEA.</p> <p>(UN IP Protocol para 11; 15; & Annex A.1, A.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> ToR (e.g. PSEA-related responsibilities) <input type="checkbox"/> Contracts/partnership agreements <input type="checkbox"/> Recruitment procedure (e.g. reference check with questions related to SEA/child safeguarding) <input checked="" type="checkbox"/> Other (please specify): <p><u>Copy of Appointment Orders</u></p>
<p>Comments:</p>				

Annex A PSEA ASSESSMENT

Core Standard	1	2	3	Proof of evidence
<p>Core Standard 3: Mandatory Training</p> <p>Refer PSEA Toolkit Section 4.3.1. Training</p> <p><u>Required 1:</u> The organization holds mandatory trainings for all personnel on the organization’s SEA policy and procedures and the training includes 1) a definition of SEA (that is aligned with the UN's definition); 2) a prohibition of SEA; and 3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of survivors).</p> <p>(UN IP Protocol para 17 & Annex A.5)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Annual training plan <input type="checkbox"/> Training agenda <input type="checkbox"/> Attendance sheets <input checked="" type="checkbox"/> Other (please specify): <p><u>Happens during the Induction Programs</u></p>
			Comments:	

Core Standard	1	2	3	Proof of evidence
<p>Core Standard 4: Reporting</p> <p>Refer PSEA Toolkit Section 4.3.2. Awareness-raising and Section 5.2. Reporting Mechanisms</p> <p><u>Required 1:</u> The organization has mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility) and ensures that beneficiaries are aware of these.</p> <p>(UN IP Protocol para 19 & Annex A.3)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Communication materials <input type="checkbox"/> PSEA awareness-raising plan <input type="checkbox"/> Description of Reporting Mechanism <input type="checkbox"/> Whistle-blower Policy <input checked="" type="checkbox"/> Other (please specify): <p><u>Manual of Internal Complaint Committee (ICC) to prevent Sexual Harassment at Workplace</u></p>
			Comments:	

Annex A PSEA ASSESSMENT

Core Standard	1	2	3	Proof of evidence
<p>Core Standard 5: Assistance and Referrals</p> <p>Refer PSEA Toolkit Section 6.2. Assistance and Referrals</p> <p>Required 1: The organization has a system to ensure survivors of SEA, including children, receive immediate professional assistance, referring them to qualified service providers</p> <p>(UN IP Protocol para 22.d.)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> List of Service Providers <input type="checkbox"/> Description of Referral Process <input type="checkbox"/> Referral form for survivors of GBV/SEA <input checked="" type="checkbox"/> Other (please specify):
Comments:				

Core Standard	1	2	3	Proof of evidence
<p>Core Standard 6: Investigations</p> <p>Refer PSEA Toolkit Section 7.2. Investigation Procedures.</p> <p><u>Required 1:</u> The organization has a process for investigation of allegations of SEA and can provide evidence that it has appropriately dealt with past SEA allegations, if any, through investigation and corrective action.</p> <p>(UN IP Protocol para 20, 22.a., & Annex A.6)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Written process for review of SEA allegations <input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support <input type="checkbox"/> PSEA investigation policy/procedures <input checked="" type="checkbox"/> Other (please specify): <p><u>Manual of Internal Complaint Committee (ICC) to prevent Sexual Harassment at Workplace</u></p>
Comments:				

Annex A PSEA ASSESSMENT

TOTAL PER RATING (i.e. count all 1s, 2s and 3s)	
GRAND TOTAL (i.e. 1s + 2s + 3s)	16
PSEA organizational capacities	Needs Improvement
SEA Risk Rating	Moderate

PSEA Assessment of [Name of the IP]: _____

Assessment completed by: Prof. Dr. Satyendra Patnaik _____

Email address: spatnaik@rpr.amity.edu _____

Signature _____ Date of Assessment 06/07/2021 _____

OUTCOME REPORT
of
(Amity Institute of Behavioral and Allied Sciences)
Of
(Amity University Chhattisgarh)

General Information :

Date of Event: 18/09/2021
Venue: Math Kharora
Organized by: Amity Institute of Behavioral and Allied Sciences
Total Participation : More then 40
Moderator(s) : NA
Event Coordinator : Dr.Gunjan Mishra , Dr.Tarannum S.Dani

Convener/Host : NA

Details of Expert/Speaker/Resource Person/Judge: [(If any) * Can delet for social outreach if not aaplicable.]

Country Name:

Expert Name:

Organization:

Designation:

Specialization:

Point wise Outcome Report:

1) What was the Inspiration behind taking up this Particular Subject for the Webinar/ Event ?

To provide an understanding about mental health, its important for the better Living.

2) Who were the Distinguished Guest Speakers Invited for the Event. Kindly give their Name

NA

3) Names. Designations, Organisation, Qualifications, Area of Expertise and any Honours and Awards received by them.

NA

- 4) What was the Criteria Considered for inviting the Various Individual Guests, Internal as well as External ?

NA

- 5) Were the guests in advance and if yes, from what previous interaction? Were the guests recommended by someone. If yes, who ?

NA

- 6) Who all attended the Webinar? Also, if possible, give the numbers.

Rural population of Math Village More than 40

- 7) What were the 'Take Homes' for the Guests and the Attendees in the form of knowledge, facts, information etc.? Please give the Salient Novel Points Covered by the Guest Speakers, in Bullet Points Format.

Awareness about the mental health improvement and knowledge about the taboo and social stigma related with mental illness .

- 8) Has the Webinar been able to generate any Tangible Gains for the Faculty, Researchers and Students of Amity. If yes, what are these ?

NA

- 9) Have we Followed-Up with the Guests to consider Various Collaborations such as Joint Research Papers and Publications; Joint Funded Projects; Student Internships and Placements; Participation in National/ International Seminars/Conferences,/Workshops ; Student/Faculty Exchange Programmes ; Post Doctorate tie ups ; etc.

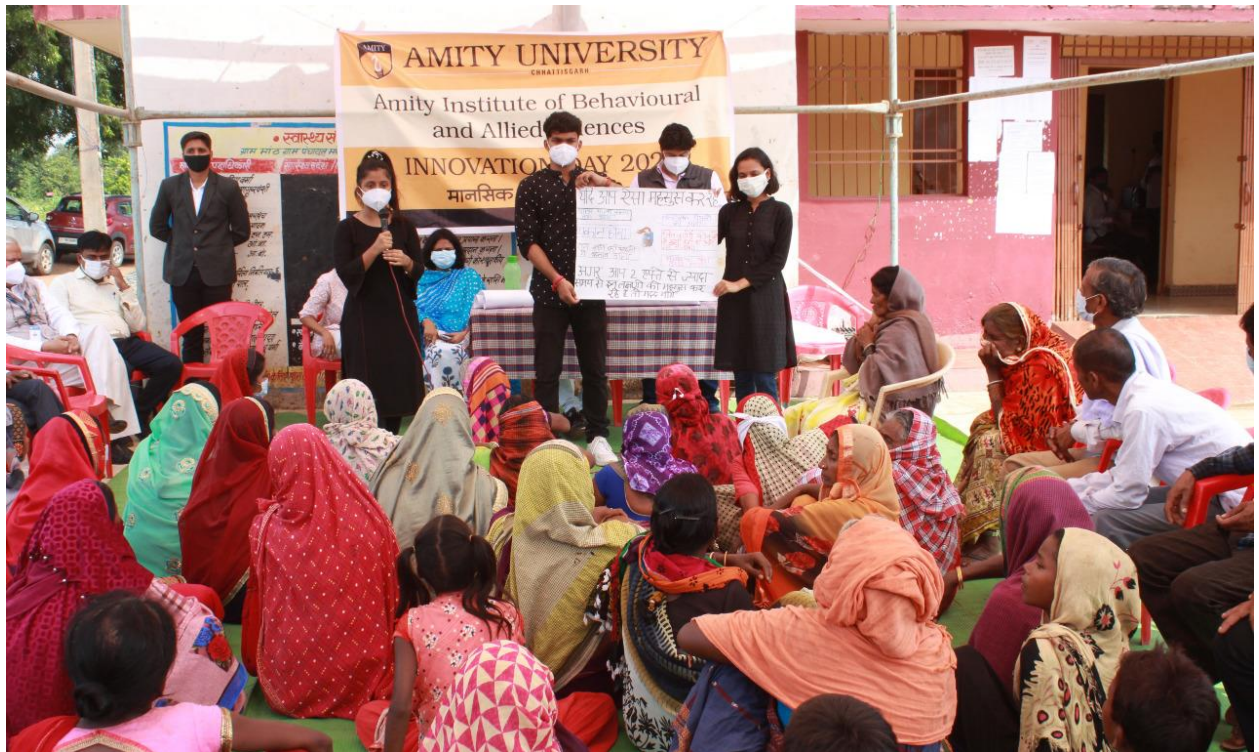
NA

- 10) What are the plans for utilizing the contacts developed with the Invited Guests, for future cooperation to meet the targets of 'Mission: Connect' and Mission: Synergy of Brains? Please give a roadmap with timelines.

NA

PHOTOGRAPHS –









Amity University, Chhattisgarh, Raipur

Ref No- AUC/Adm./2019-20

Date: 04.10.2019

OFFICE ORDER

Pursuant to the directives contained in the Judgment of the Honorable Supreme Court of India, emanating from Civil Appeal No 887 of 2009 by University of Kerala (Appellant) verses Council, Principals of Colleges, Kerala & Others and as per section 26(1)g of the University Grant Commission Act 1956, the following **Anti-Ragging Committee** is re-constituted as under:

1. Dr. Vijaykumar Singh Dahima - Head - Campus, Amity University, Chhattisgarh, Raipur
2. Nominee of the Civil Administration - Nayab Tehseeldar, Kharora
3. Nominee of Police Administration - SHO, Thana Kharora
4. NGO Representative - Mrs. Dipti Gomasta, Member of child welfare Committee
5. Local Media Representative - Mr. Sandeep Bhattacharya, Sub Editor Central Chronical News Paper
6. Parent Representative - Mr. Jayesh Pithaliya
7. Representative of Students (Senior Student) - Mr. Vikas Rajan, Student (B.Sc (BT) 3rd Semester
8. Representative of Students (Fresher's Category) - Ms. Ishita Singh, Student (B.Tech. I year, CSE)
9. Prof (Dr) Surendra Rahamatkar - Director, Amity School of Engineering & Technology
10. Mr. R. Bhalekar - Dy. Dir Administration, Amity University, Chhattisgarh


4/10/19

Amity University, Chhattisgarh, Raipur

Head of Campus, AUC shall be Chairman of the Committee, in ex-officio capacity. All others members of the Committee shall hold the positions for a period of three years or until substituted/ changed whichever is earlier. The members shall be eligible for re-nomination for and additional term of three years only.

The Anti-Ragging Committee shall deal with all matters of ragging as may be relevant and necessary from to time.

The Chairman and any three of the remaining members constitute the quorum.


Registrar

Copy to:

1. Hon'ble Chancellor (AUC) - for kind information
2. All HOIs/HoDs- for circulation & necessary action
3. All members of Anti Ragging Committee
4. Mr. Neeraj Mehar (HR) for uploading in website
5. All Employees - for circulation
6. Registrar Office- for circulation
7. Office of the Vice Chancellor
8. All Student Notice Board



AMITY UNIVERSITY CHHATTISGARH

OUTCOME REPORT

Of

Online Workshop on

“Art Based Therapy”

Dated 25/09/2020

By

Amity Institute of Behavioral & Allied Sciences

1. General Introduction

Online Workshop was organized by Amity Institute of Behavioral and Allied Sciences on 25th of September 2020. The event was internal and conducted by AIBAS, Guest lecturer for the event was Ms. Anuja S.Talwalkar, Counselling Psychologist and Art Based Therapy Practitioner Mumbai. This lecture was organized for the students BA (H) Applied Psychology semester I & III also For MA(H) Applied Psychology semester I of AUC. The faculty in-charge of the event was Ms. Nupur Pharaskhanewala.

2. Objective(s) of the Event (Point-wise)

- The main objective of this event to explore the core theme and concept of Art Based Therapy in the field of counselling psychology.
- This event include an emphasis on Techniques and intervention methods used in Art Based Therapy.
- It also incorporate the basic leaning about the factors which affect the people in the community and how this therapy can help.

3. Envisaged Vs Achieved Outcomes

Sn	Envisaged Outcome	Is the outcome tangible or intangible?*	Achieved Outcome	Remarks, if any
1	Art Based Therapy is an expressive therapy. The use of creative arts as a form of therapy and is a fantastic field that has proven to work in many people’s lives. With the	Intangible	With the help of the understanding of Art Based Therapy student they can help you interpret the feelings that pour into your design, and even help	

	help of this workshop student will learn how people can express themselves, explore their emotions, manage addictions, and improve their self-esteem.		work through and resolve problems	

4. Actionable Progressive Outcomes

Outcomes requiring prolonged monitoring are as under:

Sn	Envisaged Outcome (a)	Outcome activity yet to be achieved (b)	Is the outcome tangible or intangible?*	Action plan to achieve the Outcome activity described in column “(b)” (c)	Target Date (d)	Responsibility (e)	Remarks, if any (f)
		.					

(*) – *Tangible outcomes should have a specific target date. Intangible outcomes need not have a specific target date.*

Appendix 1 – Photographs of the Workshop

What is Arts Based Therapy (ABT)?

- It is an expressive language of the conscious and unconscious mind
- The pursuit of art can be accomplished through various mediums including painting, sculpting, drawing, clay making, drama, music, stories, puppets, body movements, games
- It is used with children, adolescents, adults, people with chronic health issues, substance abuse, trauma and loss, abuse, anxiety, depression, other mental and emotional difficulties, eating disorders, learning difficulties
- It is one of the many modalities that is capable of helping the person to gain his/her health and happiness

Dr. Tarannum Sarwar Dani

MP

PS

TM

SG

NB



TC



A

NAVISHA BAJAJ

ANJALI SHARMA

TRIPTI CHANDRAKAR

Dr. Tarannum Sarwar Dani

anuja.talwalkar (Guest)

workshop on Art Based Therapy

01:12:57



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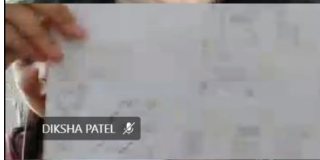
anuja.talwalkar (Guest)



MITHI SHUKLA



TRIPTI CHANDRAKAR



DIKSHA PATEL



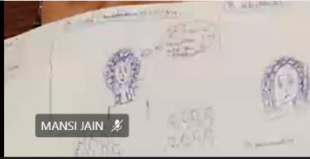
AISHWARYA DANODIA



NAVISHA BAJAJ



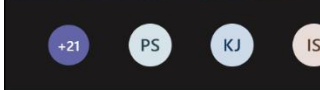
AMAN GUPTA



MANSI JAIN



ANJALI SHARMA



+21

PS

KJ

IS

TM

SP

RP

MB

TS



Participants

Type a name

ANJALI SHARMA

anuja.talwalkar (Guest)

ASH SHARMA

AYUSHI CHHATRE

DIKSHA PATEL

DIPTI DODANI

GOPIKA KUNDNANI

ISHA SURANA

KHUSHI JAIN

Type here to search



ENG 3:22 PM
IN 9/25/2020

workshop on Art Based Therapy

56:56

Request control

Recording has started. This meeting is being recorded. By joining, you are giving consent for this meeting to be recorded. [Privacy Policy](#) Turn camera on (Ctrl+Shift+O) [Dismiss](#)

MANSI JAIN

Dr. Tarannum Sarwar Dani

TRIPTI CHANDRAKAR

DP

DIKSHA PATEL

AISHWARYA DANODIA

NAVISHA BAJAJ

NB

MITHI SHUKLA

anuja.talwalkar (Guest)

A

ANJALI SHARMA

+14 SS KJ RP MD SP SS NT IS TM MB MP PS