



# **MNR DENTAL COLLEGE AND HOSPITAL**

**“NAAC ACCREDITED”**

**(Recognized by MH&FW, Govt. of India & Affiliated to KNR University of Health Sciences)**

**MNR Nagar, Narsapur Road, Fasalwadi, Sangareddy 50229**

**Adoption of guidelines of Regulatory bodies**



**MNR DENTAL COLLEGE & HOSPITAL**

**“NAAC ACCREDITED”**

**(Recognised by MH & FW, Govt. of India & Affiliated to KNR**

**University of Health Sciences)**

**MNR Nagar, Narsapur Road, Fasalwadi, Sangareddy-502294**



### **COMMITTEE FOR SEXUAL HARASSMENT ELIMINATION & WOMEN EMPOWERMENT**

With regard to the Supreme Court Judgement and guidelines issued in 1997, to provide the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, curb the imbalance between genders, violence against women and ragging in the college premises. Keeping the above guidelines in view MNR dental college has constituted a Committee against Sexual Harassment, for Women empowerment and gender equality. The Indian constitution has enshrined the right to women empowerment and gender equality. To safeguard the rights and legal entitlements of Women, National Commission for Women was set up by an Act of Parliament in 1990.

MNR dental college has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender discrimination and violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others vs. the State of Rajasthan & others) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council vs. Chopra) has stated that sexually harassing



behavior “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions under the ambit of KNR University of Health Sciences are bound by the same directive. Following this, MNR dental college affiliated to KNR University of Health Sciences, being committed to uphold the Constitutional mandate ensuring the above-mentioned human rights, adopted the following policy.

**DECLARATION:**

MNR dental college affiliated to KNR University of Health Sciences, shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**OBJECTIVES :**

1. To fulfill the directive of the Supreme Court, as per UGC directives and the KNR University of Health Sciences in respect of implementing a policy against sexual harassment in the institution.
2. The de-jure and de-facto enjoyment of all human rights and fundamental freedom by women on equal basis with men in all spheres – academical, political, economic, social, cultural and civil
3. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.



4. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
5. Mainstreaming a gender perspective in the academic and development process. And, to provide an environment free of gender-based discrimination.
6. To ensure equal access of all facilities and participation in activities of the college signifying women empowerment.
7. To create a secure physical and social environment which will deter acts of sexual harassment
8. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

#### **DEFINITION OF SEXUAL HARASSMENT**

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

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. 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 enrolment in the institution whether she is drawing salary, or honorarium or otherwise, 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 or studentship including recruiting or promotion or academics 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.

## **JURISDICTION**

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

## **Composition of the Sexual Harassment Elimination Committee.**

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution
- (b) Not less than two teaching employees who are committed to the cause of women or who have had experience in social work or have legal knowledge
- (c) Not less than three students, who shall be enrolled at the undergraduate and postgraduate levels respectively.



(d) 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. Provided that at least one-half of the total members so nominated shall be women.

#### **ROLE AND RESPONSIBILITY OF SEXUAL HARASSMENT ELIMINATION COMMITTEE:**

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).

2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.

3. Obtain high level support from the Principal, Director and Vice Chairman for implementing a comprehensive strategy:

- Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
- Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

4. Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.

5. Regularly distribute and promote the policy at all levels of the organization;



Ensure that managers and supervisors discuss and reinforce the policy at staff meetings; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.

6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes:

- Are clearly documented
- Are explained to all employees
- Offer both informal and formal options for resolution
- Address complaints in a manner which is fair, timely and confidential
- Are based on the principles of natural justice
- Provide clear guidance on internal investigation procedures and record keeping
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

### **Internal Complaints Committee (ICC)**

Selection of the Internal Complaint Committee members is extremely important as in most cases the committee members, if in sub-ordinate position of power at workplace to that of accused, find it very difficult to diligently carry out the responsibilities bestowed on them as heads or members of the Committee, against the superiors.

The Internal Complaints Committee must remember:

- It needs extensive orientation for effective functioning.
- It cannot function like a criminal court.



- The complainant, when she complains, has at stake her personal life and career.
- The impact sexual harassment has on a woman
- It is difficult for a woman to talk about anything sexual. Hence there can be long time interval between the harassment and the actual complaint.
- It needs to handle complaints in a confidential manner and within a time-bound framework
- It needs to submit an annual report on sexual harassment to the appropriate government authority.

### **POWERS OF THE COMMITTEE**

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the



complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

## **FUNCTIONS OF THE COMMITTEE**

### **PREVENTIVE STEPS:**

It will be the endeavor of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

### **REMEDIAL STEPS:**

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. 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.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires

## **PROCEDURE TO BE FOLLOWED BY THE COMMITTEE**

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee shall direct the accused to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.



3. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The written complaint is then forwarded to the Internal Complaint Committee (ICC) within 2 days of receiving the statement.
6. ICC proceeds with its probing in to the complaint within 7 days from the receipt of the complaint.
7. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex party.
8. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
9. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
10. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
11. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
12. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
13. The inquiry shall be completed within a period of 45 days from the receipt of the complaint and then the committee shall make all endeavors to complete its proceedings within the given time and submit the inquiry report.



14. The Committee shall record its findings in inquiry report ,supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.

15. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complaint or otherwise, disciplinary action could be initiated in the form of:-

1. Warning
2. Written apology
3. Bond of good behavior
4. Adverse remarks in the confidential report
5. Debarring from supervisory duties
6. Denial of membership of statutory bodies
7. Denial of re-employment/re - admission
8. Stopping of increments / promotion/denying admission ticket
9. Reverting, demotion
10. Suspension
11. Dismissal
12. Penalties
13. Any other relevant mechanism



If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

### **PENALTIES (THE INDIAN PENAL CODE PROVISION)**

**Section 509 :** Word, gesture or act Word, gesture or act intended to insult the modesty of a woman

**Offence:**

1. Utterance of any word,
2. Making any sound or gesture
3. Exhibiting any object
4. With an intention to intrude upon the privacy of a woman

**Punishment:**

- Simple imprisonment up to 3 years
- Fine

**Section 354 A:** Sexual harassment and punishment for sexual harassment

**Offence:**

1. Physical contact and advances involving unwelcome and explicit sexual overtures.
2. A demand or request for sexual favors.



3. Showing pornography against the will of a woman.

4. Making sexually coloured remarks.

**Punishment:**

Commission of an offense under (1),(2) or (3) punishable with rigorous imprisonment for a term up to 3 years and/or fine; commission of the offence under (4) punishable with imprisonment for a term up to one year and/or fine.

**ANNUAL REPORT**

The Chairperson of the Committee will prepare an Action plan at the beginning of the academic year and Annual report at the end of each academic year, giving a full account of the activities of the committee undertaken during the year.

Chairperson,  
SHE & Women

Committee for Sexual Harassment Elimination  
and Women Empowerment  
MNR Dental College & Hospital

Principal

PRINCIPAL  
MNR DENTAL COLLEGE & HOSPITAL  
MNR Nagar, Narsapur Road  
Sangareddy, Medak Dist.-502 294 (T.S.)





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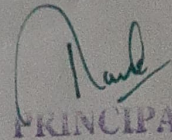
E-mail: mnrdc@mnrindia.org; Website: www.mnrindia.org

### ANTI-RAGGING SQUAD

S.No	Name	Designation	Phone
1	Dr. Ravindra S.V	Principal	8500056668
2	Dr. Satya	Reader	9849230025
3	Mr. Ramesh	Administrative officer	9493548511
4	Dr. Akhila	Senior lecturer	9966950136
5	Dr. Haripriya	Senior lecturer	8897899249

### ANTI RAGGING MONITORING CELLS

S.No	Name	Designation	Phone
1	Dr. D. Satya Narayana	Chairperson	9849230025
2	Dr. Shreya Colvenkar	Member	8790820505
3	Mr. Srinivas	Boys hostel warden	9493548546
4	Mrs. Vani	Girls hostel warden	9493548595
5	Mrs. P. Chaya Devi	Girls hostel warden	9493548588
6	Mrs. Rani	Girls hostel warden	7416218456
7	Mr. Ragunath	Librarian	9494610509

  
PRINCIPAL

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E-mail: mnrdc@mnrindia.org; Website: www.mnrindia.org

### ANTI RAGGING COMMITTEE

S.No	Name	Designation	Phone
1	Dr. Ravindra S.V	Principal	8500056668
2	Dr. Sunitha JD	Professor and HOD	8126445598
3	Mr.Ramesh	Administrative officer	9493548511
4	Dr. P. Sriharsha	Senior lecturer	9603348473
5	Dr. Naseemoun Shaik	Senior lecturer	8105935678
6	Mr. N. Dhanasekhar	Parent member	9989459030
7	Mr. Pandu	Parent member	7382149293
8	Sravanthi N	Student member	8790496493
9	Nenavath Ajay	Student member	9390910490
10	Panjala Sameeksha Goud	Student member	7331136811

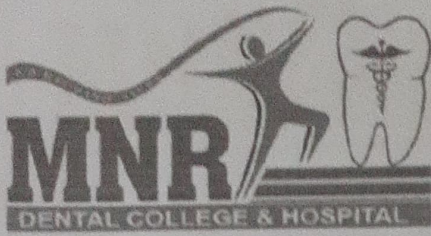
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### ANTI RAGGING REDRESSAL MECHANISM

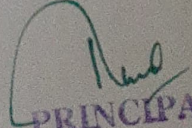
Ragging of any form is strictly prohibited; it is totally banned in all MNR Educational Institutions. Any student indulging in such activities will be severely dealt with and attract punishment depending upon the nature and severity of the offense.

An anti-ragging committee approved by the MNR Educational Trust will preside and study the case, if anyone is found guilty, he/she is liable for appropriate punishment and the committee's verdict is final. Punishment can be in the form of fines and can be expulsion from the college. The students are therefore directed to strictly abstain from any form of ragging.

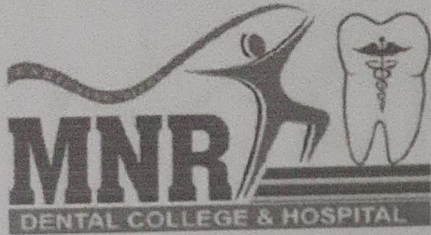
All the clauses of the regulations of DCI are followed strictly to implement the Anti-Ragging program at MNR Educational Institutions. We have professional experts for student counselling and guidance. The hostel wardens for men and women always monitor them and enquire about their well-being constantly.

Depending upon the nature and gravity of the offense as established by the anti-ragging committee of the institution, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges for a specified period decided by the anti-ragging committee.
- Withholding/withdrawing scholarships/fellowship and other benefits. Debarring from appearing in tests, examinations, and other evaluation processes, and by withholding results.
- Debarring from representing the institution in any regional, national, or international meets, tournaments, youth festivals, etc.
- Cancellation of admission.
- Rustication from the institution, the period ranging from 1 to 4 months.
- Expulsion from the institution and consequent debarring from the admission to any other institution for a specified period decided by the committee.

  
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- Fine ranging from Rs 25,000/- to Rs 1, 00,000/-.
- Suspension or expulsion from the hostel.

## Policy:

- To make the campus "zero tolerance to ragging" and make all the students feels as safe and comfortable in the campus.
- To check with any issues of any sort of harassment and discuss.
- To create and maintain safe environment for students/staff.
- To motivate and encourage students of all years with values and virtues in a constructive and positive manner at all levels of the academic course.

## Procedure:

- The committee is accountable to conduct required numbers of meetings, maintain notifications, conduct meeting, record minutes, and send copy for information to the concerned principal and chairman-IQAC.
- Plan and schedule activities for the financial year, submit the budget and resources needs to the concerned principal and chairman-IQAC.
- All the planned activities/events to be reflected in institutional annual calendar of events. Strictly adhere to the schedule and implement the events as planned if not conducted shall explain the justifiable reasons to the associate deans.

## Practice:

- To prohibit any conduct by any student whether by words spoken or written by any act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- To prohibit indulging in disciplinary activities by any student or students which cause or likely to cause annoyance hardship or psychological harm or to rave fear or apprehension thereof in any student.
- To absolutely prohibit ragging within or outside the college campus.
- To prevent the occurrence of ragging by the following Anti-ragging measures in the institution.
- To provide the punishments to those in indulging in ragging as per guidelines.

  
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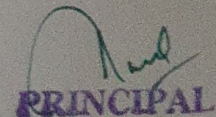
- To sensitize students, staff, and parents to adopt measures that will prevent ragging.
- To make the students aware of the guidelines of Anti ragging committee & to make them feel safe in & out side the campus.
- To make the student aware of the fact that ragging is punishable so that they do not indulge in the same.
- To make the students report any incident immediately to the committee.
- To empathize with the students who in case must face any sort of ragging in or outside the campus.
- To provide total moral, social, mental support to the student who as under gone ragging.
- To provide total psychological counseling to the student who in case under gone any mental, physical, or social trauma during ragging.
- To make the students feel as safe and comfortable in campus as possible.

## Accountability:

- The committee is accountable to conduct required numbers of meetings, maintain notifications, conduct meeting, record minutes, and send copy for information to the concerned principal and chairman-IQAC
- Plan and schedule activities for the financial year, submit the budget and resources needs to the concerned principal and chairman-IQAC
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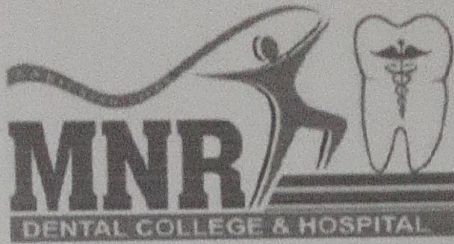
## Guidelines:

1. The committee meets periodically every 45 days to discuss and resolve any issues regarding ragging in the campus according to KNRUHS regulations.
2. The committee proposes and suggests steps to eliminate ragging and renders support for the student's well-being.
3. The committee aims at creating a happy and harmonious environment for the students.
4. The committee works for the elimination of ragging by prohibiting it, preventing its occurrence, and punishing those who indulge in ragging as provided for in the regulations and the appropriate laws in force.

  
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5. The committee will review and suitably enhance the powers and prerequisites of wardens and authorities involved in curbing the menaces of ragging.

### Key Result Area:

To absolutely prohibit ragging within or outside the college campus.

A handwritten signature in blue ink, appearing to be 'Rudh' or similar, written over the printed name 'PRINCIPAL'.

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### COMMITTEE FOR GRIEVANCE REDRESSAL

#### Policy:

- Upholding the dignity of the institution by ensuring a strife-free atmosphere.
- Encouraging the Stakeholders to express their grievances/problems, general drawbacks and limitations freely and frankly, without any fear of being victimized.
- To support those stakeholders who have been deprived of the services for which he/she is entitled.
- To ensure effective solutions to the grievances with an impartial and fair approach.
- Advising Stakeholders to respect the rights and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising all stakeholders to be affectionate to all and not behave in a vindictive manner towards any of them for any reason.
- The committee is vested with the authority to settle any type of grievances raised by the stakeholders of the institution.

#### Procedure:

The committee will deal with Grievances received from the students of the institution about any of the following matters.

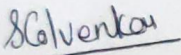
- Academic- related to admission, tuition fees, examination, results, discrimination of students, posting, attendance, clinical work, etc.
- Non-Academic-Related to certain misgivings about conditions of sanitation, hostel issues, mess problems, or any other personal problems.
- A complaint box is provided on the ground floor near reception. Also the online grievances are received through the grievance form from the college website.



- The committee meets once a grievance is received and the meeting is held within a week to redress the grievances. The minutes of the meeting are recorded and maintained.
- The committee formally will review all cases and will act accordingly as per the Management policy and redressed.

#### Accountability:

The committee is accountable for conducting the required number of meetings, maintaining notification, conducting meetings, recording minutes, and sending copies for information to the concerned chairperson – IQAC.



Chairperson,

Committee for Grievance Redressal

Chairperson

Committee for Grievance Redressal

MNR Dental College & Hospital



Principal

PRINCIPAL

MNR Dental College & Hospital

MNR Nagar, Narsapur Road,

SANGAREDDY Dist - 502 294 (T.S.)