



ಕರ್ನಾಟಕ ಚರ್ಮ ಮತ್ತು ಫ್ಯಾಷನ್ ತಾಂತ್ರಿಕ ಸಂಸ್ಥೆ
KARNATAKA INSTITUTE OF LEATHER & FASHION TECHNOLOGY
(State Govt. Organization under Department of Industries & Commerce)
(Approved by AICTE & DTE)

Ref No: KILT/ADMN/SHC/2020-21

Date: 20/11/2020

OFFICE ORDER

Sub: Constitution of Sexual Harassment Committee at workplace

With reference to the above subject Sexual Harassment Committee at workplace has been formed to provide a congenial and conducive atmosphere in which students, teachers and administration staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender.

Sexual Harassment Committee is constituted with the following members

SI No	Name	Designation
01	Suneel Kumar	Director
02	A.G.Vagish	Asst. Director
03	Ranjan K G	Principal I/c
04	Niraj Kumar Goutam	HOD
05	Mamatha Kumari K S	Lecturer
06	Hemalatha B A	Asst. Mngr (Projects)

The Roles & Responsibilities of the committee are as follows:

- To develop guidelines and norms for a policy against sexual harassment.
- To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare a detailed plan of actions, both short and long term.
- To organize gender sensitization awareness programmes.
- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.

Director, KILT



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Guidelines and Internal Policy/Rules regarding prevention of Sexual Harassment at Workplace

- 1) To inform students & employees to maintain proper dress code within the workplace.
- 2) Students & employees should not reveal their personal details either with others or on social media.
- 3) To develop guidelines and norms for a policy against sexual harassment.
- 4) To develop principles and procedures for combating sexual harassment.
- 5) To work out details for the implementation of the policy.
- 6) To prepare a detailed plan of actions, both short and long term.
- 7) To organize gender sensitization awareness programmes.
- 8) To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.

Safety measures taken against Sexual Harassment at Workplace

- 1) Provide a safe working environment at the workplace including safety from the persons coming into contact at the workplace.
- 2) Workshops and awareness programmes are organised at regular intervals for sensitizing the employees with the provisions of the Act.
- 3) Orientation programmes are organised for the members of the Internal Committee in the prescribed manner.
- 4) Necessary facilities are provided to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an enquiry.
- 5) Assisting in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be.
- 6) Assisting the woman if she so chooses to file a complaint about the offence under the Indian Penal Code or any other law for the time being in force.
- 7) Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct.
- 8) Monitor the timely submission of reports by the Internal Committee.
- 9) Workplace is covered under CCTV Surveillance.