



OFFICE OF THE PRINCIPAL

LAKHIPUR COLLEGE

P.O. Lakhipur , Dist, Goalpara (Assam)

PIN-783129

WhatsApp & Contact No.9954423031

Website: www.lakhipurcollege.ac.in

Email: lakhipurcollegeglp@gmail.com

ACADEMIC POLICY

Introduction: Lakhipur College is a co-educational institute which provides degree courses in 2 programs (Honors and General) with 7 departments. The College is committed to providing an inclusive educational environment that fosters academic excellence, personal growth, and ethical behaviour.

This Academic Policy serves as a comprehensive guide for students, faculty, and staff, outlining the principles and standards that govern our academic programs and activities.

Objectives: The primary objectives of the Lakhipur College Academic Policy are:

- To instill a sense of integrity, honesty, and responsibility in students, ensuring ethical conduct.
- To establish transparent and fair admission processes that assess applicants based on merit, promoting diversity and inclusivity.
- The Academic Committee of the college, all heads of the departments, coordinators of IQAC will held meetings regularly for the smooth functioning of the college.
- Academic calendar and academic routines will be prepared for each year mentioning all the details.
- All the departments will circulate the syllabus, course outcomes etc among the students and will prepare academic plan along will lesson plan and submit it to the IQAC.
- All the departments will maintain departmental class routine along with daily class registers.
- All the departments are responsible to introduce add on courses.
- All the faculty members are responsible for mentoring the students.
- To offer comprehensive support services, including counseling, tutoring, and remedial programs, to help students achieve their academic and personal goals.
- To encourage and support faculty and student research initiatives, fostering a culture of innovation and intellectual curiosity.
- To create a positive and inclusive learning environment that values diversity, respect, and collaboration among students, faculty, and staff.
- To establish a fair and transparent grievance redressal mechanism that addresses student concerns promptly and impartially.

Conclusion: Lakhipur College is dedicated to upholding the academic excellence, integrity, and student support. This Academic Policy reflects our commitment to creating a vibrant learning community that prepares students for success in their academic and professional endeavors. The policy will undergo periodic reviews to ensure its relevance and effectiveness in achieving our educational objectives.


Signature of the Principal
Principal
Lakhipur College
J.Lakhipur, Dt. Goalpara

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Admissions Policy

Session 2022-23

A meeting of the Governing Body of Lakhipur College is held on 18th June, 2022 under the chairpersonship of the president of the Governing Body and after threadbare discussion, the following resolution is passed.

Resolution-1. Resolved that, the intake capacity for admission of students in B.A. 1st Semester class be fixed at 293 number and the same is to be filled up as per Reservation Policy of the Govt. of India and also if the number of seats remain vacant the same will be filled up by the candidates from other category.

Reservation Policy, GOI

Other Backward Classes (OBC) = 27%

Scheduled Caste (SC) = 15%

Scheduled Tribes (ST) = 7.5%

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Admissions Policy

Session 2021-2022

A meeting of the Governing Body of Lakhipur College is held on 13th June, 2021 under the chairpersonship of the president of the Governing Body and after threadbare discussion, the following resolution is passed.

Resolution-1. Resolved that, the intake capacity for admission of students in B.A. 1st Semester class be fixed at 406 number and the same is to be filled up as per Reservation Policy of the Govt. of India and also if the number of seats remain vacant the same will be filled up by the candidates from other category.

Reservation Policy, GOI

Other Backward Classes (OBC) = 27%

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Admissions Policy

Session 2020-2021

A meeting of the Governing Body of Lakhipur College is held on 15th June, 2020 under the chairpersonship of the president of the Governing Body and after threadbare discussion, the following resolution is passed.

Resolution-1. Resolved that, the intake capacity for admission of students in B.A. 1st Semester class be fixed at 340 number and the same is to be filled up as per Reservation Policy of the Govt. of India and also if the number of seats remain vacant the same will be filled up by the candidates from other category.

Reservation Policy, GOI

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Admissions Policy

Session 2019-2020

A meeting of the Governing Body of Lakhipur College is held on 16th June, 2019 under the chairpersonship of the president of the Governing Body and after threadbare discussion, the following resolution is passed.

Resolution-1. Resolved that, the intake capacity for admission of students in B.A. 1st Semester class be fixed at 392 number and the same is to be filled up as per Reservation Policy of the Govt. of India and also if the number of seats remain vacant the same will be filled up by the candidates from other category.

Reservation Policy, GOI

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Admissions Policy

Session 2018-2019

A meeting of the Governing Body of Lakhipur College is held on 14th June, 2018 under the chairpersonship of the president of the Governing Body and after threadbare discussion, the following resolution is passed.

Resolution-1. Resolved that, the intake capacity for admission of students in B.A. 1st Semester class be fixed at 400 number and the same is to be filled up as per Reservation Policy of the Govt. of India and also if the number of seats remain vacant the same will be filled up by the candidates from other category.

Reservation Policy, GOI

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Anti-Ragging Policy

Lakhipur College maintains a zero tolerance policy on Ragging and other activities which are declared as punishable offence from the institution. It strictly follows the "UGC Regulation on curbing the menace of Ragging in Higher Educational Institutions, 2009" as per the directions of the honorable Supreme Court of India. If any incident of ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the Institutions.

The College is committed to follow all Regulations and Guidelines promulgated by the UGC and other higher authorities from time to time. The college will not permit or condone any incident of ragging in any form and will take all necessary and required measures to achieve the objective of eliminating ragging, within the institution or outside. The College will follow the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions , 2009.(F.1-16/2007(CPP-II) dated 17th April, 2009) and take stringent action against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging, in accordance with these and other Regulations in force.

Anti Ragging Committee of Lakhipur College:

- | | |
|---|-------------|
| 1. Mr. Mirza Mannaf, Principal i/c | Chairperson |
| 2. Dr. Arshad Laskar, Faculty Member | Convener |
| 3. Mr. Sarat Kumar Nath, Faculty Member | Member |
| 4. Dr. Asma Easmin, Faculty Member | Member |
| 5. Officer-in-charge, Lakhipur Police Outpost | Member |
| 6. Mr. Abdur Rouf, Guardian | Member |
| 7. President, Students Union, LC | Member |
| 8. General Secretary, Students Union, LC | Member |



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POLICY DOCUMENT FOR REDRESSAL AND GRIEVANCE CELL

In order to meet the increasing legitimate expectations of students and staff for better, faster and more effective service, Lakhipur College shall constantly endeavor to improve its service rules, standards and capabilities. The college expects all its teachers and employees to maintain highest standards of integrity and transparency in their working conditions with students and staff.

A Grievance is a documented manifestation of dissatisfaction of a student/staff. Such dissatisfaction, if left unaddressed and unresolved, could endanger the lifeline of the college and erode its image. It is therefore expected that all employees shall devote attention, time and effort at resolving the Grievances of the students and staff within the framework of the

Lakhipur College guidelines and the terms of the policy

The objectives of the Grievance Redressal Policy are:

- a) To develop an organizational framework to resolve Grievances of Students and staff
- b) To provide the Students and staff access to immediate, hassle free recourse to have their Grievances redressed
- c) To enlighten the Students and staff on their duties and responsibilities
- d) To establish structured interactions with Students and staff to elicit information, academic and administrative process on their expectations
- e) To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon, and
- f) To institute a monitoring Cell to oversee the functioning of the Grievance Redressal Policy



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Examination Policy

All students of Lakhipur College are hereby informed that the following procedures may be followed by students who have any exam related grievance.

- For smooth conduct of all examinations Sri Jayanta Kumar Saloi, Associate professor and HoD of History, Lakhipur College is hereby appointed as convenor of the Examination Cell.

External Examination

- For any grievance related to end semester examinations conducted by Guahati University, the students may approach the college Grievance Redressal cell or the convenor of the examination cell.

Internal Examination/Assessment

- For all issues and grievances related to Internal Assessment, the respective Head of the Department is the Nodal Authority while the convenor of examination cell is the Appellate authority.

Principal i/c
Lakhipur College



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POLICY ON STUDENT SUPPORT

The Policy

A well-implemented student support policy is essential for the holistic development of students, the success of the institution, and the promotion of equity and inclusivity in higher education. The Student Support Policy of Lakhipur College stands as a cornerstone in the institution's commitment to providing a level playing field for all its students. This policy extends beyond academic support and also encompasses broader facets of student development, encompassing the cultivation of soft skills, personal growth, and characterbuilding. It promotes inclusivity by addressing the diverse needs and backgrounds of students. It strictly adheres to create an environment where all students, regardless of their circumstances, have an equal opportunity to excel in their academic life in the college. The College provides a diverse range of academic and non-academic support services to empower students in achieving their academic pursuance. It always aims to enrich their knowledge, skills, experiences, and personal qualities and believes that every student should have the chance to pursue their academic goals, and the policy's provisions, such as mentoring, support programs, and resource accessibility, serve as a testament to this commitment.

Purpose

Purpose of the Student Support Policy is to foster an environment which is conducive to effective learning and in which each student feels safe and supported and contributes in a positive manner to the community. This policy compliments college's other relevant policies and procedures, and emphasises college's commitment to supporting student learning and well-being, and promoting a positive learning environment for all involved. This policy provides a student support mechanism that not only provides academic and learning support services but also an opportunity for students to access welfare-related support services to assist with issues that may arise during

Objectives of the policy:

The Student Support Policy is founded on the following attributes:

1. To help students overcome academic, social, and personal challenges, ultimately leading to improved academic performance and personality development.
2. To enhance students' performance and their retention through the provisions of academic advising, counselling, and other support services.

2. To enhance students' performance and their retention through the provisions of academic advising, counselling, and other support services.
3. To focus on personal, professional and leadership quality development of students.
4. To implement strategies for Students' mental health well-being.
5. To ensure that all students, regardless of their backgrounds, caste, creed and religions, receive fair and equitable treatment.
6. To provide career development counselling, Internship opportunities, and placement assistance.

Areas and strategies:

A. Teaching and learning

1. To conduct workshops and seminars on effective study techniques, time management, and test-taking strategies.
2. To offer language support services for students who are non-native speakers of the language of instruction.
3. To provide ICT classroom teaching facility.
4. To encourage and support vocational initiatives and connecting students with entrepreneurial opportunities.
5. To facilitate mentorship programs that connect students with faculty mentors or experienced professionals in their field of study.
6. To gather student feedback on teaching and learning experiences to improve instructional methods and curriculum design.
7. To promote cultural competency and diversity awareness to create an inclusive and equitable learning environment.
8. To encourage active participation in class discussions, group projects, and extracurricular activities to enhance the learning experience.

B. Library resources and support services

1. To ensure internet access to facilitate the students' needs of information and assignments.
2. To conduct library orientation sessions to familiarize students with the library's layout, services, and available resources.
3. To offer research assistance and guidance to help students navigate the library catalogue, databases, and academic journals to find relevant sources for their coursework.
4. To provide reference services, including reference desk support and virtual reference assistance, to answer students' inquiries and help with research questions.

5. To offer access to digital resources, e-books, online databases, and electronic journals to support research and study.
6. To offer Book Bank facilities for students.
7. To recognize and reward the best library users.
8. To create a conducive study environment, including group study rooms and spaces for both individual and group work.
9. To maintain a comprehensive collection of books, journals, magazines, multimedia materials, and other educational resources that align with academic programs.
10. To ensure that library facilities and resources are accessible to students with disabilities, with accommodations such as assistive technology and accessible study spaces.
11. To maintain special collections, archives, and rare materials that support research in specific fields or areas of interest.
12. To host workshops on various library-related topics.
13. To solicit feedback from students to continuously improve library services and resources based on their needs and preferences.

C. Career support and Guidance

1. To help the students in redefining the passion in their career, and develop essential employability skills, strategies and competency.
2. To organize seminars and workshops to acquaint the students with the knowledge and information on the emerging professional trends, job prospects, leadership roles, entrepreneurship, market needs etc.
3. To conduct programmes/workshops on topics such as etiquette, communication, personality development etc.
4. To assist students in finding job opportunities and connecting them with job placement services.
5. To provide guidance and training to the students on Soft Skills.
6. To disseminate information on job avenues and placements in different institutions/work places.
7. To integrate career development courses into the curriculum to provide students with essential career-related skills and knowledge.

D. Financial support

1. To cater the students with information and guidance of merit-based and need-based scholarships and other student related grants.
2. To render financial aid to the poor and meritorious students in order to meet their expenses towards admission fees.
3. To felicitate and give financial aid to students for outstanding performance in academic field, sports, Cultural Activities, N.S.S., etc.
4. To provide entrepreneurship development training programs for selected students.
5. Financial assistance under emergency medical assistance scheme.
6. Financial assistance for supporting education to students belonging to economically weaker section.
7. To provide financial literacy programs to teach students about financial responsibility, credit management, and student loan repayment.

E. Co-curricular activity

1. To offer diverse range of co-curricular programs and activities that cater to students' interests and passions.
2. To offer workshops and training sessions related to specific co-curricular activities, helping students develop relevant skills.
3. To recognize outstanding contributions and achievements in co-curricular activities through awards and honors.
4. To offer support and resources for organizing events, performances, and competitions within co-curricular groups.
5. To provide faculty or staff advisors to offer guidance, mentorship, and support to cocurricular events and activities.

F. Holistic Development

1. To provide academic resources such as tutoring, study skills workshops, and time management guidance to help students excel in their studies.
2. To assist the students with career exploration, job placement services, internships etc. to prepare them for the workforce.
3. To foster an inclusive environment that celebrates diversity and encourages intercultural understanding and engagement.
4. To encourage students to participate in community service, volunteer opportunities, and civic engagement to develop a sense of social responsibility.
5. To provide leadership training, workshops, and opportunities for students to develop leadership skills and assume leadership roles.
6. To promote values such as ethics, integrity, and responsible citizenship to shape students' character and moral development.
7. To offer financial education and resources to help students manage their finances, budget effectively, and make informed financial decisions.

8. To provide training in conflict resolution, effective communication, and interpersonal skills to enhance students' relationships and decision-making abilities.

9. To provide extracurricular activities, clubs, and student organizations that promote holistic development and a sense of belonging.

10. To ensure that students know and learn on Student Code of Conduct of the institute.

11. To commemorate various national and international significant days. .

G. Support in grievances

1. To provide clear procedures for students to submit complaints or grievances related to academics, administrative matters, or interpersonal conflicts.

2. To handle academic disputes, including grading disputes, course-related issues, and academic misconduct allegations.

3. To ensure that students have access to information and resources to help them navigate the grievance process effectively.

4. To assure the students that their grievances will be handled with confidentiality and sensitivity.

5. To designate staff members or offices responsible for assisting students in navigating the grievance process and providing guidance on available options.

6. To ensure that grievances are addressed promptly, with established timelines for each stage of the process.

7. To encourage students to provide feedback on the grievance process to continually improve its effectiveness.

8. To provide training to students and staff about the grievance process, their rights, and the available support.

9. To make the grievance process accessible to all students, including those with disabilities, through reasonable accommodations.

10. To navigate students' grievances through the establishment of Grievance and Redressal Cells, an Anti-Ragging Committee, Anti-Sexual Harassment Cell, Women Cell, Internal Complaint Committee etc.

H. Health and safety

1. To provide guidance and training on how to respond to emergencies, including natural disasters, medical emergencies, and campus incidents.

2. To offer access to medical care, counselling services, and mental health support to address students' physical and emotional well-being.

3. To educate students on healthy lifestyle choices, including nutrition, exercise, and substance abuse prevention.

4. To implement safety measures such as fire drills, security protocols, and campus-wide safety initiatives.

5. To ensure a secure campus environment through security personnel, CCTV surveillance, and safety management systems. 6. To ensuring that campus facilities are accessible to students with disabilities and that support is available for their specific needs.

7. To monitor and maintain the safety of food services on campus.

8. To ensure that student dormitories and housing facilities are safe and well-maintained.

9. To implement programs and resources to prevent sexual assault on campus.

Conclusion

The student support policy of Lakhipur College is instrumental in ensuring that every student, regardless of their educational and social background, is granted equal opportunities for a seamless transition and a successful academic journey. It also ensures fostering inclusivity and ensuring that every student has the tools and resources to thrive academically, to bring holistic development, and to prepare them for a bright and fulfilling future



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Date: 11/11/2022

POLICY DOCUMENT FOR REDRESSAL AND GRIEVANCE CELL

OBJECTIVES:

In order to meet the increasing legitimate expectations of students and staff for better, faster and more effective service, Lakhipur College shall constantly endeavor to improve its service rules, standards and capabilities. The college expects all its teachers and employees to maintain highest standards of integrity and transparency in their working conditions with students and staff.

A Grievance is a documented manifestation of dissatisfaction of a student/staff. Such dissatisfaction, if left unaddressed and unresolved, could endanger the lifeline of the college and erode its image. It is therefore expected that all employees shall devote attention, time and effort at resolving the Grievances of the students and staff within the framework of the

Lakhipur College guidelines and the terms of the policy.

The objectives of the Grievance Redressal Policy are:

- To develop an organizational framework to resolve Grievances of Students and staff
- To provide the Students and staff access to immediate, hassle free recourse to have their Grievances redressed
- To enlighten the Students and staff on their duties and responsibilities
- To establish structured interactions with Students and staff to elicit information, academic and administrative process on their expectations
- To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon, and
- To institute a monitoring Cell to oversee the functioning of the Grievance Redressal Policy

STUDENT-STAFF FOCUS:

- Grievance Redressal Cell should not only seek to redress Grievances but also to avoid them.
- Lakhipur College shall endeavor to improve service through constant interactions with the students and staff to elicit their views on academic and administrative standards, and to seek their suggestions for improvement.
- At least one meeting per year shall be held to offer opinions and suggestions on Student/staff academic and administrative standards and services.



- d. Lakhipur College shall take all efforts to abide by and enforce UGC regulations in all its operations.
- e. The college shall also abide by the Code of conduct approved by the college.
- f. All efforts shall be made to leverage Information Technology for providing an easy platform to the students and staff to lodge grievances, to track the status of grievances, to enlighten them on claims procedures, to provide access to information on whom to contact and to enhance academic and administrative standards and services.

Grievances' may include the following complaints of the aggrieved students namely:

- (i) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
- (ii) Irregularity in the admission process adopted by the institute.
- (iii) Refusing admission in accordance with the declared admission policy of the institute.
- (iv) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such Person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- (v) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution.
- (vi) Breach of the policy for reservation in admission as may be applicable.
- (vii) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- (viii) On provision of student amenities as may have been promised or required to be provided by the institution.
- (ix) Denial of quality education as promised at the time of admission or required to be provided.
- (x) Non transparent or unfair evaluation practices.
- (xi) Harassment and victimization of students including sexual harassment; and
- (xii) Refund of fees on withdrawal of admissions as per DPU instructions from time to time.

RESPONSIBILITY FOR REDRESSAL:

The final responsibility for Grievance Redressal rests with Grievance Committee specially constituted under UGC regulations, for resolution of Grievances. The college expects that Grievance Redressal be time bound and result oriented.

DOCUMENTING GRIEVANCES:

The Grievance Redressal Committee starts with a proper decision protocol. A Grievance is defined as any communication that expresses dissatisfaction about an action or lack of action or about the standard of service / deficiency of service of academic or administrative nature of the college. Thus any communication, as defined above - written, verbal or digital- shall be recorded in the Grievance system. Immediately on receipt of a Grievance, the concerned Cell will send a written communication to the the person who lodges the Grievance in the college, stating the following:

- a) Acknowledging his communication
- b) The name, address, email id and Phone number of the authority to whom the Grievance has been forwarded



c) The name, address, email id and Phone number of the authority to whom the Complainant could escalate the matter if his Grievance is not redressed within the specified timeframe or if he is not satisfied with the action taken.

STRUCTURE OF GRIEVANCE REDRESSAL CELL:

The Grievance Redressal Committee for aggrieved students would be constituted and working exactly as per the UGC guidelines vide UGC (Grievance Redressal) Regulations 2018.

Grievance Redressal Cell

There shall be a Grievance Redressal Cell at the college level and constituent college / institute level. It shall consist of Grievances Committees.

Grievances Committee constituent Constitution:

- i) Principal of the college designated as Chairperson.
- ii) Three senior teachers will be selected by the principal as Members.
- iii) A student representing the college to be nominated based on academic merit.
- iv) The general secretary of the Students' Union will be a member by default.

Powers and Duties of the Committee :

- i) The grievances committee shall deal with the grievances of teachers, other employees and the students.
- ii) The aggrieved person (teacher, other employee or student) may lodge his grievance with the Principal or the Cell Convener of the college, who shall put it before grievance committee at the earliest.
- iii) The grievance committee shall hear and settle grievances, as far as may be practical, within three months after the grievance is lodged with the committee.
- iv) If the college level committee is unable to settle a grievance, lodged by teachers / other employees / students, the committee shall direct the aggrieved person to lodge his / her grievance with the Concerned authority .





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POLICY DOCUMENT FOR INTERNAL COMPLAINT COMMITTEE (ICC)

I. Objective

The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or gender based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Whereas the sexual harassment results in violation of fundamental rights of a women to equality under Article 14 and 15 of the Constitution of India ("Constitution") and right to life and live with dignity under Article 21 of the Constitution and her right to practice any profession or to carry on any occupation, trade or business which includes right to safe working environment. The protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination Against Women ("Convention"), which has been ratified on 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

In deference to the aforesaid guidelines, Lakhipur College is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. The college in its endeavour to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct the college has constituted an Internal Complaint Committee ("ICC") of Lakhipur College Infrastructure be referred to as the "Committee"



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II. Scope

The Prevention of Sexual Harassment Policy is applicable: -

a) To all employees of Lakhipur College, as per section 2 (f) of the Act, means any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent / contractor (with/ without the knowledge of the principal employer, with or without remuneration / voluntary under express / implied terms of employment and shall include contract worker / probationer / apprentice / Executive Trainees / Management Trainees, etc. hereinafter defined as "Employees / Consultants"

b) To employers, which as per section 2 (f) of the Act, shall mean any person authorized / designated to be the employer within the means of the Act .

c) In the college premises and all areas which can be termed as notional extension of employer's premises. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. The incident is covered during / after office hours.

d) All the visitors & vendors associated with us & visiting any premises of the company, or whose premises our employees visit during the course of business. The ICC is required to enquire all Complaint made under the provisions of the Act and as per this Policy / guideline in just and fair manner and submit their report to the respective Employer (s), as the case may be. It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the ends of justice. Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial work environment. This act is only applicable when both or either the alleged harasser i.e the Respondent (defined hereinafter) & a Person who has been subject to Sexual Harassment i.e the Complainant (defined hereinafter) are employees / consultants of the company. In the event any employee experiences any act of sexual harassment at any place other than its workplace and / or extended workplace, the Employer is obligated to provide all the assistance, support and help to the said employee for redressal of his / her Complaint.

III. Guidelines

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.




IV. Definition of Sexual Harassment

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment. Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
 - a) Physical contacts and advances;
 - b) A demand or a request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.
2. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

3. Definitions for reference:

Complainant: can be a Person who has been subject to Sexual Harassment and / or any Person reporting an incident of Sexual

Harassment. A third party can also be a Complainant, however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged / reported to have committed an act of Sexual Harassment.

V. Preventive Measures



1. Each of the Committees will meet regularly. Minutes of the Meeting ("MoM") of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.

2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.

3. Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:

a) To sensitize employees about their right to have safe and healthy work environment

b) To spread awareness about same either by way of publication, advertisement or by convening meetings

c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act

d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;

e) The Committee would also assist Complainants if required to file a Complaint

4. Introduce a system to record names of employees who have to stay late (beyond 8PM) in office with reasons. Security on duty need to visit the work places every half an hour post 8 PM.

5. Maintain records of all sexual harassment cases and findings

6. Display penal provisions of sexual harassment

 

VI. Reporting of Sexual Harassment Complaints

Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organisation or vendor by way of any action or words should immediately report or complain the incident to

the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

VII. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals. Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VIII. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy / guideline and on the recommendation of the respective Committee the Employer, as the case may be would ensure implementation of same.

IX. Complaint Reporting Channel

Internal Complaints Committee ("ICC")

Composition: As per the Scheduled hereunder:



1. A Complaint should be made in writing.
2. Each member of the Committee will hold office for not more than three years.
3. ICC Committee is mandatorily required to involve an external member (a senior member of an NGO or other body who is familiar with the issues of sexual harassment) during the enquiry of Complaint(s) and formalization of the Report in connection therewith. Provided one-half of the total member so nominated shall be women.
4. In the ICC not less than two members from amongst employees preferably committed to cause of women or who have had experience in social work or have legal knowledge.

X. Complaint Mechanism

1. A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.
2. If the Committee is satisfied that the circumstances were such that prevented the Complainant from filing the Complaint within said period they can extend the time limit not exceeding three months.
3. The Complainant is required to send the written Complaint to the ICC either by way of copies of the letter detailing Complaint. The Complainant may also email the Complaint to a Committee member. The Complaint may be made in the format provided in Schedule B, herein or in such manner containing all the information as provided in Schedule B.
4. It is pertinent to mention that the written Complaint is mandatorily required to be filed by the Complainant with full name and details for seeking any action under this Policy and / or the Act. Any anonymous Complaint shall not be entertained.
5. Where the Complainant is unable to file the Complaint of their own, their legal heirs or parents, spouse, children or sibling can file the Complaint.
6. A third party can also be a Complainant however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.
7. Both written / emailed Complaint must provide the details of the incident together with the name/s of the Respondent/s and the Complainant/s as available.

Conciliation and Settlement


 2022

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

XI. Enquiry Procedure

1. A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.
2. The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoningthereto.
3. In the event any Complaint is received, the following procedure shall be followed by the ICC:
 - a) An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.
 - b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
 - c) The enquiry proceedings convened by ICC should always be minuted and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
 - d) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
 - e) It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.
 - f) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
 - g) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.

Handwritten signature



- h) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- i) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the parties. Circumstantial evidence also would play important role during the decision making process by the Committee.
- j) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

XII. Procedure of Submission

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
4. In the event the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
 - a) Either seek a transfer;OR
 - b) Take leave from employment for a maximum period of 3 months.
5. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry.





OFFICE OF THE PRINCIPAL

LAKHIPUR COLLEGE

P.O. Lakhipur , Dist, Goalpara (Assam)

PIN-783120

WhatsApp & Contact No.9954423031

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Email: lakhipurcollegeglp@gmail.com

5.1.1. Policy document of the HEI for award of Scholarship and Freeship

1. The college will provide the necessary information about the Scholarships at the beginning of academic year.
2. The college will notify the list of Government and Non-Govt Scholarships.
3. All the notifications/circulars/brothers received by the college will be displayed in all the noticeboards of the college including library.
4. There will be a desk in the college office to address the queries and guide the students.
5. The College must be registered in all the all the Scholarship portals of the Government
6. The college must ensure that the Name of the College , Institutional ID and Code are there in the portal for easy access.
7. The duties of verification, e-verification ,attestation and e-attestation are done as per the guidelines.
8. The college will process all the application on time.
9. The college will ensure that all the eligible students apply for the scholarships according to their categories.
10. Institutional Endorsement will be disbursed to the eligible students by the college based on the Endorsement guidelines.
11. All the developments in the college will track good academic record to avail endowment
12. The Institutional Financial support is considered depending upon availability of the funds.
13. Eligibility to avail the Institutional Financial Support will be merit-cum-means.
14. Institutional Financial Support is for the needy students only.
15. The college promises to award Rs. 5000 to all the toppers from each department.
16. Students who belong to a family from BPL are eligible for Freeship.
17. A student must not have back log to avail Freeship.
18. Renewal application alerts will also be displayed on the notice boards of the college.
19. For online scholarships the students are required to apply online only. Guidelines will be provided by the college office.
20. The college may provide additional financial support / fee concessions to the students (in special cases) based upon the decision of the Governing Body of the College.
21. The college is committed to keep keep the students informed about the Scholarships and provide necessary assistance.

[Signature]

Principal Lakhipur
Esld-1981
Date: 5/09/2022
Dist. Goalpara

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

XVI. Conclusion

At Lakhipur College, we endeavor to provide conducive and healthy work environment where the relationship amongst the employees as well as with the Employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that DPU is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

• Notwithstanding anything contained in this Policy, the Schedules herein shall be an integral part of this Policy.



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Policy Document

Policy for financial support to Teaching Staffs to attend conferences/workshops and towards membership fee of professional bodies:

Lakhipur College, Lakhipur emphasizes that research and quality enhancement in the teaching and learning process lead to classroom excellence. Globally and nationally, there have been significant reforms to the educational system that have improved accessibility to learning. Teachers must become more adaptive, versatile, and diverse as a result of these developments. The purpose of this policy is to help faculty members advance their academic careers.

Objective:

The objectives of the policy are:

- To encourage the faculty members to adopt a research-oriented mindset.
- To establish a research-intensive environment to emphasizes research in the college.
- To motivate the faculty members to present their work in the relevant research community,
- To encourage and inspire faculty members to apply for financing from different funding bodies for research, outreach/extension projects, or nationally acclaimed UGC programs.
- To encourage the teaching members to become members of professional associations.
- To assist the faculty members in enhancing their scholarly qualifications.
- To use research activities to improve society's all round development.

Nature of assistance available:

- Academic members will receive financial assistance for attending workshops, conferences, and seminars.
- They will also receive financial assistance for joining professional associations.
- The fund position will determine the type of financial help provided and repayment may be either whole or partial.

Procedure for of availing the grant:

- A faculty member must submit an application to the principal with information on the program to get the financial support they wish to attend.
- The concerned faculty member must submit the participation certificate and any other pertinent documentation to the IOAC following their attendance at the program.
- The accounts department will reimburse the fee following proper document verification.

N.B: The policy may undergo periodic review if required

Principal

Lakhipur College, Lakhipur

Principal

Lakhipur College

Lakhipur, Dt. Goalpara



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Policy document in E-Governance

Lakhipur College implements E-Governance in the administration, finance and accounts, student admission & support and examination for the smooth functioning of the college:

A. Administration:

- The college has an authentic website, <https://lakhipurcollege.ac.in/>
- The classrooms, library and other important rooms for administration are under CCTV surveillance which is centrally controlled by the Principal
- Various news and notification related to college administration are circulating through electronically by using whatsapp messenger.
- The faculties of Lakhipur College have the facility to submit application for casual leave through using college email.
- The college has participated in All India Survey of Higher Education
- The college has followed the government notification related to implement various kinds of portal for smooth functioning of the administration.

B. Finance and accounts:

- The college prepares the salary bill using online portal <https://fin.assam.gov.in/>

C. Student Admission and Support:

- The admission process of the college is carried out through online mode.
- The college followed the national scholarship portal for the benefit of the students.

D. Examination process:

- Examination form fill up is carried out through online portal.
- All kind of notice related to examination schedule and admit card distribution are published in the college website.
- Scan copy of the question paper for previous years examinations are available in the college website for the benefit of the students.

Principal

Lakhipur College, Lakhipur
Principal
Lakhipur College
P.O.Lakhipur, Dt. Goalpara



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POLICY DOCUMENT ON GREEN CAMPUS OF THE COLLEGE

Introduction:

Lakhipur College is committed to a sustainable and environment friendly campus. This Green Environment Policy outlines our dedication to promoting environmental awareness, and engaging the college community in sustainable practices.

Objectives of the College in regard to green campus

1. **Reduce Carbon Footprint:**
 - Encourage the use of renewable energy sources.
 - Promote sustainable transportation options.
2. **Waste Reduction:**
 - Establish a comprehensive recycling program.
 - Encourage the use of reusable products.
 - Minimize single-use plastic on campus.
3. **Biodiversity Preservation:**
 - Develop and maintain green spaces on campus.
 - Promote native plant species.
 - Implement practices that protect and enhance local biodiversity.
4. **Water Conservation:**
 - Implement water-saving technologies.
 - Encourage responsible water use among students and staff.
 - Maintain and promote efficient irrigation systems.
5. **Environmental Education:**
 - Integrate environmental sustainability to of the curriculum.
 - Organize workshops, seminars, and awareness campaigns.
6. **Collaboration with Local Communities:**
 - Establish partnerships with local environmental organizations.
 - Engage in community-based environmental projects.
 - Share resources and knowledge with the local community.
7. **Green Infrastructure:**
 - Promote the use of sustainable construction materials.
 - Implement energy-efficient lighting.



Responsibilities:

The College Administration is responsible for implementing and overseeing the Green Environment Policy. The faculty and staff are encouraged to integrate environmental sustainability into their respective areas. The students are expected to actively participate in green initiatives and promote sustainable practices within the campus.

Monitoring and Evaluation:

Regular assessments of energy consumption, waste management, and other key indicators will be conducted.

Review and Revision:

This policy will be reviewed annually to ensure its relevance and effectiveness. Revisions will be made as necessary to reflect advancements in sustainable practices.

Communication:

Regular communication channels, including the college website, notice boards etc will be utilized to keep the college community informed about sustainability initiatives and achievements.

Compliance:

All members of the college community are expected to comply with this Green Environment Policy. Non-compliance may result in disciplinary action.

By adhering to this Green Environment Policy Lakhipur College is dedicated to creating a campus that not only meets the needs of the present but also ensures a sustainable and vibrant future for generations to come.

Governing Body resolution:

The Governing Body of the college, in the meeting held on 28/11/23 had resolved that the college will be compiled by this Green Environment Policy document regarding maintenance a green campus.



Signature of the Principal



6. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

XIII. Criminal Proceedings

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities. Detailed list of penal section involving sexual harassment is provided in Schedule C, herein.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.

XIV. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, Employer or any person duly authorized by the Employer will counsel the Complainant and recommend suitable action to prevent recurrence.
2. However, the Employer or any person duly authorized by the Employer will ensure that the Complainant is not victimized.
3. Requisite penal actions, as mentioned in Schedule C may be invoked against Mala Fide Complainant.

XV. Professional Consequences of Violation of the Policy

1. Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.
2. In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.
3. The organization shall not tolerate any form of retaliation against employees for bringing bonafide Complaints or providing information about harassment.
4. However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.

