



**WOMEN DEVELOPMENT/PREVENTION OF SEXUAL  
HARASSMENT POLICY MANUAL**

**2018**

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## DECLARATION

The objective of this Manual is to compile the Women Development policies and procedures followed in Holy Grace Academy of Management Studies, Mala. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual.

In the interpretation of any policies and procedures covered in the Manual, the Director's decision will be final and binding on all employees of the Institute.

Chairman

Women's cell



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## CHAPTER 1

### GENERAL INFORMATION

#### 1.1 HOLY GRACE GROUP OF INSTITUTIONS

The old dictum that ‘Actions Speak Louder than Words’ is true with the unique reputation that Holy Grace enjoys ever since its inception in 1999. The smile of satisfaction on every child is the hallmark that Holy Grace values most. Adherence to the ethics in academics and uncompromising spirit for perfection are transparent to everyone who associates with Holy Grace.

Holy Grace is not merely an institution that is limited to teaching the students who come to its classrooms. Its responsibility stretches to the society in which Holy Grace is part of. The bridge between parents-teachers and management is maintained always intact. The channels of communication through which feedbacks sent and received make the system well-oiled throughout.

Holy Grace has always been a student-oriented and student-centric institution and strongly believe that a judicious blend of modern techniques and traditional values will sustain us and bring success to our students. Special efforts are taken by the college in giving career guidance and facilitating placements. Apart from academics, the soft skills of the students are enhanced through a variety of co-curricular activities such as group discussions, debates, presentations, project works, external seminars, industrial visits etc.

#### Holy Grace Group of Institutions

Launched in 1999 under the rubric of Holy Grace Foundation, a registered charitable and educational society, Holy Grace Group of educational institutions commenced its meritorious journey towards fulfilling its mission to provide ‘quality education with a Global perspective’ for coming generations. Institutions of various genres catering education in various fields starting from CBSE School to Colleges of Engineering, Pharmacy, Polytechnic, Management Studies, all came into being at different periods of time.

Now Holy Grace Campus is an educational cluster with multiple institutions ideally spaced in a sprawling 15 acres of flourishing green land. It is a matter of great joy and pride for us to say that over the years we have earned a reputation for quality education that equips a student not only with academic credentials but also with personal credentials like social, intellectual, behavioural or sports and art cultural. More over our effort to provide education along with preparing a student in such a way that he or she never falls short of any global bench marks was very much appreciated by both parents and students alike.



## **Holy Grace Academy of Management Studies**

The wholehearted support and encouragement received from the general public paved the way for the birth of Business School in 2005 which is affiliated to the University of Calicut and approved by the AICTE New Delhi. As for Holy Grace, the Business School is the premier institution among the sister institutions of the Group. Professionalism and academic discipline are always maintained ever since its inception. The MBA programme here offers host of specializations such as Tourism and Hospitality, International Business, Human Resources, Marketing, Finance and Systems. The expert coaching by the dedicated faculty and the guest lectures by the eminent industrial leaders are the regular features at Holy Grace. It was elevated in 2019 to the Research Centre of Kerala University of Fisheries and Ocean Studies and many scholars are doing research in various topics in Management.

A unique Academic Industry Interaction program is conducted every month that imparts the students with industrial insights. There are separate hostel facilities for girls and boys. Recreational and health facilities like Table Tennis, Gym and a swimming pool are also made available to the students. The Institute aligns programs to industry needs and offer numerous avenues for learning and exposure. There are many co-curricular activities that are offered by the institution. The compulsory confidence building exercises help the students in many ways. The institution provides 100% placement assistance. The top recruiters that give placements include Toyota, Bajaj Alliance, Decathlon, Tata Group, Esaf Bank, ICICI, Byju's, 90+, to name a few.

The well-stocked library with e-books and plenty of journals facilitate the students for self-learning. The College also offers regular industrial visits and internship programmes. The air-conditioned class rooms are equipped with audio-visual facilities. The College also has a Business Studio which is aimed to ignite the entrepreneurial aspirations of the students. The College also gives importance to indoor and outdoor games such as football, basketball and badminton, table tennis, chess etc.

Add-on training programmes, orientation and out bound programmes go on in parallel with the main course of study. The IELTS and French language coaching under the professional mentors help the students to seek job abroad. NCFM/ NISM certifications, Business Data Analytics and Diploma in GST, SAP/ERP training, training Logistics and Supply Chain Management and Digital Marketing are also offered by Holy Grace Academy of Management Studies.



## 1.2 GOVERNING BODY

The governing structure of Holy Grace Academy of Management Studies is presented in a tabular format below

### Board of Directors

Sl. No	Name	Designation
1	Sri Vakachan Thakkolkaran	Chairman HGAMS
2	Sri Benny John Ainikkal	Vice Chairman
3	Sri. K T Benny	Secretary
4	Sri. Davis Kavalakkatt	Finance Director
5	Sri. James Maliakkal	Board Member
6	Sri. Sany Edattukaran	Board Member
7	Adv. Clemance Thottapilly	Board Member
8	Sri. N J Pauly	Board Member
9	Sri. Jeesan Pallipatt	Board Member
10	Sri. Jolly Vadakkan	Board Member
11	Sri. Robinson A T	Board Member
12	Sri Johny Chenginiyadan	Board Member
13	Sri. K V Antony	Board Member
14	Sri. Jose Kannampilly	Board Member
16	Sri Baby Vettiyadan	Board Member
17	Sri. Jose Elanjipilly	Board Member
18	Sri. Antony Maliakkal	Board Member
19	Sri.M P Johnson	Board Member
19	Sri C V Jose	Board Member
20	Sri.Albert Antony Kunnampilly	Board Member



## Advisory Council Members

Dr. Abdul Salam	Former Vice Chancellor, Calicut University.
Dr. M Ramanunny	Director, Agriculture Cooperative Staff Training Institute, Govt. of Kerala.
Dr. Sivakumar R	Former Dean, Vellore Institute of Technology.
Dr. Justin Paul	Professor, University of PUERTO, RICO, SANJUAN, USA & Distinguished Scholar in IIM-K.
Dr. V K Anand Kumar	Former Professor, IIM Bangalore, Director of Institute of Supply Management India and USA.
Dr. Ajith Abraham	Director, Mission Intelligence Research Lab USA
Mr. O.T.S Nambiar	Former Executive Director, Spices Board, Govt. of India.
Mr. Rajeshkumar S	State Council Member, CII southern Region Forum for Entrepreneurs & Start-up Member.
Mr. Jomy P L	Educator, Career expert, Director of Sensorium Centre for Advanced Learning
Mr. Vimal Chandran	Director, Academicia Management Skill Pvt. Ltd.



## CHAPTER 2

### WOMEN DEVELOPMENT/PREVENTION OF SEXUAL HARASSMENT POLICY

Gender discrimination is defined as a systematic, unfavorable treatment of individuals based on their gender, which subsequently denies them rights, opportunities, or resources within any given society. The Women Development and Prevention of Sexual Harassment Cell is a mandated body as per Section 3.2 (15) of UGC Guidelines (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institutions) Regulation, 2015.

#### Objectives:

1. Identify discriminatory behaviours towards persons on the basis of gender.
2. To promote gender-awareness within the HGAMS community.
3. Provide support and create an enabling environment for sharing anxieties, problems and difficulties faced by persons marginalised on account of gender and sexuality.
4. Make recommendations to the HGAMS community and administration for changes/elaborations in the rules for students in the prospectus and the byelaws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecutions of acts of discrimination and sexual harassment against women, by students and employees.
- 5.

### EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.

Some examples of behaviour that constitute sexual harassment at the workplace:

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.





6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.
10. Physical contact such as touching or pinching.
11. Caressing, kissing or fondling someone against her will (could be considered assault).
12. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
13. Persistently asking someone out, despite being turned down.
14. Stalking an individual.
15. Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours.
16. Falsely accusing and undermining a person behind closed doors for sexual favours.
17. Controlling a person's reputation by rumour-mongering about her private life.

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

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



### **Some examples of workplace behaviours that may not constitute sexual harassment:**

1. Following-up on work absences.
2. Requiring performance to job standards.
3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

### **FORMS OF WORKPLACE SEXUAL HARASSMENT**

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

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

### **COMPLAINTS PROCEDURES**

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. HGAMS recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment.

When a designated person receives a complaint of sexual harassment, he/she will:

- Immediately record the dates, times and facts of the incident(s) – ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands hgams’s procedures for dealing with the complaint



- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework

Throughout the complaint's procedure, a victim is entitled to be helped by a counsellor within the institute. HGAMS will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. HGAMS recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. HGAMS understands the need to support victims in making complaints.

#### Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint
  - Ensure that the alleged harasser understands the complaints mechanism
  - Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
  - Ensure that a confidential record is kept of what happens
  - Follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
  - Ensure that the above is done speedily and within stipulated days of the complaint being made formal
- complaints mechanism

.If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.



## Women and Gender Development Cell (WGDC)

The **Women and Gender Development Cell (WGDC)** of the Holy Grace Academy of Management Studies is hereby constituted with immediate effect.

<b>Name</b>	<b>Constitution</b>	<b>Functions &amp; responsibilities</b>	<b>Frequency of meetings</b>
Women and Gender Development Cell (WGDC)	Advocate, Women's Hostel Warden, Advisory Council Member and Senior Faculty members	To identify discriminatory behaviors towards persons on the basis of gender.  To promote gender-awareness within the HGAMS community.  To provide support and create an enabling environment for sharing anxieties, problems and difficulties faced by persons marginalized on account of gender and sexuality.	Once a year/Case basis