

## Policy on Prevention of Sexual Harassment

In accordance with its guiding principle of respect for humanity, IIBS is dedicated to ensuring that its employees and students act lawfully and ethically. It is dedicated to provide all of its staff and students a secure and supportive atmosphere. According to the internal compliance requirements set forth by this policy, the institution forbids harassment of any sort, including sexual harassment, and has established a strict procedure for the prevention of sexual harassment at the workplace.

This policy outlines the definition of workplace sexual harassment, the steps to take in order to avoid it, how to file complaints and grievances regarding sexual harassment, how to investigate complaints and grievances, and the appropriate disciplinary measures that will be taken against those responsible.

### Objective:

The purpose of this policy is to stop sexual harassment of any individual at work or on the college campuses, to protect against sexual harassment, to address complaints of it, and to handle issues that are related to it. The University Grant Commission (Prevention, Prohibition and Redress of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015, is rigorously adhered to by IIBS.

### What Constitutes Sexual Harassment?

Any unwanted physical, verbal, or nonverbal conduct of a sexual nature, whether direct or implied, that is repeated, degrades, humiliates, fosters an unfriendly and intimidating environment, or is intended to force submission by threatening adverse consequences is considered unwanted conduct with sexual undertones. This includes any one or more of the following actions (directly or indirectly).

- The request or demand for sexual favours.
- making comments with a sexual nature.
- bodily interactions and advancements.
- Showing Pornographic materials.



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## Responsibilities of Internal Complaints Committee:

- To run a campaign to raise awareness of gender sensitivity and equality.
- To give students an introduction to the Prevention Of Sexual Harassment (POSH) committee and its grievance procedure.
- To reduce the need for simply harsh penalties that breed further resentment, alienation, or violence by providing systems of conflict resolution and dialogue to anticipate and resolve problems through equitable and fair conciliation without damaging the complainant's rights.
- To ensure the complainant's safety by keeping their identity a secret.
- To provide the mandatory relief by way of approved leave, a relaxation of the attendance requirement, a transfer to another department or supervisor as needed while the complaint is pending, or to also arrange for the offender's transfer in order to prevent victimisation or discrimination of witnesses or victims of sexual harassment when handling complaints.
- To guarantee that no one will be subjected to retaliation or other negative treatment because they are a student or an employee participating in a protected activity.
- Within one month after receiving the complaint, the investigation must be finished. Within ten days of the investigation's conclusion, the Executive Authority of the HEI must receive the inquiry report and any recommendations. Additionally, copies of the conclusions or suggestions must be delivered to both complainants.

## The Procedure:

A committee for the Prevention Of Sexual Harassment (POSH) must be established, with more than half of its members being female and a senior female faculty member as its chair. The committee will be in charge of making sure that each complaint is treated fairly and according to the law. If necessary, a counselling and support service will be offered. Every allegation of sexual harassment will be taken seriously. If necessary, a suitable investigation into the complaints will be carried out, and the results will be shared with the management and both parties engaged in the issue. At each stage of the inquiry process, a just process and the laws of natural justice must be observed. All enquiries and complaints will be handled in confidence.

## Punishment for Sexual harassment:

  
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If an employee or student is found to have broken this policy, management must take whatever corrective action may be necessary to hold them accountable for their actions in accordance with the policy and service rules/standing orders. These actions could be any of the following:

- Written remorse
- Warning
- Counselling appointment
- Denying promotion
- Withholding increment
- Terminating the employment relationship
- Suspension from the college for a particular amount of time
- Legal Civil Proceedings

Note: Any issue not expressly addressed by the aforementioned rules must be reported to the Management Committee / Governing Bod for any appropriate consultation. The institute alone has the authority to interpret this policy. The institute's choice shall be final and binding.

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## Anti-Ragging Policy of IIBS

IIBS has zero tolerance towards ragging, discriminatory behaviour and any form of inconvenience to fellow students. According to the Honourable Supreme Court of India and the Karnataka Educational Act of 1983, ragging is completely forbidden and is a crime.

IIBS complies with the University Grants Commission's 2016 Regulation on "Curbing the Menace of Ragging in Higher Educational Institutions (third amendment). The third amendment includes under ragging, "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background." The Anti-Ragging Committee at IIBS ensures compliance with the provisions of the regulations mentioned above and the provisions of the existing law concerning ragging.

Objectives of the Policy and Role of the Committee:

- Fostering a supportive, academically-oriented social climate among the student body.
- Fostering and maintaining a high level of confidence among incoming students and their parents/guardians so that they feel that they are never mistreated.
- Maintaining a comprehensive system to stop any act of ragging that interferes with the integration of new students into society and the classroom.
- Instituting disciplinary actions as punishment for any contravention of the "Anti-Ragging Policy".



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## Functions of the Committee

- To take concrete steps to end and prevent ragging on college campus.
- To organise ragging awareness campaigns.
- To guarantee that students who are upset receive counselling.
- To resolve ragging concerns promptly.

Depending on the type and seriousness of the crime found, the Anti-Ragging Committee may impose one or more of the following, on persons found guilty::

- Suspension from class attendance and academic rights.
- Excluding them from the evaluation process and withholding the results.
- Being prohibited from competing on behalf of the college in any regional, national, or international meet.
- Being send out of the hostel.
- Admission cancellation.
- Starting a criminal investigation

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## Grievance Redressal Policy

The objective of IIBS is to provide a secure, healthy, and encouraging environment for a student's overall development. The UGC Grievance Redressal Regulations, 2012 served as the basis for the formulation of the grievance redress policy, which lays out the standards to be adhered to for a just, prompt, and equitable resolution of complaints about academics, administration, and infrastructure. The management, staff and students at the institute all adhere to, uphold, and promote the principles and directives set forth in this document.

The institution established a grievance redressal committee to accept, investigate and resolve complaints. During the investigation and redressal of grievances, the committee must adhere to the institution's norms and regulations as well as the principles of natural justice. The committee develops and updates the standards and procedures for handling grievances.

### Objectives:

- To encourage a culture where grievances can be addressed without feeling threatened or victimized.
- To keep an organized, well-defined, and transparent grievance redressal mechanism in place.
- To define the functions and obligations of the Grievance Redressal Committee.
- To make sure that complaints are resolved fairly and quickly.
- To protect the dignity of the institution and to encourage friendly relationships between students and staff.

### Mechanism:

- Students should fill out the Grievance Form and interact with any member of the Grievance Redressal Committee immediately to register a complaint.
- Suggestion and grievance boxes will be positioned in key areas for students to discreetly drop off their ideas and complaints.
- Students should submit their feedback, suggestions, and complaints by e-mail.

  
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- The grievances will be sent to the department head for resolution and then to the principal in cases involving teaching-learning and internal assessment.
- The Grievance Redressal Committee will also handles any complaints involving infrastructure amenities.

Note: Any issue not expressly addressed by the aforementioned rules will be reported to the Management Committee / Governing Body for any appropriate consultation. The principal shall be the final authority with respect to academic matters while the Chairman of the Management Committee will be the final authority on matters concerning administration and all such decisions made shall be binding on the complainant.



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