



# SREE AYYAPPA COLLEGE

ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT  
KERALA

(GOVT. AIDED COLLEGE AFFILIATED TO THE UNIVERSITY OF KERALA)  
NAAC ACCREDITED

## **POLICY ON SEXUAL HARASSMENT**

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### **Preamble:**

The Internal Complaint Committee of Sree Ayyappa College is committed to provide a favorable environment, free from harassment, and mistreatment amongst the students, teaching & non-teaching staff in the college campus. This includes all forms of gender inequality, violence, sexual harassment against women. The Committee members are expected to deliver full assistance to the “aggrieved woman” in writing the complaint of Sexual Harassment, the members should also be aware of the responsibilities and duties under the UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

### **Formation of the Internal Complaint Committee:**

The Internal Complaint Committee of Sree Ayyappa College is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013.

### **Declaration of the Policy:**

Sree Ayyappa College shall value the dignity of women & guarantee full respect for the “Fundamental Rights” under Article 14,15,19 & 21 of the Constitution of India. To achieve Gender Equality amongst the employees & students, all forms of sexual harassment in the employment, education, or training environment are declared as unlawful under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

### **Objectives of the Policy:**

- To fulfill the requirements of the Sexual Harassment of Women at Workplace At, 2013 (POSH Act).
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination.
- To assist the “Aggrieved Woman” to make the complaint relating to Sexual Harassment of Women at Workplace.
- To create a secure physical and social environment that will prevent acts of sexual harassment



**Composition of the Committee:**

- i) A Presiding Officer who shall be a woman employed at a senior level at the workplace from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace
- ii) Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have the legal knowledge
- iii) At least one-half of the total Members so nominated shall be women.
- iv) If the case involves against the student at the college, then two members of the Committee shall be taken from the student community.

**Jurisdiction of the Committee:**

The Rules and Regulations outlined in this policy shall be applicable to all the complaints relating to Sexual Harassment at Workplace: When one member (faculty or the student) has sexually harassed the other member within the educational institution.

**Powers of the Committee:**

- i) The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- ii) The Committee shall have the power to issue interim directions to any person participating in the proceedings before it.
- iii) The Committee before initiating an inquiry under the Act may undergo "Conciliation" under Section 10 of the Act if both the parties agree to it.

**Procedure to be followed by the Committee:**

- i) The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- ii) 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 five (5) days from such direction, the Committee members shall assist in writing the complaint.
- iii) The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- iv) Each party shall be provided with a copy of the written statement(s) submitted by the other.



- v) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
- vi) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- vii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the Employer / Head of the institution within a period of ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- viii) Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Employer /Head of the Institution to act for sexual harassment as a misconduct in accordance with the provisions of POSH Act.



A handwritten signature in blue ink, consisting of a stylized 'S' followed by a cursive 'A' and 'M'.

**PRINCIPAL**

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Sree Ayyappa College (T.D.B)  
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