



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

**FIRST CYCLE NAAC ACCREDITATION 2022**

## CRITERION 5

### STUDENT SUPPORT AND PROGRESSION

#### 5.1 Student Support

*5.1.5 Adoption of guidelines of Regulatory Bodies -  
Internal Complaints Committee*

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# **ANTI-SEXUAL HARASSMENT POLICY**

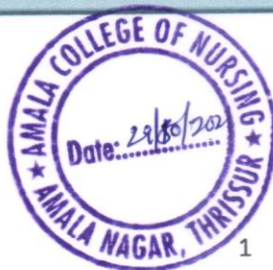


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## ANTISEXUAL HARASSMENT POLICY



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## INTRODUCTION

Anti-Sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential. Sexual harassment is defined as unwelcome sexual overtone in any manner such as over telephone and the like touching or brushing against any part of the body and the like displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings forcible physical touch or molestation physical confinement against one's will and any other act likely to violate one's privacy.

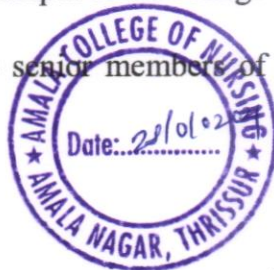


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## ANTI SEXUAL HARASSMENT POLICY

1. Prevention of Sexual Harassment Committee (PoSHC) functions in Amala college of nursing with a clear objective to provide protection against sexual harassment and redressal of complaints.
2. Develop a standard operating procedure for internal investigation.
3. In order to take over a case to PoSHC, the aggrieved person should be a student/employee of the Amala college of nursing and the incident should happen inside the college campus.
4. Aggrieved person can submit a written complaint to the chair person or members of the committee or can even inform about the incident directly or through mail.
5. The chair person has to arrange an immediate meeting to take over the issue.
6. The complaint should be taken over by the chair person, further procedure of conciliation and enquiry should begin within a time period of 4 days.
7. The PoSHC analyzes the complaint received, and takes appropriate action or find a suitable solution. If further police investigation required, the matter will be referred accordingly.
8. The PoSHC committee shall consist of the following members to be nominated by the Principal:

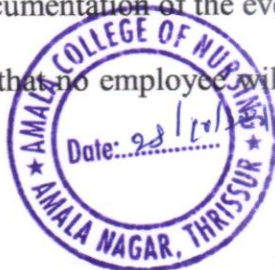
- **Chairperson-** Principal of the college
- **Members-** Three senior members of the teaching faculty to be nominated by the Principal.





- Student representatives from each class
- **Special invitee:** one special invitee preferably with a background in law or legal knowledge.

9. The term of the members of the committee shall be two years.
10. The PoSHC members are equally responsible to take care of the confidentiality of the case taken over by the committee.
11. The committee will meet once in a year or when any incident occurs.
12. Provide information and training to students and staff by conducting teaching and learning activities, in relation to maintain a safe working and academic setting, which is free from sexual harassment.
13. Regularly distribute and promote the policy at all levels of the organization, ensure that principal and faculties discuss and reinforce the policy at staff meetings.
14. Provide the policy and other relevant information on sexual harassment to new employees and students as a standard part of induction, or periodically review the policy to ensure it is operating effectively and contains up to date information
15. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures, conduct regular awareness-raising sessions for all staff on sexual harassment issues
16. Address complaints in a manner which is fair, timely and confidential.
17. Maintain a proper documentation of the event investigated.
18. Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.



*Regd*

19. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desires.
20. To seek medical, police and legal intervention with the consent of the complainant.

### **PREVENTION OF SEXUAL HARASSMENT COMMITTEE**

*Prevention of Sexual Harassment Committee (PoSHC)* assures all the students, teaching and non-teaching staffs are treated with dignity, respect and the complaints should be maintained confidentiality.

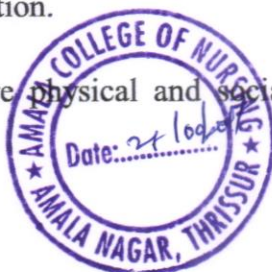
#### **Definition**

Sexual harassment is the unwelcome **touching or other physical contact, asking or demanding sex or any other sexual activity, making remarks which are of a sexual nature, showing pornographic material** which may include videos, magazines, books etc.

(Section 354A IPC)

#### **Objectives**

- To create a campus free of discrimination, harassment, retaliation, or sexual assault at all levels.
- To develop a mechanism for the prevention and redressal of sexual harassment cases at the Institution.
- To create a secure physical and social environment to deter any act of sexual harassment.



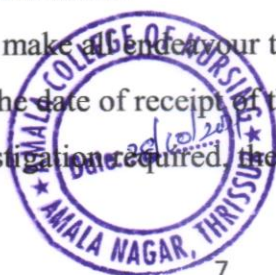
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- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To develop a comprehensive policy against sexual harassment at the institution

### **MECHANISM OF ANTISEXUAL HARASSMENT CELL (SOP)**

1. PoSHC addresses complaints of the student/employee of Amala college of nursing and the incident should happen inside the college campus
2. The Committee shall meet once in a year and when any complaint is received by it.
3. A complaint may be received by the chairperson.
4. The Committee may direct the aggrieved person to prepare and submit a detailed statement of incident, if the written complaint lacks exactness and required particulars, within a period of two days from such direction or such other time period that the Committee may decide.
5. The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as an original/true copy.
6. The Committee shall direct the accused student/employee to prepare and submit a written response to the complaint/allegations within a period of four days from such direction or such other time period as the Committee may decide.
7. The complaint should be taken over by the chair person, further procedure of conciliation and enquiry should begin within a time period of 4 days.
8. Committee shall allow both parties reasonable opportunity of presenting their case.
9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
10. The Committee shall make all endeavour to complete its proceedings within a period of fifteen days from the date of receipt of the complaint.
11. If further police investigation required, the matter will be referred accordingly.



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12. If in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of
- a. Warning
  - b. Written apology
  - c. Bond of good behaviour
  - d. Adverse remarks in the confidential report
  - e. Debarring from supervisory duties
  - f. Denial of membership of statutory bodies
  - g. Denial of re-employment/readmission
  - g. Stopping of increments/promotion/denying admission ticket
  - h. Reverting, demotion.
  - i. Suspension / Dismissal
  - j. Any other relevant mechanism
13. The committee shall make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desires.
14. The committee shall seek medical, police and legal intervention with the consent of the complainant.



**Principal**

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