

# Sree Swamy Vivekananda Centre of Teacher Education

## Policy Title: Policy on Sexual Harassment

**Policy Approval Authority: Director Board of Sree Swami Vivekananda Trust**

**Policy Approval Date:**

### 1. Preamble:

Sree Swamy Vivekananda Centre of Teacher Education, affiliated with the University of Calicut, is dedicated to providing a safe and inclusive environment where students, faculty, and staff can work and learn free from any form of violence, harassment, exploitation, or intimidation. This commitment extends to the prevention of gender violence, sexual harassment, and discrimination on the basis of gender. We uphold the values of gender equality, support the right to freedom of expression and association, and oppose all forms of gender-based discrimination and violence.

Inspired by the Supreme Court of India's landmark judgments in August 1997 (Vishaka & others vs. the State of Rajasthan & others) and January 1999 (Apparel Export Promotion Council vs. Chopra), which affirmed that sexual harassment is a violation of fundamental rights, we affirm our commitment to ensuring a safe and harassment-free environment.

In accordance with the guidelines set by the University of Calicut, we hereby adopt and publicize our policy on sexual harassment and establish an Anti-Sexual Harassment Cell to address and prevent incidents of sexual harassment.

### 2. Declaration of Policy:

Sree Swamy Vivekananda Centre of Teacher Education is committed to upholding the dignity and rights of every individual, in alignment with Articles 14, 15, 19(1)(g), and 21 of the Constitution of India. We pledge to provide a work, educational, and training environment free from all forms of sexual harassment. This policy fully implements the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act 2013.

### 3. Objectives of the Policy:

1. To comply with the directives of the Supreme Court, the Sexual Harassment of Women at Workplace Act 2013, and the University of Calicut by implementing a comprehensive policy against sexual harassment.
2. To establish mechanisms for the prevention and redressal of sexual harassment cases and other acts of gender-based violence within our institution.
3. To ensure the effective implementation of this policy, including the proper reporting of complaints and their follow-up procedures.
4. To create an environment free from gender-based discrimination and to promote equal access to all facilities and participation in college activities.
5. To establish a secure physical and social environment that deters acts of sexual harassment.
6. To promote awareness about sexual harassment in its various forms, creating a supportive social and psychological environment.

#### **4. Definition of Sexual Harassment:**

Sexual harassment includes any unwelcome sexually determined behavior, whether direct or implied, such as:

1. Physical contact and advances.
2. Requests or demands for sexual favors.
3. Sexually colored remarks.
4. Displaying explicit material.
5. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

When these acts are committed in circumstances where the victim reasonably believes that it may create a hostile environment or disadvantage them in terms of their employment, work, studentship, recruiting, promotion, or academics, it constitutes sexual harassment. Adverse consequences may occur if the victim does not consent to or objects to such conduct.

#### **5. Jurisdiction:**

This policy applies to all complaints of sexual harassment made:

1. By a member of the institution against any other member, regardless of whether the alleged harassment took place within or outside the campus.
2. By an outsider against a member of the college, or by a member of the college against an outsider, if the alleged sexual harassment occurred within the campus.
3. By a member of the college against an outsider, even if the sexual harassment occurred outside the campus. In such cases, the Committee shall recommend that college authorities initiate appropriate action by making a complaint with the appropriate authority.

#### **6. Reporting and Redressal:**

All members of the SSV CTE community are encouraged to report incidents of sexual harassment. Reporting mechanisms and procedures are in place to ensure the safety and anonymity of complainants. Redressal measures, including disciplinary actions, will be initiated when required.

#### **7. Compliance and Enforcement:**

This policy applies to all stakeholders of SSV CTE. The College is responsible for raising awareness about this policy and ensuring its implementation. Any instances of noncompliance will be addressed promptly by the College authorities.

#### **8. Related Policies and Supporting Documents:**

- Policy on Students' Rights and Responsibilities
- Policy on Protection of Human Rights
- Policy on Gender Equality
- Other relevant legislation

#### **9. Consequences of Noncompliance:**

Noncompliance with this policy may result in disciplinary actions as determined by the College authorities.

#### **10. Conclusion:**

Sree Swamy Vivekananda Centre of Teacher Education (SSV CTE) is unwavering in its commitment to providing a safe and respectful environment, free from sexual harassment for all its stakeholders. This policy reflects our dedication to preventing and addressing sexual harassment, ensuring that every member of our College community can pursue their academic and professional aspirations

without fear or hindrance.

**Composition of the Anti-Sexual Harassment Committee:**

1. The Committee shall be led by a senior woman faculty member of the college and designated as the "Chairperson."
2. The committee shall consist of two senior women teaching faculty members, at least one senior male teaching faculty member, at least one woman administrative staff member, and one woman class-IV staff member. The committee shall also include three nominated female student representatives.
3. The committee shall include the Principal and one nominated person from the college management.
4. The committee may include, subject to acceptance, the Inspector of Police of the jurisdictional police station.
5. The committee shall also include a parent of a student from the college.

**Powers of the Committee:**

1. The Committee has the power to summon witnesses and request documents or information from any employee or student.
2. The Committee can direct individuals to produce relevant documents or information by issuing written notices, summoning, or specifying a time and place for the provision of such documents or information.
3. The Committee can request the production of documents stored electronically or through other means, and they may ask for clear reproductions in writing.
4. The Committee has the authority to make copies of documents or information and retain them for the duration required for the proceedings.
5. The Committee can issue interim directions regarding the proceedings.
6. The Committee may recommend actions against individuals found guilty of sexual harassment, retaliation, or making false charges.

**Functions of the Committee:**

**Preventive Steps:**

- Create a safe environment free from sexual harassment.
- Promote behaviors that ensure gender equality and equal opportunities.

**Remedial Steps:**

- Provide a mechanism for registering complaints that is safe, accessible, and sensitive.
- Investigate complaints of sexual harassment, provide assistance and redress to victims, and recommend penalties for harassers if necessary.
- Advise the competent authority to take appropriate actions, including legal intervention, with the consent of the complainant.
- Arrange for psychological, emotional, and physical support, such as counseling and security, for victims who request it.

**Procedure to Be Followed by the Committee:**

- The Committee shall convene when a complaint is received, and any member of the committee may receive complaints.
- The Committee may direct the complainant to provide a detailed statement of incidents if

the written complaint lacks specificity.

- Accused individuals will be directed to prepare and submit a written response to the complaint.
- Both parties will be provided with copies of each other's statements.
- The Committee will conduct proceedings in accordance with the principles of natural justice, allowing both parties to present their cases.
- If the accused chooses not to participate, the Committee will proceed ex parte.
- Both parties can produce relevant documents and witnesses to support their cases.
- Documents will be signed by the party producing them to certify their authenticity.
- The Committee will aim to conduct proceedings in the presence of both parties.
- Minutes of all proceedings will be prepared and signed by committee members.
- The Committee will strive to complete proceedings within 15 days from receiving a complaint.
- Findings and recommendations will be recorded in writing and forwarded to the Principal/Management within five days of completing the proceedings.
- If the Committee finds that a criminal offense has occurred, it will be specified in the report.
- Disciplinary actions may include warnings, written apologies, bond of good behavior, and other relevant mechanisms.
- Retaliation or false charges of sexual harassment will also be addressed with appropriate actions.

Signed,

Principal