

Anti-Sexual Harassment Policy



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

Shivpuri, Fatehpur - 212656
(U.P.) INDIA

<https://www.asksapgcollege.in/> | asksapgcollege.in@gmail.com

0		Issued for Implementation
Rev.	Date	Description
	16/07/2024	Anti-Sexual Harassment Policy

Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is committed to providing a safe and respectful environment for all its students, faculty, staff, and visitors. This policy aims to prevent sexual harassment, provide a framework for addressing complaints, and ensure that all members of the college community can work and study in an environment free from sexual harassment and discrimination.

Objectives

The primary objectives of the Anti-Sexual Harassment Policy are:

- To proactively prevent incidents of sexual harassment through education and awareness programs.
- To ensure a safe, respectful, and supportive environment for all members of the college community.
- To provide a clear and confidential process for reporting and addressing complaints of sexual harassment.
- To ensure that all complaints are investigated promptly, thoroughly, and fairly, and that appropriate actions are taken.
- To provide support and assistance to victims of sexual harassment.

Scope

This policy applies to all students, faculty, staff, and visitors of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, both on and off-campus, including during college-sponsored events and activities.

Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances or propositions.
- Inappropriate touching or physical contact.
- Sexually explicit or suggestive comments, jokes, or gestures.
- Display of sexually explicit or suggestive materials.
- Unwanted comments about an individual's body, clothing, or sexual activities.
- Stalking, including cyberstalking.
- Sexual assault or coercion.

Policy Framework

1. Prevention and Education

1.1 Awareness Programs

- Regular awareness programs, workshops, and seminars on sexual harassment prevention and response.
- Dissemination of information through posters, brochures, and the college website about what constitutes sexual harassment and how to report it.

1.2 Training

- Mandatory training for all students, faculty, and staff on recognizing, preventing, and responding to sexual harassment.
- Specialized training for members of the Internal Complaints Committee (ICC) on handling complaints and conducting investigations.

1.3 Code of Conduct

- Clear communication of the college's Code of Conduct, which prohibits sexual harassment and outlines the expected behavior of all members of the college community.
- Inclusion of anti-sexual harassment provisions in all student handbooks, faculty manuals, and employee handbooks.

2. Reporting Mechanisms

2.1 Internal Complaints Committee (ICC)

- Establishment of an ICC to handle complaints of sexual harassment. The ICC shall be composed of:
 - A senior female faculty member as the presiding officer.
 - One faculty members.
 - One non-teaching staff members.
 - One external member familiar with issues related to sexual harassment.
- The ICC shall be responsible for receiving complaints, conducting investigations, and recommending actions.

2.2 Complaint Procedure

- Clear and accessible procedures for reporting sexual harassment complaints.
- Provision of multiple reporting channels, including in-person, online, and through a dedicated email address.
- Assurance of confidentiality for all parties involved in a complaint.

2.3 Protection Against Retaliation

- Strict prohibition of retaliation against individuals who report sexual harassment or participate in an investigation.
- Measures to protect complainants and witnesses from victimization and retaliation.

3. Investigation and Resolution

3.1 Prompt and Thorough Investigation

- Commitment to investigating all complaints promptly, thoroughly, and impartially.
- Use of both formal and informal resolution processes, depending on the nature and severity of the complaint.

3.2 Fair Process

- Ensuring that both the complainant and the respondent have an opportunity to present their case and provide evidence.
- Providing support persons or advisors to both parties during the investigation and resolution process.

3.3 Interim Measures

- Implementation of interim measures to ensure the safety and well-being of the complainant and prevent further harassment during the investigation.
- Examples of interim measures include changes to work or class schedules, no-contact orders, and temporary suspension of the respondent.

3.4 Resolution and Disciplinary Actions

- Based on the findings of the investigation, the ICC shall recommend appropriate actions, which may include:
 - Disciplinary action against the respondent, such as a warning, suspension, or termination.
 - Measures to remedy the effects of harassment on the complainant, such as academic accommodations or counseling services.
- Ensuring that all parties are informed of the outcome of the investigation and any actions taken.

4. Support Services

4.1 Counselling and Support

- Provision of confidential counselling and support services for complainants and respondents.
- Referrals to external support services, such as legal aid and mental health professionals, as needed.

4.2 Health Services

- Access to health services, including medical care and mental health support, for victims of sexual harassment and assault.
- Coordination with local hospitals and health providers to ensure comprehensive care.

4.3 Academic and Workplace Accommodations

- Provision of academic accommodations, such as extensions on assignments or changes in class schedules, for students affected by sexual harassment.
- Workplace accommodations, such as changes in work assignments or work locations, for employees affected by sexual harassment.

5. Monitoring and Evaluation

5.1 Policy Review

- Regular review and updating of the Anti-Sexual Harassment Policy to ensure its continued relevance and effectiveness.
- Involvement of students, faculty, and staff in the policy review process to gather input and feedback.

5.2 Feedback Mechanisms

- Establishment of feedback mechanisms, such as surveys and suggestion boxes, to gather input from the college community on the effectiveness of the policy and its implementation.
- Use of feedback to identify areas for improvement and enhance the policy and procedures.

6. Roles and Responsibilities

6.1 College Administration

- The college administration is responsible for the overall implementation and enforcement of the Anti-Sexual Harassment Policy.
- Allocation of resources and support for awareness programs, training, and support services.

6.2 Internal Complaints Committee (ICC)

- The ICC is responsible for receiving complaints, conducting investigations, and recommending actions.
- Ensuring that the complaint process is accessible, fair, and confidential.

6.3 Faculty and Staff

- Faculty and staff are responsible for promoting a respectful and harassment-free environment.
- Participating in training programs and reporting any incidents of sexual harassment.

6.4 Students

- Students are responsible for adhering to the college's Code of Conduct and reporting any incidents of sexual harassment.
- Participating in awareness programs and promoting a respectful environment.

7. Implementation and Enforcement

7.1 Awareness and Training Programs

- Regularly scheduled awareness and training programs for all members of the college community.
- Inclusion of anti-sexual harassment training in orientation programs for new students, faculty, and staff.

7.2 Communication

- Clear communication of the Anti-Sexual Harassment Policy through the college website, student handbooks, faculty manuals, and employee handbooks.

- Use of posters, brochures, and digital media to disseminate information about the policy and reporting procedures.

7.3 Enforcement

- Strict enforcement of the policy, with appropriate disciplinary actions for violations.
- Regular monitoring and evaluation to ensure compliance with the policy.

Conclusion

The Anti-Sexual Harassment Policy at Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is designed to create a safe and respectful environment for all members of the college community. By implementing comprehensive prevention and education programs, establishing clear reporting mechanisms, and providing support services, the college is committed to preventing sexual harassment and addressing it promptly and fairly when it occurs. This policy will be reviewed and updated regularly to ensure its continued relevance and effectiveness in promoting a harassment-free environment.

Approved by



Principal