

HARASMENT PREVENTION COMMITTEE

Sree Narayana College, Chengannur adopted the practice of protective, preventive measures against harassment of any kind involving all students, faculty, and staff, in order for them to be respected as individuals and to pursue their academic study, research, and administrative goals. In order to fulfil this objective, the college will make all possible efforts to prevent various forms of harassment based on legal principles concerning human rights, and take prompt, appropriate countermeasures regarding any harassment occurring within the university community. College also provide counselling and support for students, faculty and staff who have experienced harassment.

Harassment prevention committee mainly constituted for the effective enforcement of the basic human right of gender equality and guarantee against harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars, to all the universities and colleges, advising them to establish a permanent cell and a committee; to develop guidelines to combat harassment, violence against women and ragging at the universities and colleges.

Sree Narayana College, Chengannur has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

OBJECTIVES OF COMMITTEE

- To create a secure physical and social environment which will deter acts of harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- To advance a mechanism for the prevention and redressal of harassment cases and other acts of gender based violence in the institution.
- To provide an environment free of gender-based discrimination.
- To ensure equal access of all facilities and participation in activities of the college

ROLE AND RESPONSIBILITY OF HARASSMENT COMMITTEE:

- 1) To take all reasonable steps to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
- 2) To Provide information to all staff and students about what constitutes harassment and about their responsibility not to sexually harass other staff and students
- 3) To Provide information and training to staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from harassment.
- 4) Develop a written policy which prohibits harassment. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviours that are not acceptable.
- 5) Display anti - harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on harassment issues.

MEMBERS OF THE HARASSMENT PREVENTION COMMITTEE

Dr. Nishad A - Convenor

Smt. Soumya Surendran – Member

Dr. Reshmi R. – Member

Smt. Bindu V.K – Member

POWERS OF THE COMMITTEE

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be

produced, or that a clear reproduction in writing of the same be produced.

4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.

5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.

6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

FUNCTIONS OF THE COMMITTEE

1. PREVENTIVE STEPS.

It will be the endeavor of the committee:

- a) To facilitate a safe environment that is free of sexual harassment;
- b) To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.

2. REMEDIAL STEPS.

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
4. To seek medical, police and legal intervention with the consent of the complainant.
5. To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. 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 two (2) days from such direction or such other time period that the Committee may decide.

3. The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.

4. Each party shall be provided with a copy of the written statement(s) submitted by the other.

5. The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue *ex parte*.

6. 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 original / true copy.

7. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.

8. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

9. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.

10. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.

11. The Committee shall make all endeavour to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.

12. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it.