

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

Institution Name: Shree Geet Law College

Policy Code: POSH-02

Effective From: 1 July 2025

Approved By: PRINCIPAL

Next Review Due: One year from the date of approval

1. Preamble

The Institution is committed to providing a safe, secure, and gender-sensitive work and academic environment free from sexual harassment. This policy is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and applicable statutory guidelines.

The Institution adopts a **Zero Tolerance Policy** toward sexual harassment and ensures timely redressal of complaints while maintaining fairness, confidentiality, and dignity for all parties involved.

2. Objectives

1. To prevent incidents of sexual harassment within the campus.
2. To provide a structured mechanism for redressal of complaints.
3. To promote awareness and sensitization regarding gender equality.
4. To ensure protection against victimization or retaliation.

3. Scope

This policy applies to:

- All students (regular, part-time, interns, exchange students).
- Teaching and non-teaching staff.
- Contractual employees, consultants, and visitors.
- Activities conducted within campus premises, hostels, field visits, official travel, online platforms, and any location related to institutional activities.

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior (direct or implied), such as:

- Physical contact and advances.
- Demand or request for sexual favors.
- Sexually colored remarks.
- Showing pornography or obscene material.

- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.
- Online harassment, stalking, or inappropriate digital communication.

The perception of the aggrieved person shall be considered significant in determining harassment.

5. Internal Complaints Committee (ICC)

The Institution shall constitute an **Internal Complaints Committee (ICC)** comprising:

- Presiding Officer (Senior Woman Faculty Member)
- At least two faculty/staff members committed to women's welfare
- One external member familiar with issues relating to sexual harassment
- Minimum 50% women members

The ICC shall function independently and impartially.

6. Complaint Procedure

1. A written complaint must be submitted within three months from the date of incident (extendable under justified circumstances).
2. The ICC shall acknowledge receipt within 7 working days.
3. The inquiry shall be completed within 90 days.
4. Both parties shall be given an opportunity to present evidence and witnesses.
5. Confidentiality shall be strictly maintained throughout the proceedings.

7. Interim Relief

During the pendency of inquiry, the ICC may recommend:

- Transfer of either party.
- Leave up to three months for the aggrieved person.
- Restriction of contact between parties.
- Any other appropriate interim measure.

8. Disciplinary Action

If allegations are proven, the Institution may impose:

- Written apology or warning.
- Suspension or termination of employment.
- Debarment from examinations.
- Cancellation of admission.
- Deduction from salary as compensation (where applicable).
- Any action as per service rules and applicable law.

9. False or Malicious Complaints

If a complaint is found to be intentionally false or malicious, disciplinary action may be initiated. However, inability to substantiate a complaint shall not automatically attract penalty.

10. Awareness and Prevention

The Institution shall:

- Conduct gender sensitization workshops.
- Display policy and ICC details on the website and notice boards.
- Ensure orientation programmes for students and employees.

11. Protection Against Retaliation

No person shall be subjected to victimization for filing a complaint or participating in inquiry proceedings. Any retaliation shall be treated as serious misconduct.

12. Monitoring and Review

The Internal Quality Assurance Cell (IQAC) shall review compliance annually. The policy shall be amended as required by statutory updates.

Declaration:

The Institution affirms its commitment to providing a respectful, inclusive, and harassment-free academic and professional environment.
