



PREVENTION OF SEXUAL HARASSMENT POLICY

1. Statement of Policy

Jamia Nadwiyya Arts & Science College, located in Edavanna, Kerala, is dedicated to fostering a supportive and harmonious environment for its students, faculty, and staff. It aims to create a setting where everyone can collaborate without fear of violence, harassment, or coercion. This commitment extends to combating all types of gender-based violence, including sexual harassment, and ensuring that gender discrimination has no place within the institution. Every individual associated with the college is encouraged to uphold the principles of freedom of expression and association, and the college firmly advocates for gender equality while denouncing any acts of discrimination or violence based on gender.

2. Scope of the Policy

This policy governs the conduct of all students, teachers, non-teaching staff and other employees, and third parties whose actions impact the college's educational and working environment, regardless of sexual orientation or gender identity. This policy applies to all locations of the college, college-sponsored activities, and incidents occurring off-campus which affect the college environment or mission.



3. Objectives

- To evolve a mechanism for the prevention and redressal of sexual 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 to all facilities and participation in activities of the college.
- To create a secure physical and social environment that will deter acts of sexual harassment.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the
complaints and their follow-up procedures.

4. Anti-sexual Harassment Committee

- An anti-sexual harassment committee to be made functional with the Principal as the head of the committee.
- The committee shall be headed by a senior woman faculty of the college, who is in charge of the women cell of the college.
- The committee shall include, two senior women teaching faculty members and one senior male teaching faculty member and a lady non-teaching staff.



- The committee should also include a female parent or guardian from the PTA executive committee.
- A female student representative from the college union.

5. Role and Responsibility

5.1. Preventive Measures

- Establishing a secure environment devoid of sexual harassment.
- Encouraging behaviors that foster gender equality and equitable opportunities.
- Ensuring the dissemination of the Policy across all academic departments, hostels, administrative offices, and public areas on campus.
- Arranging gender sensitization programs through workshops, seminars, posters, film screenings, debates, etc.

5.2 Remedial Steps.

- To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- 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.
- To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.



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

6. Individuals and entities affected by this Policy

This policy and the law encompass;

- All Students
- Teaching staff
- Non-teaching staff
- Other stakeholders of the institution

7. Complaint Filing Process:

- The complaint should be lodged at the earliest after the incident. The complaint should be given in writing and authenticated by the complainant under his/her dated signature or thumb impression as the case may be.



- Complaints can be lodged directly with any member committee, or through existing channels for lodging grievances. The person to whom the complaint is made should bring it to the notice of the committee within two working days of its receipt.