

INTERNAL COMMITTEE POLICY DOCUMENT

(In Accordance with the Sexual Harassment of Women at Workplace [Prevention, Prohibition and Redressal] Act, 2013)

Introduction

At Harivandana College, we are committed to creating and maintaining a safe, inclusive, and dignified work and academic environment for all members — employees, students, and visitors — free from any form of sexual harassment. This policy is formulated in accordance with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013, hereafter referred to as the POSH Act.

Objective

- Ensure workplace free from sexual harassment.
- Promote gender equality and dignity.
- Provide redressal through fair process.
- Sensitize employees and students regarding prevention.

Scope

This policy applies to all employees, students, research scholars, interns, consultants, and visitors within or connected to Harivandana College premises and events held under its authority.

Definition of Sexual Harassment

As per **Section 2(n)** of *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, “**sexual harassment**” refers to any unwelcome act or behavior, whether direct or implied, that is of a sexual nature and violates the dignity, safety, or integrity of an individual.

It includes but is not limited to:

- **Physical contact and advances**, such as touching, patting, pinching, or deliberate invasion of personal space without consent.
- **Demand or request for sexual favors**, whether explicit or implicit, in exchange for professional, academic, or other benefits such as promotion, favorable evaluation, employment, or grades.
- **Making sexually colored remarks** that are demeaning, suggestive, or offensive, including comments on physical appearance, personal life, dress, or behavior.

- **Displaying, sharing, or showing pornography**, obscene content, or sexually explicit materials in physical or digital form that cause discomfort or humiliation.
- **Any other unwelcome physical, verbal, non-verbal, or written conduct** of a sexual nature, including gestures, jokes, messages, emails, or online behavior that create an intimidating, hostile, or offensive work or learning environment.

Additionally, the following **circumstances**, among others, if present in relation to or connected with any act or behavior of sexual harassment, may constitute sexual harassment:

- When submission to such conduct is made, either explicitly or implicitly, a condition for employment, academic opportunity, or participation.
- When submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the individual.
- When such conduct interferes with the individual's work, performance, or participation in academic activities.
- When it creates an environment that is intimidating, humiliating, or hostile to the person concerned.
- When it affects the individual's physical or mental health, safety, or sense of dignity at the workplace or educational institution.

In essence, any act that demeans, humiliates, or violates the autonomy and self-respect of a person on the basis of gender shall be treated as sexual harassment under this policy.

Constitution of the Internal Committee (IC)

As per Section 4 of the POSH Act, the Internal Committee (IC) shall consist of:

- Presiding Officer – A senior woman employee/faculty.
- Members – Employees from teaching staff.
- Members – Employees from non-teaching staff.
- External Member – From NGO/legal background.
- Members – Student Representatives.
- At least 50% of IC members shall be women. Term: 3 years.

Roles and Responsibilities

- Receive and acknowledge complaints.
- Conduct inquiry and recommend relief.
- Maintain confidentiality and records.
- Submit reports and conduct awareness programs.

Procedure for Filing a Complaint

Complaint must be written and filed within 3 months (extendable to 6 months). IC acknowledges and begins inquiry within 7 working days.

Inquiry Process

- Confidential and fair proceedings.
- Both parties heard and evidence accepted.
- Completed within 90 days.
- Report submitted to Head of Institution.

Possible Recommendations

If proven, IC may recommend apology, warning, termination, counseling, or compensation. False complaints may invite disciplinary action per Section 14.

Confidentiality

All identities, records, and proceedings shall remain confidential. Any breach invites disciplinary action.

Protection Against Retaliation

No complainant or witness shall face retaliation or discrimination for participating in IC proceedings.

Awareness and Training

Regular workshops, posters, and sensitization sessions shall be conducted. Policy shall be displayed on notice boards and website.

Annual Report

IC submits annual report to Head and District Officer with number of cases, actions taken, and awareness activities.

Review and Amendment

Policy reviewed annually or upon legal changes.

Effective Date

This policy is effective from 13-10-2025 and supersedes any prior versions.

Approved by:



Dr. Ashwin Rathod
I/C Principal,
Harivandana College.



Date: 13 Oct 2025
Rajkot