



**Amala**  
COLLEGE OF NURSING  
ACCREDITED BY NAAC WITH A GRADE

# AMALA COLLEGE OF NURSING

## AQAR (2023-2024)



### CRITERION 5 – STUDENT SUPPORT AND PROGRESSION

#### Key Indicator 5.1–Student Support

**Metric No. 5.1.5- The Institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment /prevention of ragging**

**SUBMITTED TO**



**National Assessment and Accreditation Council**

# **ANTI-SEXUAL HARASSMENT POLICY**





# **Amala**

## **COLLEGE OF NURSING**

### **ANTI SEXUAL HARASSMENT POLICY**



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## INTERNAL COMPLAINT COMMITTEE (ICC)

### INTRODUCTION

The purpose of ICC would be to address the complaints of sexual harassment at the workplace and assist the victims to protect their dignity. Anti-Sexual Harassment Cell assures all the complaints of the students, teaching and non-teaching staffs are treated with dignity and respect and the complaints should be maintained confidential. Sexual harassment is defined as unwelcome sexual overtone in any manner such as over telephone and the like touching or brushing against any part of the body and the like displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings forcible physical touch or molestation physical confinement against one's will and any other act likely to violate one's privacy.

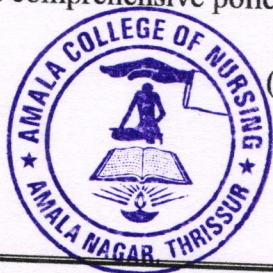
### Definition

Sexual harassment is the unwelcome touching or other physical contact, asking or demanding sex or any other sexual activity, making remarks which are of a sexual nature, showing pornographic material which may include videos, magazines, books etc.

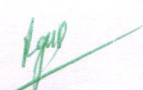
(Section 354A IPC)

### Objectives

- To create a campus free of discrimination, harassment, retaliation, or sexual assault at all levels.
- To develop a mechanism for the prevention and redressal of sexual harassment cases at the Institution.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.
- To develop a comprehensive policy against sexual harassment at the institution



(Section 354A IPC)

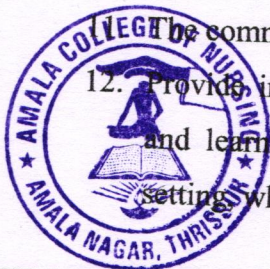
  
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## ANTI SEXUAL HARASSMENT POLICY

### ANTI SEXUAL HARASSMENT POLICY

1. Internal complaint Committee functions in Amala College of nursing with a clear objective to provide protection against sexual harassment and redressal of complaints.
2. Develop a standard operating procedure for internal investigation.
3. In order to take over a case to ICC, the aggrieved person should be a student/employee of the Amala college of nursing and the incident should happen inside the college campus.
4. Aggrieved person can submit a written complaint to the presiding officer or members of the committee or can even inform about the incident through mail.
5. The presiding officer has to arrange an immediate meeting to take over the issue.
6. The ICC analyzes the complaint received, and takes appropriate action or find a suitable solution. If further police investigation required, the matter will be referred accordingly.
7. The ICC shall consist of the following members to be nominated by the Principal:
  - Presiding officer (Chairperson)- a woman faculty member employed at a senior level, not below an Associate Professor
  - Two faculty members and two non-teaching employees
  - Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure
  - One member from non-government organizations or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
8. At least one-half of the total members of the ICC shall be women
9. The term of the members of the committee shall be three years.
10. The internal complaint committee members are equally responsible to take care of the confidentiality of the case taken over by the committee.
11. The committee will meet once in a year or when any incident occurs.
12. Provide information and training to students and staff by conducting teaching and learning activities, in relation to maintain a safe working and academic settings which is free from sexual harassment.

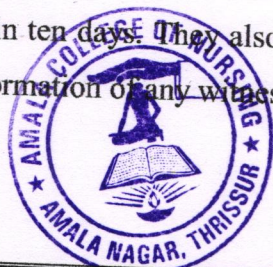




13. Regularly distribute and promote the policy at all levels of the organization, ensure that principal and faculties discuss and reinforce the policy at staff meetings.
14. Provide the policy and other relevant information on sexual harassment to new employees and students as a standard part of induction, or periodically review the policy to ensure it is operating effectively and contains up to date information
15. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures, conduct regular awareness-raising sessions for all staff on sexual harassment issues
16. Address complaints in a manner which is fair, timely and confidential.
17. Maintain a proper documentation of the event investigated.
18. Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.
19. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desires.
20. To seek medical, police and legal intervention with the consent of the complainant.

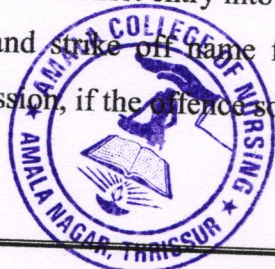
#### **MECHANISM OF ANTISEXUAL HARASSMENT CELL (SOP)**

1. Antisexual Harassment cell addresses complaints of the student/employee of Amala College of nursing and the incident should happen inside the college campus
2. The Committee shall meet once in a year and when any complaint is received by it.
3. A complaint may be received by the presiding officer.
4. The aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident. If the person who has been hurt can't make a complaint because they are physically or mentally unable or have passed away, their friends, family, coworkers, fellow students, a psychologist, or anyone close to them can file the complaint on their behalf.
5. When the ICC gets a complaint, they have to send a copy of it to the person the complaint is about within seven days.
6. After getting a copy of the complaint, the person it's about needs to respond to the complaint within ten days. They also have to provide a list of documents and the names and contact information of any witnesses they plan to use.






7. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the Amala College of Nursing.
8. The Executive Authority of the Amala College of Nursing shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
9. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the Amala College of Nursing within a period of thirty days from the date of the recommendations.
10. If the top person in charge of Executive Authority of the Amala College of Nursing decides not to follow the ICC's recommendations, they must provide written reasons for their decision to the ICC and both parties involved in the case. On the other hand, if they choose to go along with the ICC's recommendations, they will send a notice giving a chance to respond within ten days to the party involved.
11. The identities of the victim shall not be made public or kept in the public domain especially during the process of the inquiry.
12. Grant leave to the aggrieved with full protection of status and benefits for a period up to three month if needed.
13. Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus
14. Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.
15. Punishment and compensation-
  - (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of Amala College of Nursing, if the offender is an employee.
  - (2) Where the respondent is a student, depending upon the severity of the offence, the Executive Authority of the Amala College of Nursing may,-
    - (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
    - (b) suspend or restrict entry into the campus for a specific period;
    - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;





- (d) award reformatory punishments like mandatory counseling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The Executive Authority of the Amala College of Nursing shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - (b) the loss of career opportunity due to the incident of sexual harassment;
  - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - (d) the income and status of the alleged perpetrator and victim; and
  - (e) the feasibility of such payment in lump sum or in instalments.
16. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
17. If further police investigation required, the matter will be referred accordingly.
18. The committee shall make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security, and other assistance) to the victim if so desires.
19. The committee shall seek medical, police and legal intervention with the consent of the complainant.



  
**Principal**

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