



**STANDARD OPERATING
PROCEDURES**

**PREVENTION OF SEXUAL
HARASSMENT CELL**

Dr. N.S.A.M. First Grade College

Bangalore-64

Introduction:

In pursuance of the directions issued by the Hon'ble Supreme Court in the judgement of Vishaka & Others v/s. State of Rajasthan & Others reported in 1997 (6) SCC 241, makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive.

The University Grants Commission (UGC) has issued circulars since 1998, to all the Universities, advising them to establish a permanent cell or a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the Universities and colleges. Keeping the guidelines of UGC in view, Dr. N.S.A.M, First Grade College has constituted a Committee against Sexual Harassment. The College provides an amiable and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and bullying of any kind.

Objectives of the Committee:

The following are the objectives of the committee:

- To develop guidelines and norms for a policy against sexual harassment.
- To develop principles and procedures for combating sexual harassment.
- To work out details for the implementation of the policy.
- To prepare both a short term and long term plan of action.
- To organize gender sensitization and other related awareness programs.
- To uphold the commitment of the Institution and its constituents to provide an environment free of discrimination and violence against women.

- To handle cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized.

Constitution of the Committee:

The committee would constitute of 6 members. The generic membership details are as follows

Sl. No.	Designation	Number of members
1.	Presiding Officer (Faculty)	1
2.	Faculty /Office staff	2
3.	Student representative	1
4.	External member	1
5.	Advocate	1
	TOTAL	6

Schedule of meetings

- The committee would convene its meeting on a twice a semester.
- However, the committee would meet and attend to any case as per the need / emergency situations.

Responsibilities of the Presiding Officer

- The Presiding Officer is expected to convene the meetings and set an agenda for the discussion.
- The Presiding Officer is responsible in ensuring that each member has submitted and has maintained the documents.
- To write and circulate minutes of the meeting.

General working Rules:

- The Cell deals with issues relating to sexual harassment.
- It is applicable to all students, staff and faculty.
- A complaint of discrimination or sexual harassment may be lodged by the victim or a third party.

- A written complaint may be addressed to the Internal Complaint Committee (ICC).

The college takes all necessary measures to ensure the safety and the dignity of the girl students, women faculty and staff.

Documents maintained by the Committee:

- File with minutes of meetings
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HOD's
- Annual report to the Management
- Confidential file with relevant documents in case of any incident
- Report on every event/ activity conducted.(minimum 500 words)



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