



# St Joseph College of Communication

Media Village, Changanassery  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

## Prevention of Sexual Harassment Policy

<b>Responsible Executive</b>	Coordinator, Prevention of Sexual Harassment, St Joseph College of Communication
<b>Responsible Office</b>	Office of the Principal, St Joseph College of Communication
<b>Date Issued</b>	November 2020
<b>Date Last Revised</b>	November 2023

### 1. Statement of Policy

St Joseph College of Communication, Kerala has committed itself to providing a congenial and conducive atmosphere to the students, teachers and non-teaching staff. They can work together in an environment free of violence, harassment and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination based on gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.

### 2. Scope of the Policy

This policy governs the conduct of all students, teachers, non-teaching staff, 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 is to be made functional with the Principal's office.
- The committee shall be headed by a senior woman faculty of the college, who is in charge of the women's 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 Steps.

- To facilitate a safe environment that is free of sexual harassment;
- To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.
- Ensure the publicity of the Policy in all academic departments, hostels, and offices of administration, as well as in all public places on the campus.
- Organize programmes for gender sensitization through workshops, seminars, Posters, Film Shows, 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 the form of counselling, security and other assistance) to the victim if so desired.

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
- The committee shall prepare an annual report of all the complaints received and the actions taken and shall keep a record of the same
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## 8. Approval & Review Details

**Approval Authority:**

Executive Director, St Joseph College of Communication, Changanassery

**Officer In-charge:**

Coordinator, Prevention of Sexual Harassment

**Approved on: November 2023**

**Next Review Date: November 2024**

## 9. Feedback:

Stakeholders may provide feedback about this document by e-mailing IQAC.