



SRI BALAJI VIDYAPEETH (SBV)

(Deemed to be University)

U/S3 of UGC Act 1956

Puducherry-607402

Standard Operating Protocol

For Prevention of Sexual Harassment

Version 1 (2015)

Version 2 (2019)



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PREVENTION OF SEXUAL HARASSMENT STANDARD OPERATING PROCEDURE (SOP)

Version Number: SOP/ IQAC Prevention of Sexual Harassment	Date :15.10.2015	Prepared by IQAC
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Purpose:

Sri Balaji Vidyapeeth as a progressive Health sciences University, admits students of all genders, irrespective of their background and socio-economic status. Sexual harassment in any form will not be tolerated at SBV. In an educational institution where there are gender differences, it is imperative to evolving a definitive policy, standard operating procedure and appropriate guidelines to prevent sexual harassment of any sort.

Scope:

The SBV policy on Sexual Harassment states that “taking SBV as a whole, it is necessarily that a safe, serene and salubrious environment is created. In this context, the greatest care has to be necessitated for protecting the rights of men, women and the third gender in the campus, be it student, faculty or non-teaching staff.” With reference to the above statement SBV has zero tolerance towards sexual harassment and viewed very seriously. The erring individuals would be subjected to stringent and punitive action.

The policy is mainly guided by the inherent judgment accorded by the apex court of India, namely Vishaka vs. State of Rajasthan in the year 1997 and 'UGC (Prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015 (vide MHRD-UGC-Notification dated 02.05.2016)' with subsequent amendments. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is in vogue.

The objectives are



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- To strictly comply with UGC guidelines directing the higher education institutions to develop and implement a viable policy preventing sexual harassment at the work place.
- To put in place, an objectivised mechanism for the prevention and redressal of sexual harassment cases would be promulgated.
- To curb acts of gender based violence at SBV and pro-active measures adopted in this direction.
- To implement the procedure with respect to reporting, redressal and effective follow up.
- To create and sustain a safe physical, social and healthy environment which will come down heavily upon acts of sexual harassment and gender based violence.
- To deal sternly with cases of sexual harassment within the stipulated time, as deemed appropriate and ensure support and rehabilitative services to the victim, besides putting an end to the harassment in a legally viable manner.
- To serve as an offshoot of the policy document for enforcing punitive measures to the offender(s). This essentially would apply to all the stakeholders of Sri Balaji Vidyapeeth including students, faculty, statutory officers, administrative heads, non-teaching staff and auxiliary personnel

Responsibility

The Committee on Prevention of Sexual harassment shall have the following roles and responsibilities,

- Will provide assistance, if any individual in general or any student in particular chooses to file a complaint with the police.
- Protect the safety of the complainant by not divulging the identity and assist the individual for obtaining mandatory relief by sanctioned leave or relaxation of the required attendance, besides offering counselling services.
- Ensure that the victims or the witnesses are not victimized or discriminated against, while dealing with the complaints of sexual harassments.
- Conducting an enquiry into the alleged complaint and submitting an unbiased report for the necessary action.

Accountability

It shall be the duty of the Committee to ensure compliance with the provisions of these Regulations as per the guidelines cited in the policy.



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The committee should coordinate with the constituent colleges and institutions under the domain of SBV in order to achieve the objectives of the Regulations; and the committee shall call for reports from the Heads of institutions and Directors of the Centers with regard to the activities and measures pertaining to Prevention of Sexual harassment.

Procedure (Road map for enforcing measures to curb Sexual Harassment)

The following processes are followed in context to

- a. PROCESS OF REGISTERING A COMPLAINT:** An aggrieved person is required to submit a written complaint within a period of Three months of the incident. If the aggrieved person is unable to submit a written complaint, the Presiding Officer or any member of the Internal complaints committee (ICC) can assist the person in a reasonable manner to submit the written complaint within the stipulated time frame
- b. PROCESS OF CONDUCTING AN ENQUIRY:**
 - On receipt of the written complaint, the ICC shall send a copy of the complaint to the respondent within seven days.
 - On receipt of the complaint, the respondent shall file his reply to the complaint with the list of documents, names of the witness within a period of Ten days.
 - The enquiry by the duly constituted Internal Complaints Committee on Sexual Harassment has to be completed within a period of Ninety days from the receipt of the complaint. The Enquiry report with the recommendations if any should be submitted to the Vice-Chancellor. The copy of the same has to be served to both the parties to the complaint.
 - The Vice Chancellor shall act upon the findings of the ICC within a period of Thirty days from the receipt of the report from the ICC, unless an appeal is made by either party. The appeal against the findings or recommendations of ICC if any shall be filled within Thirty days from the date of the enquiry report.
 - If the Vice Chancellor decides not to act as per the recommendations of ICC, then the reason for the same has to be recorded and sent to the ICC and both the parties by the Vice Chancellor. If on the other hand if the Vice-chancellor decides to act as per the findings or the recommendations of the ICC, then a showcase notice has to be served within Ten days to the party against whom action is intended to be taken. The



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Vice-chancellor shall proceed only after considering the reply or hearing from the person against whom the action is to be taken.

- The aggrieved person may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The Vice Chancellor shall facilitate a conciliation process through ICC, as case may be, if it is sought.
- The identity of the aggrieved party or the victim or the witness should not be made public or kept in the public domain.



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PREVENTION OF SEXUAL HARASSMENT STANDARD OPERATING PROCEDURE (SOP)

Version Number: SOP/ IQAC Prevention of Sexual Harassment	Date :19.12.2019	Prepared by IQAC
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Purpose:

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