

POLICY DOCUMENT (v1.0)

2021

WOMEN SAFETY

& PREVENTION OF

SEXUAL HARASSMENT



SAFETY



EMPOWERMENT



EQUALITY



JUSTICE



**REPORT
HARASSMENT**
Immediately



**ICC COMPLAINTS
COMMITTEE**
Fair Inquiry Process



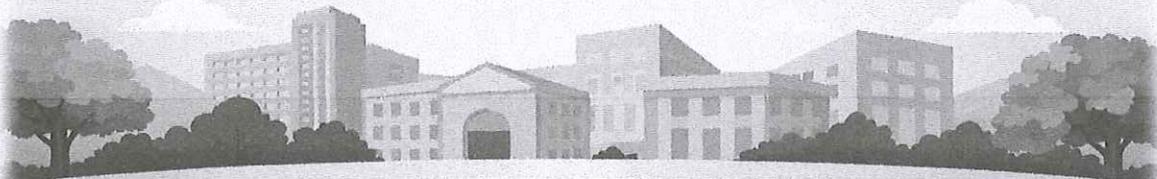
**AWARENESS
PROGRAMS**

Gender Sensitization



**ZERO TOLERANCE
POLICY**

No Means No!



SAFE CAMPUS ENVIRONMENT FOR ALL WOMEN

CONFIDENTIAL | SUPPORTIVE | ACTION-ORIENTED



**EMERGENCY HELPLINE
CALL: 24x7**

WOMEN SAFETY & PREVENTION OF SEXUAL HARRASSMENT (POSH) POLICY

1. PREAMBLE

The University is committed to maintaining a **safe, inclusive, and gender-sensitive environment** for all women members of the institution including students, faculty, staff, researchers, and visitors. The institution recognizes that safety, dignity, equality, and mutual respect are essential for academic growth and professional development.

Women form a vital part of the academic community, and their **physical, emotional, and psychological safety** is a priority for the University. In accordance with national regulations and best institutional practices, the University adopts a **zero-tolerance policy towards sexual harassment, gender discrimination, and any form of misconduct affecting women.**

This policy provides a structured framework to ensure:

- Protection against sexual harassment
- Promotion of women's health and empowerment
- Creation of a respectful and safe campus environment
- Establishment of a transparent grievance redressal system

The University shall ensure that all stakeholders are aware of this policy and actively contribute to its implementation.

2. POLICY STATEMENT

The University is committed to:

- Ensuring **safety, dignity, and equality for women**
- Preventing sexual harassment through **awareness, education, and institutional mechanisms**
- Providing a **fair and confidential complaint redressal process**
- Promoting **gender sensitization and respect among all stakeholders**
- Creating an environment that encourages women to participate fully in academic and professional activities.

3. OBJECTIVES OF THE POLICY

The key objectives of this policy are:

3.1 Safety and Security

To ensure that women feel safe and secure within the university campus and workplace.

3.2 Prevention of Harassment

To prevent incidents of sexual harassment through education, awareness programs, and strict enforcement of institutional policies.

3.3 Empowerment of Women

To promote the empowerment of women by encouraging their participation in leadership roles, academic activities, and institutional decision-making.

3.4 Establishment of Redressal Mechanisms

To provide an accessible, fair, and transparent mechanism for the redressal of complaints.

3.5 Promotion of Gender Sensitivity

To promote a culture of respect, equality, and gender sensitivity within the university.

4. SCOPE OF THE POLICY

This policy applies to all women associated with the University, including:

- Students
- Teaching faculty
- Non-teaching staff
- Contract employees
- Research scholars
- Interns
- Visitors and guests
- Vendors and service providers

The policy applies to incidents occurring in:

- Classrooms and laboratories
- Administrative offices
- Libraries
- Hostels and residential facilities
- University transportation
- Conferences, workshops, and field visits
- Online academic or professional platforms
- Any place connected with university activities.

5. DEFINITIONS

5.1 Woman

Any female individual associated with the university, including employees, students, researchers, interns, or visitors.

5.2 Workplace

Workplace refers to any place visited by an individual during the course of employment, education, or official duty related to the university.

5.3 Sexual Harassment

Sexual harassment includes any unwelcome act or behaviour of sexual nature such as:

- Unwelcome physical contact
- Sexual advances
- Requests for sexual Favors
- Sexually coloured remarks
- Showing pornography
- Sending inappropriate messages or emails
- Stalking or intimidation
- Any conduct creating a hostile environment.

5.4 Aggrieved Woman

A woman who alleges that she has been subjected to sexual harassment.

5.5 Respondent

A person against whom the complaint of sexual harassment is made.

6. PRINCIPLES OF WOMEN SAFETY

The University adopts the following principles for ensuring women's safety:

6.1 Health

The University shall provide:

- Medical facilities
- Counselling services
- Mental health support
- Hygiene and sanitation facilities.

6.2 Empowerment

The University will promote:

- Leadership opportunities for women

- Skill development programs
- Awareness on legal rights
- Self-defense training programs.

6.3 Respect and Dignity

All members of the university community must maintain:

- Professional conduct
- Respectful communication
- Non-discriminatory behavior.

6.4 Safety Infrastructure

The University shall ensure:

- CCTV surveillance
- Adequate campus lighting
- Security personnel
- Emergency helpline systems.

7. PREVENTION MEASURES

The University will implement the following preventive measures:

7.1 Awareness Programs

- Gender sensitization workshops
- Women's rights awareness sessions
- Orientation programs for new students and staff.

7.2 Training Programs

Regular training will be conducted for:

- Faculty members
- Administrative staff
- Security personnel
- Students.

7.3 Safety Infrastructure

The University will maintain:

- CCTV monitoring
- Secure hostel facilities
- Campus security patrols

- Emergency response systems.

8. PROHIBITION OF SEXUAL HARASSMENT

Sexual harassment in any form is strictly prohibited within the University.

This includes:

- Physical harassment
- Verbal harassment
- Non-verbal harassment
- Online harassment
- Abuse of authority for sexual Favors
- Retaliation against complainants.

Any violation will lead to disciplinary action as per university regulations.

9. INTERNAL COMPLAINTS COMMITTEE (ICC)

The University shall establish an **Internal Complaints Committee (ICC)** to address complaints of sexual harassment.

9.1 Composition

The committee shall consist of:

- Presiding Officer (Senior woman faculty member)
- At least two faculty or staff members
- One external member from an NGO or legal background
- At least 50% women members.

9.2 Tenure

The members of the ICC shall hold office for **three years**.

9.3 Functions of ICC

The ICC shall:

- Receive complaints of sexual harassment
- Conduct fair and impartial inquiries
- Maintain confidentiality of proceedings
- Recommend appropriate actions
- Conduct awareness and training programs
- Submit annual reports.

10. COMPLAINT AND REDRESSAL MECHANISM

10.1 Filing a Complaint

A complaint may be submitted:

- In writing
- Through official email
- Through an authorized representative.

The complaint should ideally be filed within **three months of the incident**.

10.2 Assistance in Filing

If the complainant is unable to submit the complaint in writing, the ICC shall assist in documenting the complaint.

11. INQUIRY PROCEDURE

The ICC shall follow a fair procedure:

1. Receipt and acknowledgment of complaint
2. Notification to the respondent
3. Collection of evidence and statements
4. Hearing of complainant and respondent
5. Examination of witnesses
6. Preparation of inquiry report.

The inquiry shall be completed within **90 days**.

12. INTERIM RELIEF

During the inquiry process, the ICC may recommend:

- Transfer of respondent
- Leave for the complainant
- Change of workplace
- Safety measures.

13. DISCIPLINARY ACTION

Depending on the severity of misconduct, the University may impose:

- Written apology
- Warning or reprimand

- Suspension
- Termination of employment
- Cancellation of student admission
- Withholding of promotions or academic benefits.

14. CONFIDENTIALITY

All information related to complaints and inquiry proceedings shall remain strictly confidential. Disclosure of such information without authorization may lead to disciplinary action.

15. PROTECTION AGAINST RETALIATION

The University shall ensure that the complainant or witnesses are not subjected to:

- Threats
- Intimidation
- Victimization
- Retaliation.

Any such acts will be treated as serious misconduct.

16. RESPONSIBILITIES OF THE UNIVERSITY

The University shall:

- Provide safe infrastructure and security systems
- Conduct awareness and training programs
- Support victims of harassment
- Ensure proper functioning of the ICC.

17. RESPONSIBILITIES OF EMPLOYEES AND STUDENTS

All members of the university community must:

- Respect the dignity of women
- Avoid inappropriate behaviour
- Report incidents of harassment
- Cooperate with investigations.

18. MONITORING AND REVIEW

The policy shall be periodically reviewed by the University administration to ensure its effectiveness and compliance with legal requirements.

19. IMPLEMENTATION

The University administration shall ensure:

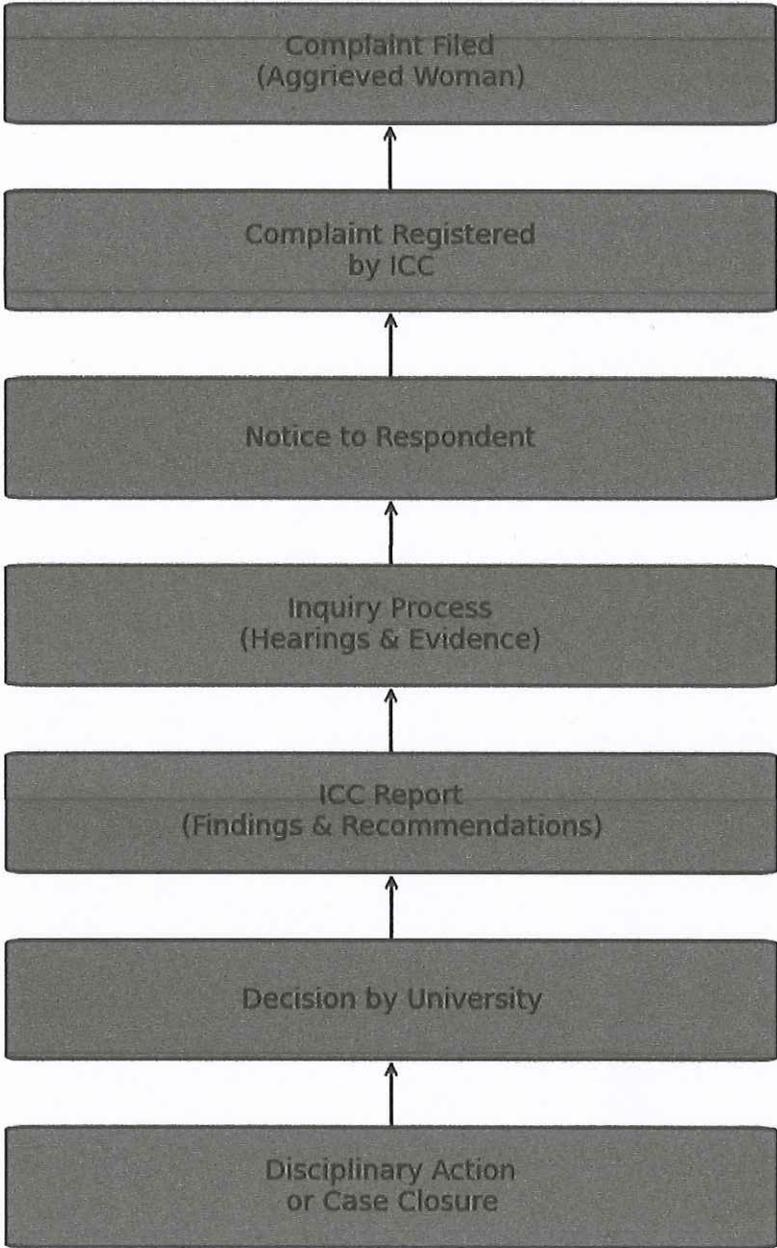
- Circulation of this policy to all departments
- Display of information on notice boards
- Publication on the university website
- Awareness among students and staff.

CONCLUSION

The University reaffirms its commitment to fostering an environment where women feel **safe, respected, and empowered**. The effective implementation of this policy will help create a campus culture built on **dignity, equality, and mutual respect**.

The University expects all members of the academic community to support and uphold this policy to ensure a **safe and inclusive educational environment** for everyone.

POSH Complaint Process Flowchart diagram



Stage Activity**Time Limit**

1	Filing of Complaint by Aggrieved Woman	Within 3 months of the incident
2	ICC acknowledges complaint	Within 7 days
3	Notice issued to Respondent	Within 7–10 days
4	Respondent submits reply	Within 10 days
5	ICC Inquiry Process (hearings, evidence, witnesses)	Up to 90 days
6	ICC submits Inquiry Report to University	Within 10 days after inquiry
7	University/Employer takes action based on report	Within 60 days
8	Appeal against decision	Within 90 days

ANNEXURES

ANNEXURE – I

Complaint Form for Reporting Sexual Harassment

1. Details of the Complainant

- Name: _____
- Gender: _____
- Designation / Course / Department: _____
- Employee ID / Student ID (if applicable): _____
- Contact Number: _____
- Email Address: _____
- Address: _____

2. Details of the Respondent (Person Against Whom Complaint is Filed)

- Name: _____
- Designation / Student / Staff: _____
- Department / Unit: _____
- Contact Details (if known): _____

3. Details of the Incident

- Date of Incident: _____
- Time of Incident: _____
- Location of Incident: _____

4. Description of the Incident

Please describe the incident in detail. Include information such as:

- What happened
- Whether there were witnesses
- Any supporting documents or evidence

(Attach additional sheets if necessary)

5. Witness Details (if any)

Name Designation Contact Details

6. Supporting Evidence

Please attach any available evidence such as:

- Emails
- Messages
- Photos
- Documents
- Screenshots

7. Relief Requested (if any)

Please indicate the action or relief sought:

8. Declaration

I hereby declare that the information provided above is true to the best of my knowledge.

Signature of Complainant: _____

Name: _____

Date: _____

Format for Constitution of Internal Complaints Committee (ICC)**Composition**

Position	Name	Designation	Department
Presiding Officer			
Member			
Member			
Member			
External Member	Organization		

Eligibility Criteria**1. Presiding Officer**

- A senior woman faculty member or employee.

2. Members

- Employees committed to women's welfare.
- Preferably individuals with knowledge of social work or legal matters.

3. External Member

- Representative from an NGO or association committed to women's rights or legal expert.

Tenure

Members of the ICC shall serve for a **period of three years** from the date of appointment.

Responsibilities of ICC

The Internal Complaints Committee shall:

- Receive complaints of sexual harassment
- Conduct inquiries in a fair and impartial manner
- Maintain confidentiality of proceedings
- Recommend appropriate action to the University administration
- Conduct awareness and sensitization programs
- Submit an **annual report** on complaints and actions taken.

Procedure for Filing Complaint

1. Any aggrieved woman may file a complaint with the **Internal Complaints Committee**.
2. The complaint should be submitted:
 - In writing
 - Through email
 - Through an authorized representative if the complainant is unable to submit personally.
3. The complaint should ideally be filed **within three months of the incident**.
4. If the complainant cannot prepare a written complaint, the **ICC shall assist in documenting it**.

Inquiry Procedure of Internal Complaints Committee

The ICC shall follow the procedure given below while conducting an inquiry:

Step 1: Receipt of Complaint

- Complaint is acknowledged by the ICC.
- A case file is created.

Step 2: Preliminary Assessment

- The committee reviews the complaint to determine whether it falls under sexual harassment.

Step 3: Notice to Respondent

- The respondent shall be informed about the complaint.
- A copy of the complaint shall be provided.

Step 4: Response from Respondent

- The respondent must submit a written response within **10 days**.

Step 5: Investigation

The ICC may:

- Interview the complainant
- Interview the respondent
- Interview witnesses
- Examine documents and evidence.

Step 6: Recording of Statements

All statements of parties and witnesses shall be recorded and signed.

Step 7: Completion of Inquiry

The inquiry shall be completed within **90 days**.

ANNEXURE – V

Format of Inquiry Report

After completing the inquiry, the ICC shall submit a report to the University administration.

Inquiry Report Structure

1. Case Number: _____
2. Date of Complaint: _____
3. Name of Complainant: _____
4. Name of Respondent: _____
5. Summary of Allegations
6. Evidence Presented
7. Statements of Witnesses
8. Findings of the Committee
9. Conclusion
10. Recommendations

Signature of ICC Members:

Name	Signature	Date
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ANNEXURE – VI

Possible Disciplinary Actions

Depending on the severity of misconduct, the University may impose:

- Written apology
- Warning or reprimand
- Counseling
- Community service
- Suspension
- Termination of employment
- Cancellation of student admission
- Withholding promotion or academic benefits.

Confidentiality Guidelines

All participants in the inquiry process must maintain strict confidentiality regarding:

- Identity of complainant
- Identity of respondent
- Witness details
- Evidence submitted
- Proceedings of the committee.

Any violation of confidentiality may result in **disciplinary action**.

Annual Report Format of ICC

The ICC shall submit an annual report containing the following:

Particulars	Details
Number of complaints received	
Number of complaints disposed	
Number of cases pending	
Nature of actions taken	
Awareness programs conducted	

This report shall be submitted to the **University Administration** for review and compliance.

Awareness and Sensitization Activities

The University shall organize programs such as:

- Gender sensitization workshops
- Women's safety awareness campaigns
- Legal awareness sessions
- Self-Défense training for women
- Counselling and support services.

Emergency Support and Helpline Information

The University shall provide:

- Campus Security Contact: _____
- Women Helpline Number: _____
- Medical Assistance: _____
- Counselling Support: _____

Emergency numbers shall be displayed prominently across the campus.

Standard Operating Procedure for ICC Investigations

1. Receive complaint and acknowledge.
2. Conduct preliminary assessment.
3. Issue notice to respondent.
4. Conduct hearings with complainant and respondent.
5. Record witness statements.
6. Examine evidence.
7. Prepare inquiry report.
8. Submit recommendations to university authority.

Campus Women Safety Infrastructure Guidelines

University shall maintain:

- CCTV surveillance
- Adequate campus lighting
- Security patrols
- Secure hostel facilities
- Emergency helpline systems
- Safe transportation facilities.

Campus Women Safety Audit Checklist

Area	Safety Feature	Status	Remarks
Campus Pathways	Lighting		
Hostels	Security Guards		
Parking Areas	CCTV		
Transport	Verified Drivers		
Academic Blocks	Complaint Posters		

ICC Meeting Minutes Format

Meeting Date: _____

Venue: _____

Members Present:

1. _____
2. _____
3. _____

Agenda

1. Review of complaints
2. Inquiry updates
3. Awareness programs
4. Safety infrastructure review

Decisions Taken

Signatures

Presiding Officer: _____

Member: _____

Member: _____

External Member: _____

POSH Complaint Process Flow

1. Complaint Submitted to ICC
2. Complaint Acknowledged
3. Notice Issued to Respondent
4. Inquiry Conducted
5. ICC Report Prepared
6. University Implements Decision

@@@




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