



Sarada Krishna
Homoeopathic Medical College
Kulasekharam, Kanyakumari District, Tamil Nadu.

WOMEN'S WELFARE CELL

Women's welfare committee of Sarada Krishna Homoeopathic Medical College was established on 5th August 2016 with an intention to protect the welfare and wellbeing of the women (including teaching and non-teaching staffs and students). It assists the women to realise their full potential and exercise their active influence on society. It also intended to provide dignified and harass free work environment and learning environment in the campus and off campus.

DEFINITION

Is a social welfare program which seeks to promote the welfare of the women by giving special attention to the prevention, eradication in any forms, as well as promotion of skills of employment and self-actualization.

MISSION:

- To keep healthy working atmosphere among the staff and students to enlighten the women students about their legal rights and to strive towards the empowerment of the women through the promotion of gender amity and programs concerning women's welfare.
- To uphold the dignity of the college by ensuring the free atmosphere in the college by promoting the cordial student to student relationship, student to teacher relationship and staff to staff relations etc. The cell helps staff, students and parents to record their complaints and solve their common problems and personal grievances. Women harassment complaints will be handled as per government guidelines by respective section.

SCOPE

Scope of the Women's welfare policy is applicable to the welfare measures of women working in this institution (both teaching & Non-teaching) and girl students. The issues if any are dealt either by the institutional general grievance redressal policy or and sexual harassment policy as the case may be.

POLICY

- To promote general well-being of female students, teaching and non-teaching women staff.
- To safeguard the rights of female students, and women employees of the institution.
- To create awareness about health and hygiene among girl students and staff.
- To create social awareness about the problems of women in general and gender discrimination.
- To develop skills among the girl students by means of workshops and training programmes for their overall personality development as well as for the encouragement of self-reliance among them.
- To create the legal awareness among women.
- To encourage participation of NGOs working in the area of women's development in the activities of the Cell.

PROCEDURE:

Women employees or female students have the right to lodge a complaint concerning any issues related to them to any member of the committee such a complaint may be either oral or in writing and has to be signed by the person making the complaint. If it is an oral complaint the same shall be put in writing in detail by the member of the committee and will read out to the complainant and will not be acted upon till the same is signed by the complainant. Full secrecy about the complainant must be maintained at each stage. Co-ordinator will inform it to head of the institution and will convene a meeting within a period of one week from the date of such complaint. At first, intimation shall be given to the complainant about the meeting and the complainant shall be heard at the first meeting. The committee shall then decide whether the complainant deserves to be proceeded depending on the evidence and presentations made before it. If the committee decides to proceed with the complaint and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he/she may be warned about his/her behaviour. The matter shall be treated as concluded and disposed off with a note to that effect made in the complaint register. In case the

complainant request that the complaint should be proceeded with beyond a mere warning, the enquiry will be made and based on it a report will be submitted to the Head of the institution.

COMPOSITION OF WOMEN'S WELFARE COMMITTEE

The Women's Welfare Committee consists of senior women Faculty, four or five members of the faculty as members, representatives from female non-teaching staff and students. A senior faculty member serves, as its Co-ordinator. The tenure of the committee is three years.

FUNCTIONS AND RESPONSIBILITIES OF WOMEN'S WELFARE COMMITTEE

- To direct women's role in the society. To develop multidisciplinary approach for the overall personality development.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staffs of the institute.
- To create awareness about the problems of women and in particular regarding gender discrimination.
- To organise seminar, workshop relating to women development.
- To guide about women's welfare laws.
- Conducting women's day program.
- Create awareness and motivation of the girl students about their strength.
- Awareness building among girl student about self-protection.
- To highlight the importance of health and hygiene.
- Creating awareness about women's welfare.
- Solving girl students related issues and complaints.
- Protection of the girl students.
- Women empowerment through education.
- To provide counselling for cases if necessary.

MEETINGS:

- The committee meets at least twice a year. The meeting may be chaired by the co-ordinator, and she will be responsible to call the meeting and takes the minutes and circulate them.
- The notice of the meeting may be circulated at least a week in advance. The quorum for the meetings will be presence of 30% members. In

emergency situations meetings may be called at a shorter notice and held with a fewer members, after an explanation for doing so.

DISQUALIFICATION:

A Person shall be disqualified from being dominated to the committee if there is a complaint of gender discrimination or sexual harassment against him/her.

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Equal Opportunity/Anti Discrimination Cell

- 1. Purpose:** Prevention of Discrimination in Sarada Krishna Homoeopathic Medical College.
- 2. Scope:** Promote Equality among students of all sections of the College.
- 3. Policy statement:** Sarada Krishna Homoeopathic Medical College has constituted the Anti Discrimination Cell in compliance to the UGC Regulations, 2012 of Promotion of Equity in Higher Educational Institutions with Principal and Chairman of the college as the Chairman of the committee. A faculty nominated by the Principal was the secretary of the committee, with the members from different sections of the college. A student representative was also included from the UG course.

The College provides every individual in the campus with equal opportunity irrespective of caste, creed, religion, language, based on gender, ethnicity and disability.

The cell provides measures to combat discrimination by protecting the students from all forms of discrimination and in any other ways promote equal rights and opportunities thereby providing a suitable and educational environment in the campus.

Any such issues shall be brought into notice to the Anti- Discrimination Officer.

4. Responsibilities:

- a) The cell would safe guard the interest of the students without any prejudice to their caste, creed, religion, language, ethnicity, gender and disability.
- b) The cell would eliminate discrimination against or harassment of any individual in all forms by prohibiting and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination, harassment or victimizing any student.
- c) The cell would promote equality among students of all sections of society.
- d) The cell would ensure strict implementation of all constitutional provisions & protective measures in respect of students belonging to SC/SC categories.
- e) The cell would take steps to educate the educational fraternity and to raise awareness on the importance of equality and overcoming any form of caste based discrimination and harassment against students belonging to the marginalized sections.
- f) The cell would take steps against those who commit any act of discrimination or harassment as specified in the regulations against any student or sections of students shall be dealt through proper inquiry on receipt of a written complaint in accordance with the provision of the Ordinances or Regulations of the Higher Educational Institution.
- g) Information about the complaint may be made in writing by a student or a parent of a student irrespective of whether the discrimination or harassment is alleged to have taken place within or outside the campus.
- h) On receipt of a written complaint the Anti- Discrimination Officer will initiate follow-up action including preliminary fact finding inquiry and then report to the Higher Educational Institution for follow-up action.

The committee would be reviewed to evaluate its continuing effectiveness. The Committee would keep appropriate records, monitor and report on discrimination issues

6. Definitions:

1. **"Higher Educational Institution"** means a University within the meaning of clause (f) of section 2, a College within the meaning of clause (b) of subsection (1) of section 12 A and an

institution deemed to be a University declared under section 3 of the University Grants Commission Act, 1956.

2. "**Discrimination**" means any distinction, exclusion, limitation or preference which has the purpose or effect of nullifying or impairing equality of treatment in education.

3. "**Harassment**" means unwarranted conduct which is persistent and humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences.

7. Related Legislations and Documents: UGC Regulations, 2012 (Promotion of Equity in Higher Educational Institutions) No.14-3/2012(CPP-II)-In exercise of the powers conferred by sub-sections (1)of sections 26 of the *University Gants Commission Act ,1956 (3of1956)*, published in The Gazette of India , January19 - 25, 2013. (PAUSA, 29, 1934)

8. Approval and Review details: The approval authority would be the Principal of the college. The committee should meet once in four months to review various actions taken by the committee to prevent any form of discriminations in the campus.

9.Appendix : 1.PART III of the Indian Constitution from article 12 to 32 contains Fundamental Rights - Right To Equality (article 14-18.) Article 15 (prohibition of discrimination on the grounds of religion, race, caste, sex, or place of birth)

2. The Gazette of India, January19 - 25, 2013. (PAUSA, 29, 1934)



Meetings and Reporting

The committee will meet as once in two months to discuss the various activities. At least three members of the committee must be present in the meeting.

Procedure

- a) The committee would conduct awareness programme to prevent any kind of discrimination to the marginalized sessions of the society.
- a) In case of any harassment or victimization, the complaint have to be made in writing by a student or a parent of a student irrespective of whether the discrimination or harassment is alleged to have taken place within or outside the campus.
- b) On receipt of a written complaint the Anti- Discrimination Officer will initiate follow-up action including preliminary fact finding inquiry and then report to the Higher Educational Institution for follow-up action.
- c) The cell would take steps against those who commit any act of discrimination or harassment as specified in accordance with the provision of the Ordinances or Regulations of the Higher Educational Institution.



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Sexual Harassment Prevention Cell

Purpose:To maintain a congenial working environment for the female students and women employees of SKHMC in accordance with the guidelines provided by the Supreme Court of India.

Scope:All female students, i.e. an undergraduate, post graduate, research scholar -onthe campus/visiting from other colleges or any ex-student permitted to use the facility of library, laboratory, and readingroom or skills lab and women employees ie, Teaching – permanent and temporary,guest lecturer , examiners and research guides; Administrative staff– Permanent and temporary; Supporting Staff – Permanent and temporary ;Last grade employees-Permanent and temporary are within the scope of this Cell.

Policy statement:Sarada Krishna Homoeopathic Medical College has constituted the Sexual Harassment Prevention Cell in compliance with theSexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC Regulations (prevention,prohibition and redressal of Sexual Harassment of Women Employees and students in higher educational Institutions) Regulations, 2015.

It comprises of a co-ordinator(a senior woman faculty) selected by the Principal and two women faculty members. Two female student members – one each from UG and PG are also included.

Responsibilities

In order to foster acongenial and fearless environment, proactivesteps in preventing sexual harassment and resolving disputes of such nature are adopted

1. Undertaking awareness and training programmes at regular intervals,sensitising the students, faculty members and employees regarding the sexual harassment guidelines
2. Providing counselling services to the complainant .
3. Pursuing the complaint andassuring the safety and confidentiality of the complainant

Minutes of meetings: The coordinator of the Committee shall be responsible to prepare the minutes of the meeting.

Every resolution passed by the Committee should be recorded at the meeting and read out by the coordinator at the meeting itself.

Policy for receiving and redressal of complaints

- a. Any woman employee or girl student will file a complaint concerning any sexual harassment to the committee.
- b. Such a complaint may either be oral or in writing.

- c. Any complaint in writing has to be signed by the person making the complaint.
- d. If the complaint is oral, the same shall be put in writing (in detail) by the member of the committee and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
- e. The complainant shall be afforded full secrecy at each stage.
- f. The co-ordinator will convene a meeting of the Committee with the permission of the Head of the Institution of SKHMC at the earliest but within a period of one week from the date of such complaint.
- g. Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard. The Committee shall, then decide whether the complainant deserves to be proceeded with depending on the evidence and presentation made before it.
- h. In case the Committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he may be warned about his behaviour. The matter shall be treated as concluded and disposed of with a note to that effect made in the complaint register.
- i. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the complainant and accused may be summoned before the Committee.
- j. The matter may be proceeded after observing law of natural justice and full opportunity should be given to present their version, to both the concerned parties.
- k. Based on the inquiry made by the Committee and also the presentation and evidences presented, the Committee will give its final report including the recommendations of the penalty to be imposed to the Principal of SKHMC.

How matters are decided:

All decisions shall be taken by a simple majority.

In the event of any conflict the matter shall be referred to the Principal whose decision on the matter shall be final

Definitions

campus means the location or the land on which a higher educational institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, bank counters, etc. are situated and also includes extended campus and covers within its scope the places visited by the students

of the HEI including transportation provided for the purpose of commuting to and from the institution on field trips, internships, study tours, excursions, short term placements, places used for camps, cultural festivals, sports meet and other such activities where a person is participating in the capacity of an employee or student

workplace is defined as 'any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey'

Sexual harassment: unwelcome physical contact and advances, or

a demand or request for sexual favours, or

making sexually coloured remarks or

showing pornography or

any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act of sexual harassment may amount to sexual harassment.

- (i) Implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) Implied or explicit threat about her present or future employment status; or
- (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) Humiliating treatment likely to affect her health or safety.

Related legislations and documents

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 (No. 14 OF 2013)

University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in Higher Educational Institutions,) Regulations 2015

Appendix :-1. The Gazette of India extraordinary, No 17 New Delhi Monday, May 2, 2016, Vaisakha 12, 1938

2. The Gazette of India extraordinary, No 18 New Delhi Tuesday, April 23, 2013, Vaisakha




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