

# PREVENTION OF SEXUAL HARASSMENT POLICY



**Sai Tirupati University**

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Rev.	Date	Description
SAI TIRUPATI UNIVERSITY UDAIPUR		PREVENTION OF SEXUAL HARASSMENT POLICY

**Introduction**



## **Introduction**

Sai Tirupati University (STU), Umarda, Udaipur, is committed to fostering a safe, respectful, inclusive, and dignified campus environment for students, faculty members, healthcare professionals, non-teaching staff, hospital workers, research scholars, resident doctors, and all visitors. Being a medical and healthcare-oriented campus, STU recognizes the need to uphold the highest standards of professional ethics, student safety, and workplace dignity.

This Policy aims to eliminate sexual harassment from the campus and its affiliated hospital environments and ensures that all members can learn, work, teach, and practice in an atmosphere free from fear, retaliation, humiliation, or discrimination.

The policy formally outlines preventive mechanisms, complaint redressal procedures, awareness activities, confidentiality provisions, and disciplinary measures in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (PoSH Act).

## **Objectives**

The key objectives of the policy are to:

- Promote a safe and harassment-free medical and academic environment for all students and employees.
- Create awareness programs, training, and sensitization workshops to prevent sexual harassment.
- Provide a transparent, time-bound, and confidential mechanism for receiving, investigating, and resolving complaints.
- Ensure non-retaliation and emotional support for complainants and witnesses.
- Impose fair and proportionate disciplinary actions against individuals found guilty under applicable institutional rules.
- Facilitate counselling, medical assistance, and academic/work accommodations to affected individuals.

## **Scope**

This policy applies to all persons directly or indirectly associated with Sai Tirupati University, including:

- Undergraduate and postgraduate students
- Resident doctors, interns, and research scholars
- Faculty members and academic heads
- Hospital staff, nursing professionals, paramedical staff, pharmacists, laboratory personnel, and non-teaching employees
- Contractual workers, security personnel, outsourced employees, transportation staff, and service providers



- Visitors, consultants, vendors, and patients or attendants on university or hospital premises
- Any individual participating in university-related activities, whether inside or outside the campus, including online activities, clinical field visits, internships, research work, cultural programs, hostel facilities, training programs, sports activities, NSS/NCC camps, or hospital rotations.

### **Definition of Sexual Harassment**

Sexual harassment includes any of the following unwelcome acts or behavior (whether directly or by implication):

- Unwelcome sexual advances or propositions
- Requests for sexual favours
- Verbal or non-verbal comments of a sexual nature
- Inappropriate physical contact or advances
- Invasion of personal space with sexual intent
- Sexually coloured remarks, jokes, or gestures
- Display or circulation of sexually suggestive content or pornography
- Cyber harassment, including digital stalking, obscene messages, or non-consensual sharing of images
- Conduct that creates a humiliating or hostile medical or academic environment
- Sexual assault or coercion of any kind

A behavior shall be treated as sexual harassment if it:

- Is made a condition for employment, academic assessment, clinical posting, grading, or advancement
- Interferes with an individual's performance or participation
- Creates an intimidating, hostile, or unsafe learning or workplace environment

## **1. Policy Framework**

### **1.1 Prevention and Education**

#### **Awareness & Sensitization**

- Periodic seminars, guest lectures, and workshops for students, faculty, nursing staff, interns, and hospital employees.
- Posters, pamphlets, and digital communication displayed prominently across academic buildings, hostels, hospital blocks, OPD areas, and laboratories.
- Annual campus-wide PoSH awareness drives and online campaigns.



## Mandatory Training

- Annual PoSH training for all employees and faculty, including outsourced and healthcare staff.
- Orientation sessions for fresh students, medical interns, and first-year nursing staff.
- Special skill-based training for Internal Complaints Committee (ICC) members on legal processes, documentation, trauma handling, patient confidentiality, and medico-legal coordination.

## Policy Integration

- Inclusion in:
  - Student handbooks and hostel manuals
  - HR policy manuals and employee contracts
  - Faculty appointment letters and clinical duty circulars
  - University and Hospital website PoSH compliance section

## 2. Reporting Mechanisms

### 2.1 Internal Complaints Committee (ICC)

STU shall constitute an ICC as per the PoSH Act with the following composition:

- **Presiding Officer (Woman Faculty Member)** at a senior level (Professor/Associate Professor)
- **Two faculty members**
- **Two non-teaching employees**, preferably with social work/legal knowledge
- **Three student representatives**, if the matter involves students (UG, PG, and Research Scholar respectively)
- **One external member** from an NGO, social work organization, women's legal services, or a PoSH specialist

### Additional Provisions

- Minimum 50% of ICC members shall be women
- ICC shall function independently and free from administrative interference
- ~~President, pro president,~~ Registrar, Deans, and senior administrative authorities shall not be members of ICC to ensure neutrality
- The term of ICC members will be three years, with preferably one-third rotation each year

### 2.2 Complaint Submission

Complaints may be filed through:

- A written application to ICC or designated PoSH officer
- An email submission to ICC official address



- A telephone or verbal conversation, followed by written confirmation
- Complaints can be made by:
  - The aggrieved person
  - A representative, if the person is unable to act
  - Any colleague or student observing an act of harassment

## **Timelines**

- Complaints should ideally be made within **three months of the incident**, extendable to six months under special circumstances.

## **2.3 Protection from Victimization**

- Full confidentiality of complainant, respondent, and witnesses
- Strict protection from threats, discrimination, retaliation, or academic/employment disadvantage
- No complainant shall be punished for filing a complaint in good faith

## **3. Investigation and Resolution**

### **3.1 Preliminary Review**

- ICC will evaluate the complaint, assess admissibility, and initiate inquiry proceedings.

### **3.2 Fair & Evidence-based Inquiry**

- Both parties shall:
  - Receive notice of inquiry
  - Produce documents, evidence, and witnesses
  - Be heard without prejudice or intimidation
- Inquiry shall follow legal due process, be neutral, time-bound, and trauma-sensitive.

### **3.3 Interim Measures**

Pending investigation, ICC may recommend:

- Transfer of complainant or respondent
- Modification of clinical duties, classes, or hostels
- Leave of absence or academic accommodations
- No-contact directives and safe-space measures

### **3.4 Final Outcomes**

Based on inquiry findings, ICC may recommend:

- Verbal or written warnings



- Attendance in sensitization or counselling
- Withholding increments, suspension, dismissal, or expulsion
- Cancellation of hostel or clinical posting privileges
- Filing of criminal complaint for serious misconduct under relevant laws

University authorities shall ensure implementation of ICC decisions.

#### **4. Support Services**

##### **4.1 Counselling & Emotional Support**

- Access to certified counsellors, psychologists, or trauma-support services
- Confidential guidance for both complainant and respondent

##### **4.2 Medical Assistance**

- Immediate medical care in university hospital for victims of assault or distress

##### **4.3 Academic/Workplace Accommodation**

- Assignment flexibility, deadline extensions, semester support, or relocation to alternate clinical units for affected complainants

#### **5. Policy Review, Monitoring, and Records**

- ICC shall maintain records, case files, inquiry proceedings, and annual reports
- Annual reporting to statutory bodies as mandated under the PoSH Act
- Periodic policy review every two years, incorporating:
  - Legal updates
  - Feedback from campus stakeholders
  - PoSH case learnings from medical institutions

#### **Roles & Responsibilities**

##### **University Administration**

- Ensure policy compliance, resource allocation, training, counselling, and infrastructure support

##### **Internal Complaints Committee**

- Process complaints, conduct inquiry, maintain confidentiality, and recommend sanctions

##### **Faculty & Hospital Staff**

- Maintain professional conduct, ensure patient dignity, and report incidents observed in clinical settings



## Students

- Respect code of conduct, report harassment responsibly, and support awareness initiatives

## Implementation & Enforcement

- Repeated circulation of policy through:
  - Email, handbooks, hospital duty rosters, and faculty meetings
  - Awareness events, digital posters, and PoSH web page
- Any violation shall result in strict disciplinary action ensuring fairness, safety, and deterrence
- No compromise settlements are allowed in sexual harassment matters

## Conclusion

Sai Tirupati University is firmly committed to ensuring a safe, dignified, respectful, and inclusive environment for all. By strengthening awareness, preventive practices, accountability, and a trauma-informed complaint mechanism, STU pledges to uphold the highest standards of equity, justice, and workplace/student safety across its academic and medical operations.

**Approved By:**

*Prashant Kumar*  
PRESIDENT

**Sai Tirupati University, Umarda, Udaipur**

