

**PRINCIPAL
N. S. S. COLLEGE, OTTAPALAM
ACCREDITED "A" BY NAAC
Palappuram (PO), 679103
Palakkad Dist., Kerala.**



**(Off)Tel : 0466 – 2244382
0466 - 2246861
0466 - 2244206
e-mail:nssotp@gmail.com**

POLICY ON PREVENTION OF SEXUAL HARASSMENT

The Internal Complaint Committee of the Institution is committed to provide a conducive environment, free from violence, harassment, and exploitation amongst the students and members of teaching & non-teaching staff in the college campus. This comprises of all forms of gender violence, sexual harassment against women.

Anti – Sexual Harassment Committee:

As per the norms, the Committee shall be headed by a senior woman faculty of the college and shall be designated as the “Chairperson”. The committee shall have two senior women teaching faculty members, at least one senior male teaching faculty member, at least one woman administrative staff. The committee shall have three nominated girl student representatives. The committee shall have Principal and one nominated person from the management as its members.

Procedure to be followed by the Committee:

Any College student who feels that they have been the victim of sexual harassment, misconduct, or ragging, may file a complaint with the Student Grievance Redressal Cell. Additionally, any student who discovers any violations is required to notify the Cell of them. The grievance must be submitted in writing and submitted within sixty days of the day the claimed violation occurred. Complaints may be received by any member of the committee. The Committee may direct the complainant to prepare and submit a detailed statement of the incident within a period of five days from such direction, the Committee members shall assist in writing the complaint.

The Committee shall permit both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry, and such report be made available to the concerned parties




**PRINCIPAL
N.S.S. COLLEGE
OTTAPALAM**