

**PATRICIAN COLLEGE OF ARTS AND SCIENCE**  
**POLICY AND PROCEDURE ON PREVENTION**  
**AND ADDRESSING SEXUAL HARASSMENT CASES ON CAMPUS**

**Message from the Director & Secretary**

At Patrician College of Arts and Science, we uphold the fundamental values of dignity, equality, and respect for every individual. Our mission goes beyond imparting academic excellence it extends to fostering a campus environment that is free from fear, discrimination, and harassment of any kind.

This Policy on Prevention and Addressing Sexual Harassment reflects our steadfast commitment to ensuring the safety and well-being of all members of our community. It aligns with the national legal framework and the directives of the University Grants Commission, embodying our proactive approach to gender sensitization, awareness, and redressal.

Every student and staff member has the right to learn and work in an atmosphere of trust and respect. I urge all members of the Patrician family to familiarize themselves with this policy and to contribute actively to maintaining a culture of zero tolerance toward any form of harassment.

Let us collectively ensure that our College remains a space of equality, compassion, and human dignity.

Bro. Ramesh Amalanathan  
Director & Secretary

## **Message from the Principal**

Creating a campus where everyone feels safe, valued, and empowered is central to our vision at Patrician College of Arts and Science. This Policy on the Prevention and Redressal of Sexual Harassment serves as both a safeguard and a guiding framework to ensure that every individual student, faculty, or staff can pursue their academic and professional goals without fear or bias.

Through the establishment of the Internal Complaints Committee (ICC), we affirm our commitment to prompt and fair grievance redressal, confidentiality, and justice. Beyond procedure, however, this policy calls upon each of us to nurture a culture of respect and empathy in our everyday interactions.

Education must liberate the mind and spirit; this can only happen in an environment rooted in trust, equality, and safety. I encourage everyone to engage with this policy, participate in awareness programs, and be vigilant in upholding the dignity of all.

Together, let us build a Patrician community that stands as a model of safety, inclusivity, and respect.

Dr. Arokiamary Geetha Rufus  
Principal

# **Policy and Procedure on Prevention and Addressing Sexual Harassment Cases on Campus**

## **1. Introduction**

Patrician College of Arts and Science is committed to providing a safe, inclusive, and respectful learning and working environment for all students, faculty, and staff. The College upholds the constitutional right to equality and dignity, and it is firmly opposed to all forms of sexual harassment and gender-based discrimination.

In line with:

- The Supreme Court Judgment of 1997 (Vishaka vs. State of Rajasthan),
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and
- The University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

The College has constituted an Internal Complaints Committee (ICC) to prevent and address cases of sexual harassment and to promote gender sensitization across the campus.

## **2. Vision**

To cultivate a safe, equitable, and harassment-free campus where all individuals students, faculty, and staff are treated with dignity, respect, and fairness.

## **3. Mission**

To ensure prompt, impartial, and sensitive handling of all complaints related to sexual harassment and to create a culture of awareness, accountability, and gender equity through continuous education and preventive programs.

## **4. Objectives**

1. To foster a healthy, safe, and respectful environment for all members of the College community.
2. To prevent sexual harassment through education, orientation, and awareness programs.
3. To provide a formal mechanism for the redressal of complaints.
4. To ensure confidentiality, sensitivity, and non-retaliation in all proceedings.
5. To offer psychological, emotional, and academic support to the aggrieved party.
6. To monitor and review the effectiveness of preventive and corrective measures.

## **5. Legal Framework**

- **Name of the Act:**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

- **UGC Regulation:**

UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

This policy applies to all employees (teaching and non-teaching), students, research scholars, visitors, and contractual staff within the campus and at all official College events or activities, whether on or off campus.

## **6. Definition of Sexual Harassment**

As per Section 2(n) of the Act, sexual harassment includes one or more of the following unwelcome acts or behavior (whether directly or by implication):

- Physical contact and advances
- Demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

This includes conduct in person, through letters, phone calls, messages, electronic media, or social media.

## **7. Internal Complaints Committee (ICC)**

The Internal Complaints Committee shall consist of:

- Presiding Officer: A senior female faculty member.
- Two Faculty Members: With experience in social work, gender studies, or legal awareness.
- One Non-Teaching Staff Member
- One Student Representative (nominated annually).
- External Member: A representative from an NGO or association committed to the cause of women's empowerment or legal rights.

## **8. Roles and Responsibilities of ICC**

1. Receive and address complaints of sexual harassment.
2. Conduct fair and impartial inquiries following due process.
3. Maintain strict confidentiality of all parties involved.
4. Recommend disciplinary or corrective action as deemed appropriate.
5. Organize regular gender sensitization and awareness programs.
6. Prepare and submit annual reports on the number and nature of cases handled.

## **9. Procedure for Filing a Complaint**

### **1. Mode of Complaint:**

- A written complaint can be submitted in person, by email, or through the complaint box placed at designated locations.
- Complaints must be filed within three months of the incident (extendable under valid reasons).

### **2. Content of Complaint:**

The written complaint should include:

- Name, department, and contact details of the complainant
- Name of the accused
- Description of the incident with approximate dates and location
- Any supporting evidence or witnesses

### **3. Initial Action:**

- The ICC shall acknowledge receipt of the complaint within two working days.
- A meeting will be convened to discuss the nature of the complaint.

## **10. Inquiry Process**

### **1. Preliminary Meeting:**

The ICC will conduct a preliminary hearing to understand the facts and decide whether the case falls under its purview.

### **2. Formal Inquiry:**

- Both parties will be given an opportunity to be heard and to present evidence or witnesses.
- The inquiry shall be completed within **30 days** from the date of the complaint.

### **3. Confidentiality:**

All proceedings and records will be kept strictly confidential.

### **4. Report and Action:**

- The ICC will submit its findings and recommendations to the Principal within **10 days** of completing the inquiry.
- The College will take appropriate disciplinary or corrective measures within **15 days** of receiving the report.

## **11. Possible Actions**

Depending on the gravity of the misconduct, actions may include:

- Formal warning or apology
- Suspension or dismissal from service/study
- Restriction from campus or academic activities

- Mandatory counseling or training sessions
- Any other disciplinary measure deemed appropriate

## **12. Preventive and Awareness Measures**

- Display of anti-harassment policies and contact details of ICC at prominent campus locations.
- Regular workshops, orientation programs, and seminars on gender sensitization.
- Inclusion of gender equity and safety modules in induction programs.
- Collaboration with NGOs and legal experts to strengthen awareness.
- Periodic review of this policy for relevance and effectiveness.

## **13. Confidentiality and Protection**

- The identity of the complainant, respondent, and witnesses shall remain confidential.
- Retaliation or victimization of the complainant or witnesses will result in disciplinary action.
- False or malicious complaints, if proven, may invite appropriate action as per institutional rules.

## **14. Annual Reporting and Review**

The ICC shall:

- Submit an Annual Report to the Principal and the UGC containing details of complaints received, actions taken, and preventive measures implemented.
- Conduct an annual review of this policy to ensure compliance with statutory and institutional requirements.

## **15. Conclusion**

Patrician College of Arts and Science reaffirms its commitment to maintaining a safe and respectful environment for all members of its community. Any act of sexual harassment or discrimination will not be tolerated, and the institution pledges to ensure justice, dignity, and equal opportunity for everyone on campus.

### Internal Complaints Committee (ICC) for the year 2025 – 2026

S N o	Name	Designation	Contact Numbers	Email ID
1	Dr.Arokiamary Geetha Rufus	Chairperson	9551717468	principal@patriciancollege.a c.in
2	Dr.Lakshmi Kumari R	ICC Coordinator / Member Secretary	9884436433	lakshmi@patriciancollege.ac. in
3	Dr.Anandapriya B	Vice Principal	9444006690	vp@patriciancollege.ac.in
4	Dr. B. Meena	Vice Principal	9444340961	Vp2@patriciancollege.ac.in
5	Mrs. Bronwen Joseph	Non- Teaching Staff Representati ve	9962534432	bronwenjoseph@patriciancol lege.ac.in
6	1.Chikitha G  2.Amritha Mohan	Student Representati ves, Student Council	9384822972  6369790895	gandichikitha@gmail.com  amrithamohan20@gmail.co m
7	Mrs. Auxilla Peter, Advocate, Madras High Court	External Member	9840247636	auxiliapeter@auxilialawasso ciates.com

