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Policy No: DMMC/MC/IQAC/P09

1.0 PURPOSE:

The policy aims to create a safe, respectful, and inclusive environment that promotes gender equality, dignity, and well-being of all the members of the Dr.Moopen's Medical College, Wayanad.

2.0 SCOPE:

The Scope of this Sexual Harassment Prevention policy lies on every student, staff and faculty of Dr.Moopen's Medical College, Wayanad.

3.0 RESPONSIBILITY:

Responsibility for implementing this policy rests on Dean, faculties and Administrative staff of this institution.

4.0 DEFENITIONS:

1. **Sexual harassment:** Sexual harassment refers to any unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature that creates a hostile, intimidating, or offensive environment. It includes, but is not limited to, unwanted sexual comments, gestures, innuendos, jokes, touching, stalking, or any other form of sexually offensive behavior.

5.0 POLICY PROCEDURES:

5.1 Objectives of the policy

- To provide protection against Sexual Harassment of any individual within Dr.Moopen's Medical College, Wayanad.
- To set forth the expectations of conduct and mutual respect in regard to sexual harassment and the process of complaint if these expectations are not met or violated

5.2 Prohibition of Sexual Harassment

- Sexual harassment in any form is strictly prohibited within the college premises, Hospital, hostels, and affiliated institutions.
- The prohibition extends to all students, faculty, staff, Patients, Bystanders, visitors, and any other individuals associated with this college.



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5.3 Awareness and Education:

- The college shall conduct regular awareness programs, workshops, and training sessions to educate students, faculty, and staff about sexual harassment, its impact, and the prevention measures.
- Information regarding the college's sexual harassment policy, reporting procedures, and available support mechanisms shall be effectively communicated to all members of the college community.

5.4 Prevention Measures

1. Sexual Harassment Prevention Committee:

- a. The college shall establish a Sexual Harassment Prevention Committee/Internal Complainants Committee (ICC) comprising faculty members, administrative staff, student representatives, and external experts.
- b. The committee shall be responsible for ensuring the implementation and enforcement of the sexual harassment prevention policy.

2. Sensitization and Training:

- a. Sensitization programs on gender equality, respectful behavior, and the prevention of sexual harassment shall be conducted regularly.
- b. Mandatory training sessions on sexual harassment prevention, awareness, and bystander intervention shall be provided to all members of the college community.

3. Gender-Neutral Policy:

- a. The college shall ensure that its policies and procedures regarding sexual harassment prevention are gender-neutral, acknowledging that anyone can be a victim or perpetrator of sexual harassment.
- b. The policy shall provide equal protection and support to all individuals, regardless of gender or sexual orientation.

4. Clear Reporting Mechanism:

- a. The college shall establish a confidential and accessible reporting mechanism for victims or witnesses of sexual harassment incidents to report such incidents without fear of retaliation.
- b. Reporting channels, including designated contact persons, helpline numbers, email addresses, and physical complaint boxes, shall be clearly communicated and prominently displayed within the college premises.



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5.4 Complaint Process and Investigation:

- a. The college shall ensure a fair and impartial complaint process for handling sexual harassment cases.
- b. Complaints shall be promptly and thoroughly investigated by the Sexual Harassment Prevention Committee or designated authorities, ensuring the rights and privacy of all parties involved.

5.8 Support and Protection:

- a. Adequate support mechanisms, including counseling services, helplines, and legal assistance, shall be made available to victims of sexual harassment.
- b. The college shall take necessary measures to protect victims from further harassment or retaliation and ensure their safety within the college environment. From stakeholders, including students, faculty, staff, and external organizations, shall be considered in the policy review process.

5.9 Disciplinary Actions and Remedies:

- a. Any individual found guilty of sexual harassment, whether a student, faculty member, staff, or visitor, shall face appropriate disciplinary actions, including warnings, suspension, termination, legal consequences, or any other remedies as per the severity of the offense.
- b. The college shall comply with all relevant laws, regulations, and guidelines concerning the prevention of sexual harassment.

5.10 Confidentiality and Non-Retaliation:

- a. The college shall maintain strict confidentiality throughout the complaint process, ensuring that the identity of the victim, witnesses, and parties involved is protected to the fullest extent possible.
- b. Retaliation against individuals who report sexual harassment or participate in investigations shall not be tolerated and will be subject to disciplinary actions.

5.11 Policy Review and Updates:

- a. This Sexual Harassment Prevention Policy shall be reviewed periodically to assess its effectiveness, address emerging issues, and incorporate any changes in laws or best practices.
- b. Feedback from stakeholders, including students, faculty, staff, and external organizations, shall be considered in the policy review process.



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6.0 REFERENCES:Nil

APPROPRIATE APPROVAL:

	NAME	DESIGNATION	SIGNATURE
PREPARED BY:	Niranjana S Raj	IQAC Officer	
REVIEWED BY:	Maj(Dr.) Nabeel Azeez K	IQAC Coordinator	
APPROVED BY:	Dr.Gopakumaran Kartha K N	Dean & CQA	