

SRI GURU GOBIND SINGH COLLEGE

Sector 26, Chandigarh – 160019

PREVENTION OF SEXUAL HARASSMENT (POSH) POLICY

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

1. Preamble

Sri Guru Gobind Singh College, Chandigarh, is committed to providing a safe, secure, inclusive, and dignified environment for all employees, students, research scholars, contractual staff, visitors, and stakeholders. The College adopts a zero-tolerance approach towards sexual harassment and is committed to preventing, prohibiting, and redressing any form of sexual harassment at the workplace. This Policy is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) and UGC Regulations.

2. Objectives

The objectives of this Policy are:

- To prevent sexual harassment at the workplace.
- To provide a mechanism for redressal of complaints.
- To ensure a safe and gender-sensitive campus environment.
- To promote awareness regarding rights and responsibilities under the POSH Act.
- To ensure fair and timely resolution of complaints.

3. Scope

This Policy shall apply to:

- Teaching Faculty
- Non-Teaching Staff
- Students

The Policy covers:

- College premises
- Classrooms, laboratories, libraries, hostels, and offices
- Educational tours, seminars, conferences, workshops, and field visits
- Online teaching-learning platforms

- Official communication through email, social media, WhatsApp, video conferencing, and other digital platforms

4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior, whether direct or implied, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography or sexually explicit material
- Unwelcome verbal, non-verbal, or physical conduct of a sexual nature
- Stalking, bullying, or cyber harassment
- Sending inappropriate messages, images, or videos
- Creating a hostile, intimidating, offensive, or humiliating environment

5. Internal Committee (IC)

The College has constituted the Internal Committee as follows:

Name	Designation	Additional Details
Dr Parminder Walia	Presiding Officer	PG Department of Commerce
Dr Jagdeep Singh	Member	PG Department of Punjabi
Dr Jagtar Singh	Member	Department of Physical Education
Prof Jyoti Seth	External Member	Former Principal, Government College of Commerce and Business Administration, Sector 50, Chandigarh & Coordinator, Saanjh Jagori, Chandigarh
Ms Amol Virk	Member	PG Department of Economics
Dr Sugandha Kohli Kaang	Member	PG Department of Sociology

Tenure

- Members shall hold office for a period not exceeding three years.
- At least fifty percent of the members shall be women.
- The Committee shall function in accordance with the provisions of the POSH Act, 2013.

6. Complaint Mechanism

Filing of Complaint

- A written complaint may be submitted to the Internal Committee within 2 weeks from the date of the incident.
- In case of a series of incidents, the complaint shall be filed within 2 weeks from the last incident.
- The Internal Committee may extend the time limit by another 2 weeks for sufficient reasons recorded in writing.

Submission of Complaint

Complaints may be submitted:

- In writing to the Presiding Officer
- Through official email designated by the College
- Through any other mode approved by the Internal Committee

7. Inquiry Procedure

- Inquiry proceedings shall commence within seven working days of receipt of complaint.
- Both parties shall be given a fair opportunity to present their case.
- Principles of natural justice shall be followed.
- Inquiry shall ordinarily be completed within 30 days.
- The Committee shall submit its findings and recommendations to the Principal.

8. Interim Relief

During the pendency of inquiry, the Internal Committee may recommend:

- Transfer of either party
- Change of reporting structure or academic supervision
- Restriction on interaction between parties
- Any other relief deemed necessary

9. Disciplinary Action

Where the allegations are proved, the College may impose appropriate disciplinary action including:

- Written apology
- Warning or reprimand
- Counselling
- Suspension
- Withholding promotion or increment
- Debarring from academic or administrative responsibilities
- Termination of employment or services
- Any other action permissible under College rules and applicable law

10. Confidentiality

All proceedings under this Policy shall remain strictly confidential. No person shall disclose:

- Identity of complainant or respondent
- Contents of the complaint
- Witness statements
- Inquiry proceedings
- Recommendations and actions taken

Any breach of confidentiality shall attract disciplinary action as per law.

11. Protection Against Retaliation

No complainant, witness, committee member, or participant shall be subjected to:

- Victimization
- Intimidation
- Harassment
- Discrimination
- Retaliatory action

Any such conduct shall be treated as a separate violation of this Policy.

12. False or Malicious Complaints

If the Internal Committee concludes that a complaint was made with malicious intent and supported by evidence of deliberate falsehood, disciplinary action may be recommended. However, inability to substantiate a complaint shall not by itself attract any action against the complainant.

13. Awareness and Capacity Building

The College shall:

- Conduct regular POSH awareness programmes
- Organize orientation and training for IC members
- Display POSH Policy and IC details prominently
- Conduct sensitization programmes for students and staff
- Maintain records of awareness and training activities

14. Annual Report

The Internal Committee shall prepare an Annual Report containing:

- Number of complaints received
- Number of complaints disposed of
- Pending cases, if any
- Nature of action taken
- Awareness programmes conducted

The report shall be submitted to the Principal and relevant authorities as required under law.

15. Appeal

Any aggrieved person may file an appeal before the appropriate authority within 30 days from the communication of the recommendations or action taken.

16. Employer's Responsibilities

Sri Guru Gobind Singh College shall:

- Provide a safe working environment

- Display penal consequences of sexual harassment
- Organize awareness programmes
- Provide necessary assistance during inquiry
- Ensure timely implementation of IC recommendations
- Treat sexual harassment as misconduct under service rules
- Ensure compliance with the POSH Act, 2013

17. Contact Details of Internal Committee

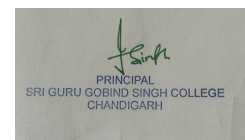
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Address

Sri Guru Gobind Singh College, Sector 26, Chandigarh – 160019

Declaration

All employees, students, and stakeholders of Sri Guru Gobind Singh College are expected to uphold the dignity, safety, and respect of every individual and comply with this POSH Policy at all times.



PRINCIPAL
SRI GURU GOBIND SINGH COLLEGE
CHANDIGARH

Dr Jaswinder Singh

Principal, Sri Guru Gobind Singh College, Chandigarh