



Prevention of Sexual Harassment Policy

1. Statement of Policy

Jamia Nadwiyya Women's Arabic College, Edavanna, Kerala, is dedicated to fostering a supportive and harmonious environment for its students, faculty, and staff. We strive to create a setting where everyone can work and learn without fear of violence, harassment, or coercion. Our commitment includes combating all types of gender-based violence, including sexual harassment, and ensuring that gender discrimination has no place within the institution. We advocate for gender equality and uphold the principles of freedom of expression and association, while firmly denouncing any acts of discrimination or violence based on gender.

2. Scope of the Policy

This policy applies to all students, faculty, non-teaching staff, and other employees, as well as third parties whose actions impact the college's educational and working environment, regardless of sexual orientation or gender identity. It covers all locations of the college, college-sponsored activities, and incidents occurring off-campus that affect the college environment or mission.

3. Objectives

- To establish a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence within the institution.
- To provide an environment free of gender-based discrimination.
- To ensure equal access to all facilities and participation in college activities.
- To create a secure physical and social environment that deters acts of sexual harassment.
- To implement the policy effectively through proper reporting and follow-up procedures.

4. Anti-Sexual Harassment Committee

- The Anti-Sexual Harassment Committee shall be headed by the Principal.
- The committee will include a senior woman faculty member in charge of the Women's Cell.
- It will consist of two senior women teaching faculty members, one senior male teaching faculty member, and a female non-teaching staff member.
- The committee will also include a female parent or guardian from the PTA Executive Committee.
- A female student representative from the college union will be part of the committee.

Principal
JNW Arabic College
Edavanna – 676541





5. Role and Responsibility

5.1 Preventive Measures

- Establish a secure environment free from sexual harassment.
- Encourage behaviors that promote gender equality and equitable opportunities.
- Disseminate the Policy across all academic departments, hostels, administrative offices, and public areas on campus.
- Organize gender sensitization programs through workshops, seminars, posters, film screenings, debates, etc.

5.2 Remedial Steps

- Ensure that the mechanism for registering complaints is safe, accessible, and sensitive.
- Address complaints of sexual harassment by conducting inquiries, providing assistance and redressal to victims, recommending penalties, and taking action against the harasser, if necessary.
- Advise the competent authority to issue warnings or seek legal intervention to stop the harasser, with the complainant's consent.
- Seek medical, police, and legal intervention with the complainant's consent.
- Provide appropriate psychological, emotional, and physical support (such as counseling, security, and other assistance) to the victim, if desired.

6. Individuals and Entities Affected by This Policy

This policy and the law cover:

- All students
- Teaching staff
- Non-teaching staff
- Other stakeholders of the institution

7. Complaint Filing Process

- Complaints should be lodged as soon as possible after the incident. The complaint must be submitted in writing and authenticated by the complainant's dated signature or thumb impression, as applicable.
- Complaints can be filed directly with any committee member or through existing grievance channels. The person receiving the complaint should report it to the committee within two working days.

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