

SHAHEED MEMORIAL VIDYA KENDRA

COMMITTEE AGAINST SEXUAL HARASSMENT

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places and schools, CBSE has issued circulars since 2004 to all the schools, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and bullying at the schools. The Protection of Children from Sexual Offences Act & Rules, 2012 deals with all manners of sexual offences, reporting mechanisms and subsequent penal consequences. Keeping this in mind, the Government of NCT of Delhi hopes to tackle the issues with a set of multidisciplinary prevention guidelines which are supported by legal provisions under the Delhi Juvenile Justice (Care and Protection of Children) Rules, 2009 and the Protection of Children from Sexual Offences Act 2012. These guidelines serve as a method for numerous stakeholders from teachers to community welfare associations to the police to ensure that all possible steps are taken to prevent Child Abuse and empower children to "recognize symptoms of potentially abusive situations. It has further advised the schools to be proactive by developing a conducive atmosphere on the campus, where the status of woman/ girl student is respected and they are treated equally without any bias or discrimination. Keeping the above guidelines in view, SHAHEED MEMORIAL VIDYA KENDRA, SIHANI, GHAZIABAD has constituted a Committee against Sexual Harassment.

COMPOSITION:-

The Committee consists of members of the faculty, administration, service staff and students' representatives. The members of the committee for the current academic year 2026-27 are:

SN.	NAME	DESIGNATION	RESPONSIBILITY	CONTACT NUMBER
1.	Mrs. Babita Rawat	Principal	Committee Head	9871737682
2.	Ms. Vishakha Panchal	Coordinator	Member	8285391325
3.	Mrs. Archana Renu	Teacher	Member	8700665812
4.	Mr. Ashok Kumar	Teacher	Member	8285666560
5.	Mr. Raman Kumar	Teacher	Member	9015353604
6.	Mr. Ayush Sharma	Teacher (PET)	Member	7827448636
7.	Mrs. Varsha Tyagi	Teacher	Member	9654606852

OBJECTIVE:-

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- Recommend appropriate punitive action against the guilty.
- Conduct orientation program/ seminars for women employees and girl students to sensitize to be proactive to deal with such discrimination (if any).
- Sensitizing employees about sexual harassment issues.

PROCEDURE FOR FILING A COMPLAINT /GRIEVANCE WITHOUT REVEALING IDENTITY

If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the counselling room. Here, it should be noted that according to the supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behaviour (whether directly or by implication) as by the Parliament in this regards.

- a) Physical contact and advances.
- b) Demand or request for sexual favours.
- c) Sexually coloured remarks.
- d) Showing pornography.
- e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature (Vishaka judgement by Supreme Court) and the Act passed.

THE FOLLOWING WILL ALSO BE TREATED AS SEXUAL HARASSMENT AND ARE COVERED BY THE COMMITTEE :-

- a) Eve-teasing
- b) Unsavory remarks
- c) Jokes causing awkwardness
- d) Innuendos and taunts
- e) Gender-based insults
- f) Unwelcome sexual overtones
- g) Touching or brushing
- h) Displaying offensive material
- i) Forcible physical touch
- j) Physical confinement
- k) Stalking
- l) Blackmail or Threats
- m) Forced Exposure
- n) Inappropriate Gifts or Gestures
- o) Sexual Propositions or Pressure
- p) Cyberbullying
- q) Exclusion or Isolation
- r) Mockery or Ridicule.
- s) Sexual Harassment by Proxy
- t) Coercive Relationships

PROCEDURE FOR DEALING WITH COMPLAINTS:-

FILING OF A COMPLAINT:-

- Any associate who believes they have experienced sexual harassment may file a complaint with any member of the committee.
- Upon receiving a complaint, the committee member will inform the committee head.
- A meeting will be arranged within one week of receiving the complaint to discuss the raised concerns.
- Complaints must be brought within 30 working days of the incident, and efforts will be made to obtain a written complaint including details of the incident, dates, and names of witnesses, signed by the complainant.

PROCESS OF ENQUIRY:-

- The complainant will prepare a detailed statement of incidents/allegations, which will be shared with the accused.
- The accused will be given an opportunity to respond to the allegations within a specified time frame.
- Confidentiality of statements and evidence obtained during the inquiry process will be maintained.
- Verbal hearings will be conducted with both parties, and testimonies of relevant persons will be taken, ensuring no retaliation against witnesses.
- Both the complainant and accused are expected to refrain from any form of intimidation or influencing of witnesses.
- The committee will make a decision after reviewing all evidence and statements fairly.
- Both parties will be informed of the investigation results upon its completion.
- The committee may make interim recommendations such as suspension, transfer, or change of work location pending the outcome of the complaint.
- The investigation report with recommendations will be prepared within 4 weeks of filing the complaint.

- If harassment is found to have occurred, prompt remedial action will be taken, including restoring lost terms or conditions to the complainant and disciplinary action against the accused, which may include termination.
- Documents related to the complaint will be maintained confidentially.

DECISION AND ACTION:-

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred ; prompt, remedial action will be taken. The committee members will share the investigation details and findings there of with the appropriate functional head and agree on the applicable disciplinary action. This may include some of all of the following :-

- i. Warning.
- ii. Written apology.
- iii. Adverse remarks in the Confidential Report.
- iv. Debarring from supervisory duties.
- v. Denial of re-employment.
- vi. Stopping of increments/promotion.
- vii. Reverting, demotion.
- viii. Transfer if applicable.
- ix. Dismissal.
- x. Any other relevant mechanism.

CONCLUSION:-

The school will ensure that all women employees and girls students feel safe and secure in the premises. The committee will implement and review the policy. The school reserves the right to amend and frame the policy effectively to ensure its continued relevance and effectiveness in addressing sexual harassment.



Principal

Shaheed Memorial Vidya Kendra
Sihani, Ghaziabad