



SWAMY VIVEKANANDA RURAL EDUCATION SOCIETY

# SWAMY VIVEKANANDA RURAL FIRST GRADE COLLEGE

(Affiliated to Bangalore University, Accredited with NAAC)

Website: www.svres.org/fgc



Chandapura, Anekal Taluk, Bangalore-560099. Ph: 080-27831900 E-mail: svrfcollege@gmail.com

Ref. No. : SVRFGC/161/2022-23

Date: 08/11/22

From,  
The Principal  
Swamy Vivekananda Rural First Grade College,  
Chandapura, Anekal Taluk, Bangalore-560099.

## POLICY FOR SEXUAL HARASSMENT FREE CAMPUS AT SVRES

### POLICY STATEMENT

The Swamy Vivekananda Rural Education Society is committed to providing a campus that is free of sexual harassment irrespective of gender, race, caste, creed, and religion, place of origin, sexual orientation, disability, or economic status. The Institute's students, faculty, and non-teaching staff, and others associated with Institute have the right to be in an environment free from any form of discrimination and conduct which can be considered harassing, or disruptive, particularly behaviors that are tantamount to sexual harassment as defined in this policy. This policy ("Policy") will assist individuals who believe they have been subjected to sexual harassment seek support and remedial action.

The Institute is committed to taking all necessary steps to ensure that none of its members and others associated with it are subject to sexual harassment and will enforce this Policy to the fullest extent necessary.

This Policy is also in furtherance of requirements of the legislation - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made to this law in 2013 (collectively referred to as 'law'). In addition, this Policy shall be read with reference to any provisions of the Regulations, rules and other policies of the Institute, as applicable. Relevant guidelines of the Ministry of Human Resource Development, Government of India, and the University Grants Commission, may also be referred in the implementation of this Policy.

### WHAT CONSTITUTES SEXUAL HARASSMENT

Sexual harassment includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication):

- (a) physical contact and advances;
- (b) a demand or request for sexual favors;

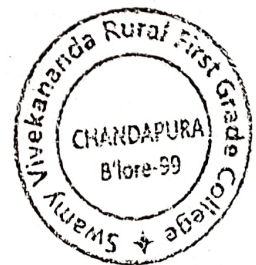
- (c) making sexually colored remarks;
- (d) showing pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

## DEFINITIONS

- (a) 'Campus' means the location or the land on which the Institute and its related facilities like libraries, laboratories, classrooms, student halls of residence, toilets, parking area, stationary, canteen etc. are situated. It also includes within its scope places visited as a member of the Institute including transportation provided for the purpose of commuting to and from the Institute. Locations outside the Institute including field trips, internships, study tours, excursion, short term placements, places used for camps, cultural festivals, and sports meet, online sessions, groups and events, and such other activities where a person is participating in the capacity of an employee or a student of the Institute are also included.
- (b) 'Director' is the Secretary or President of the Institute.
- (c) 'Faculty' means persons who are on the regular and contractual rolls of the Institute, and shall include faculty who are full time, visiting, guest, honorary, or on special duty or deputation.
- (d) 'Non-Teaching Staff' includes any employee of the Institute, who is not included in the category of Faculty.
- (e) 'Student' means a person admitted and pursuing a program of study, including short term training programs, in the Institute. Provided that a person who is in the process of taking admission and is not yet admitted, shall be treated for the purpose of this Policy as a student.

## SCOPE AND APPLICABILITY

The Institute strongly condemns and prohibits sexual harassment against all genders. Sexual harassment is unlawful, and this Policy will apply to all Students, Faculty, Non-teaching staff, and individuals engaged by or associated with the Institute and its Campus, regardless of their position, nature, and duration of their involvement.



## INTERNAL COMMITTEE

In furtherance to the law, the Institute has constituted an Internal Committee ("IC") to further gender sensitization (e.g., through regular sensitization workshops for all stakeholders) and to investigate allegations of sexual harassment at the Campus. The Institute reserves the right to add to, remove, or replace the IC members from time to time. IC committee constitutes the following members.

1. Director of Internal Committee- Secretary/President of the Institute
2. Faculty Representatives - 3 members
3. Non-Teaching Staff - 1 member
4. Student Representatives - 3 Members
5. NGO -1 Member

## PREVENTION

In order to ensure that the Campus is 'harassment free', as a preventive measure, the IC shall undertake regular sensitization workshops for all stakeholders.

Furthermore, the IC shall appoint, in consultation with the respective Programme Chairs, three student representatives as its members, who shall assist only in such matters that involve students. They shall also help the IC in being its ambassadors to ensure a 'harassment free' campus for all the students (each "Student Member" and collectively "Student Members").

The Student Members shall be an extended arm of the IC and shall take actions which will benefit the student community and prevent any sexual harassment happening on Campus. The Student Members may also intervene in the form of

- (i) Encouraging the aggrieved person to report to the IC for a formal investigation; and
- (ii) Collection of credible facts to also enable the aggrieved person to lodge a formal complaint before the IC.

## REPORTING SEXUAL HARASSMENT

For the IC to consider and initiate any process, a complaint has to be submitted by the aggrieved person(s). Complaints should be made in writing or via email, not later than 3 months from the date of occurrence of the alleged incident (in case of a series of incidents, within a period of 3 months from the date of the last incident). Friends, relatives, colleagues, co-students, student's counselors, faculty and staff members, or any other associate of the aggrieved person may file the complaint in only such situations where the aggrieved person is physically or mentally unable to make a complaint.



The complaints submitted should be clear and include details of the incident(s), supporting facts and related documents, names of individuals involved and the names, addresses and details of the witnesses, if any. [The IC may extend the time limit not exceeding an additional three months, if it is satisfied that there were unavoidable circumstances which prevented the aggrieved person from filing a complaint within the said period.] Therefore, the IC is restricted under the law from considering any Complaint which is more than 6 months after the alleged incident of sexual harassment has occurred.

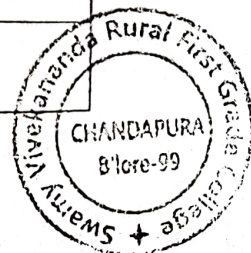
If you become aware of any incident of sexual harassment, please do promptly inform the IC, which shall then render all reasonable assistance to the aggrieved in submitting a complaint. For any correspondence with the IC, please write to: [internalcommittee@svres.ac.in](mailto:internalcommittee@svres.ac.in)

It is also the duty of the Institute to necessarily assist the complainant, if the complainant chooses to initiate action under the Indian Penal Code, 1860 ("IPC").

## RESOLUTION PROCESS

Process of conducting Inquiry shall broadly comprise of the following steps:

Milestones	Procedure step wise
Day 1	Valid Complaint received by Internal Committee.
Day 2 Within Day 1-3	Prima facie case established by Internal committee
Day 7 Within Day 1-3	<ul style="list-style-type: none"> <li>Internal committee will conduct the actual enquiry if the case is found to be genuine, interview 'accuser' and 'accused' and witnesses, if any and any other person/ persons the respective committee feels a need to interview to come to a conclusion about the complaint.</li> <li>Prepare a report.</li> </ul>
Day 15 Within/By	Internal Committee presents the report to the Principal for action / suggestions
Day 20 Within/By	Respective committee sends final report to the Director and recommends appropriate action.
Day 25 Within/By	Inform the accuser about broad steps taken and against any intimidation.
Day 30 Within/By	Initiate action against accuser, if found guilty.



Day 31 Within/By	Accuser / Aggrieved can file appeal if not satisfied to ACC
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Towards ensuring that this Policy and its provisions for the protection of employees and students from sexual harassment do not get misused, the IC may make any provisions against false or malicious complaints. In the event the IC determines that the complaint is false or malicious, or that false or misleading information was provided during its proceedings, the IC shall recommend strict disciplinary action against such person, even including termination of employment or expulsion. It is hereby clarified that mere inability to substantiate a complaint or provide adequate proof shall not by itself imply a false or malicious complaint.

### PROTECTION AGAINST RETALIATION

The Institute forbids any form of retaliation against, or victimization of, anyone who has filed a complaint of sexual harassment or has cooperated with the IC in any investigation of a complaint of sexual harassment. Retaliation and/or victimization shall constitute a misconduct and shall warrant disciplinary action as per the Regulations, rules and other policies of the Institute, as applicable.

Individuals are encouraged to promptly report to the Director if faced with such victimization or retaliation.



Academic year 2025-26

## Anti-Sexual Harassment Cell

On 28<sup>th</sup> and 29<sup>th</sup> of July 2025, Orientation was being conducted for the all first year B.Com, B.B.A & B.C.A students. The Students rep. who are selected from the first years are given below.

Student Representatives from 1 <sup>st</sup> year B.Com, BBA, BCA					
Name	Class	Section	Name	Class	Section
Harish	I	B.Com-A	Riya	I	BBA
Manasa	I	B.Com-A	Deepak	I	BBA
Vishwas	I	B.Com-B			
Sai Prayanka	I	B.Com-B			
Monish	I	B.Com-C			
Parvathi	I	B.Com-C			
Manasa.M	I	B.CA			
Manoj.	I	B.CA			

The other Representatives are from II & III years

Name	Class	Reg No:	Sign
Meena . S	II - B - Com - C		
Suchithra . M	II B . B . A		
Sushma . D	II B . Com - A		
Pureshatham . P	II B . BA		
Abilash . D .	II B . C . A		

Committee Members  
IAAC

Co-ordinator

Programme Co-ordinator  
Sini AM

Memo No: 1/ASHC/2025-26

Date: 30/07/2025

This is to inform the members and the representatives of Anti Sexual Harassment Cell that there is a meeting on 30/07/25 in Room No: 107 at 3 Pm to discuss the issues related to sexual Harassment.

*Pooja R*  
Committee Member

*Sri. A. B*  
Committee - Co-ordina

*Vijay*  
IQAC - Co-ordinator

**Convenor**  
Anti Sexual Harassment Cell,  
Swamy Vivekananda Rural First Grade College  
Chandapura, Anekal Taluk, Bangalore - 560 099

### Student Representatives

Names	class	Reg No	Sign
Rokha.P	IV BBA	U03MJ23M0029	<i>Rokha P</i>
Sai Priyanka.N	I B. com	U03MJ25C0110	<i>Sai Priyanka</i>
Manasa.A	I <sup>st</sup> BCA	U03MJ25C024	<i>Manasa</i>
Anjani Srinivas	I BBA	U03MJ25M0002	<i>Anjani</i>
Abhishek.D	II BCA	U03MJ24S0002	<i>Abhishek</i>
Deepak.k	I BBA	U03MJ25M0014	<i>Deepak</i>

## Resolutions

\* Anti Sexual Harassment Committee conducted the meeting on 31<sup>st</sup> July 2021 with the members and student representatives

\* In the discussion we asked the students about any misbehaviour taken place in the campus as well as classroom.

\* There were no issues raised by the students.

Pavithra N.

Committee Member

Sini A.P.

Co-ordinator

U.S.  
Principal

I.A.C

Kumar  
Co-ordinator

Dr. M. V. Srinivasan, Principal, First Grade College

Maddur, Anekal, Bangalore-560 026

Memo No: 2 / ASHC / 2025-26

Date: 9/10/25

This is to inform the members and the representative of the Anti Sexual Harassment that there is a meeting on 9/10/25 in Room No: 107 at 3 pm to discuss the issues related to Sexual Harassment.

Committee Member

Sini-A J  
~~9/10/25~~  
 Committee Co-ordinator

*Kumar*  
 IQAC Co-Ordinators

## Resolutions

\* Anti Sexual Harassment Committee Conducted the meeting on 9th Oct 2025 with the members and student representatives

\* In the discussion we enquired about any the misbehaviour had taken place in the campus as well as the class room.

\* There were no issues raised by the students

Committee Members

Co-Ordinator

Sini. A.R  
9/10/25

Anti Sexual Harassment Cell.

Swamy Vivekananda Rural First Grade College

Chandapura, Anekal Taluk, Bangalore - 560 099

IAAE

Co-Ordinator

Student Representatives

Names	Class Section	Reg No:	Sign
Sushithra.M	II BBA	U03MJ24MD034	M.Sith
Manasa.A	I BCA	U03MJ25B0024	Manis
Sai Prayanka	I B.com	U03MJ25C0110	Sai Prayanka
Abhishek.D	2nd BCA	U03MJ24S0002	Abhishek