ANTI-SEXUAL HARASSMENT POLICY

Date Created	04 June 2018	**Approved By**	Board of Management
Last Reviewed	10 May 2025	**Next Review Due**	April 2028
Version	1.0	**Owner**	Office of the Registrar / IQAC

1. Preamble

P. P. Savani University (PPSU) is committed to providing a safe, respectful and harassment-free environment for students, faculty members, employees and other members of the university community. The University follows a zero-tolerance approach towards sexual harassment and is committed to protecting the dignity, safety and rights of every individual.

This policy is framed with reference to the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as applicable.

2. Scope

This policy applies to students, faculty members, non-teaching staff, research scholars, contractual employees and other persons participating in university activities.

It covers incidents occurring on campus, in classrooms, laboratories, libraries, hostels, university transport, official events, internships, field visits and other settings connected with university activities.

3. Definition of Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature, whether expressed verbally, physically, in writing, through electronic communication, or by other means.

Sexual harassment may also include conduct that creates an intimidating, hostile, or offensive environment or involves an abuse of authority. Each complaint shall be assessed according to the applicable legal framework and the circumstances of the case.

4. Internal Committee

The University shall constitute and maintain an Internal Committee (IC) in accordance with applicable law and UGC regulations. The Committee shall receive complaints, conduct inquiries, recommend appropriate action and help promote awareness and prevention.

The Committee shall have the composition required by applicable law, including a woman Presiding Officer, employee members, an external member with relevant expertise and appropriate representation of women as prescribed by law.

5. Reporting Procedure

Any person who experiences sexual harassment may submit a written complaint to the Presiding Officer or a member of the Internal Committee through the official contact details published by the University.

Complaints may be submitted by email or through the officially designated reporting channel. The complainant is encouraged to provide the date, place, description of the incident, names of persons involved and supporting documents or other evidence, if available.

The Internal Committee shall acknowledge and handle complaints according to applicable procedures and statutory timelines. Where a person requires assistance in making a written complaint, the Committee shall provide assistance as required by law.

Complaints shall be handled sensitively, fairly and without unnecessary delay. Matters shall not be referred to an informal grievance channel in place of the legally required procedure.

6. Confidentiality and Protection from Retaliation

The University shall protect the confidentiality of the complainant, respondent, witnesses, complaint contents, inquiry proceedings and recommendations, subject to applicable law.

No person shall be threatened, intimidated, discriminated against, or unfairly disadvantaged in education or employment for making a complaint in good faith, participating in an inquiry, or supporting a complainant.

Any suspected retaliation shall be reported promptly to the appropriate university authority or the Internal Committee. The University shall examine such concerns and take appropriate action under applicable rules.

7. Inquiry and Action

The Internal Committee shall conduct inquiries in accordance with the applicable UGC Regulations and relevant legislation, ensuring fairness to all parties.

Based on the findings, the Committee may recommend appropriate action under applicable service rules, university regulations, or law. Such action may include disciplinary measures where misconduct is established.

A complaint shall not be treated as false merely because it cannot be substantiated. Any allegation of malicious intent shall be considered only through the procedure required by law.

8. Awareness and Prevention

The University shall promote awareness through orientation programmes, workshops, seminars, notices and other appropriate communication. Students and employees shall be informed about prohibited conduct, reporting procedures, the role of the Internal Committee and available support.



The University shall take appropriate steps to promote safety and gender sensitisation across its academic and residential facilities.

9. Responsibilities

University Administration: Ensure implementation of the policy and provide appropriate support to the Internal Committee.

Internal Committee: Receive complaints, conduct inquiries, maintain confidentiality and recommend action in accordance with applicable law.

Faculty and Staff: Maintain professional conduct and cooperate with authorised inquiries.

Students and Employees: Respect others, refrain from harassment and report concerns through appropriate channels.

10. Review and Approval

This policy shall be reviewed and updated when required by changes in applicable legislation, UGC regulations, or university procedures. It shall come into effect after approval by the competent authority of P. P. Savani University.

P P SAVANI UNIVERSITY

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