



ARMY COLLEGE OF NURSING, JALANDHAR CANTT ACN/ADM/29

5. In addition, a person is deemed to have caused sexual harassment if he or she:-

- (a) Subjects another person to an unwelcome act of physical intimacy, like grabbing, brushing, touching, pinching, etc.
- (b) Makes an unwelcome demand or request (whether directly or by implication) for sexual favours from another person, and further makes it a condition for employment/payment of wages/increment/promotion etc.
- (c) Makes an unwelcome remark with sexual connotations, like sexually explicit compliments/cracking loud jokes with sexual connotations/ making sexist remarks etc.
- (d) As per the act, sexual harassment includes any one or more of unwelcome acts or behaviour like physical contact and advances, a demand or request for sexual favours or making sexually coloured remarks or showing pornography.

6. It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

PREVENTIVE MEASURES AS PER HON'BLE SUPREME COURT

7. As per Hon'ble Supreme Court all employers/mgmt or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following measures:-

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- (b) The Rules/Regulations of the College / AWES relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) Steps should also be taken to include the aforesaid prohibitions in the standing orders (SOPs).
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee women should have reasonable grounds to believe that she is disadvantaged in connection with her employment.



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DEALING WITH SEXUAL HARASSMENT

8. If any girl students and women staff feels, she is being sexually harassed or intimidated, she should :-

(a) **Talk to the perpetrator.** Make the person who you think is making unwanted advances remarks or advances know that he/she is making you uncomfortable. The person could be generally interested and you should let it be known that the advances are unwelcome. Don't ignore the incident hoping it will go away. Sometimes, the concerned person might not realise that he/she is making you uncomfortable.

(b) **Inform your superiors.** If talking the concerned person doesn't help, you should inform your Superior/Coordinator/Lecturer. If it's the Lecturer that is harassing you, inform Principal/Registrar or someone higher up. If it's a person higher up and the Principal/Registrar refuses to act, then she needs to file a police case. You can also approach the National Commission for Women. Do not take it lying down. The laws to protect women's rights are watertight in our country. Remember, no job where you're uncomfortable is worth it.

SEXUAL HARASSMENT COMMITTEE

9. The following members of this college are hereby detailed as committee for sexual harassment cell (Women Grievance Cell) :-

- | | | | |
|-----|--|---|--------------------|
| (a) | Prof Mrs M Maheswary
Principal
Mob No - 8283824167 | - | Presiding Officer. |
| (b) | Ms Varinderpal Kaur, Asst. Prof
Mob No : 9878607107 | - | Member. |
| (c) | Ms Gagan Sharma, Asst. Prof
Mob No : 9099970528 | - | Member. |
| (d) | Ex Sub AK Sharma (Male Rep)
Mob No : 8558946562 | - | Member |
| (e) | Ms Kuldeep Kaur, Warden
Mob No : 09872167946 | - | Member. |

10. The composition of the Committee/Cell will be prominently displayed in the college and hostel notice boards. The composition of the Committee will be periodically reviewed during its quarterly mtgs and amended on occurrence of any change in the same.



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CONCLUSION

11. This SOP has been formed to ensure implementation of the directions of the Hon'ble Supreme Court for tackling the problem of sexual harassment in the educational institutions.

12. This SOP supersedes previous SOP issued vide No 2001/ACN/SOP/19 dated 15 May 2019.

Army College of Nursing
Jalandhar Cantt

2001/ACN/SOP/21

30 Jan 2021

Distr: -

1. Office Copy.
2. SOP Folder.
3. Notice Board.


(M Maheswary)
Principal

STANDING OPERATING PROCEDURE

SEXUAL HARASSMENT

INTRODUCTION

1. Army College of Nursing, Jalandhar Cantt conducts four year B Sc (Nursing) degree course for the female wards of serving and retired Army pers with guidance of staff/faculty members. The college is being run under the aegis of AG's Branch, Army Welfare Education Society which is running 12 Professional Colleges, 137 Army Schools/Army Public Schools all over the country. The Hon'ble Supreme Court has issued guidelines to protect women from sexual harassment at their place of work vide section 2(d) of the Protection of Human Rights Act, 1993 and Sexual Harassment and Violence Act 2013. Taking note of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and the enactment of such legislation will take considerable time.
2. It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

AIM

3. The aim of this SOP is to prepare guidelines to protect girl students and women staff from sexual harassment at their place of work and to ensure a continuing, aggressive preventive safety from unnecessary sexual harassment.

DEFINITION

4. **Sexual harassment** is any unwelcome sexually determined behaviour, such as:-
 - (a) Physical contact and advances.
 - (b) A demand or request for sexual favours.
 - (c) Sexually coloured remarks.
 - (d) Showing pornography.
 - (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.