

IPSITA®

**SEXUAL HARASMENT
COMMITTEE**

RESOLUTION

Sexual Harassment Committee

- School sexual Harassment Policy tailored for CBSE-affiliated schools. This document ensures legal compliance (POSH Act, POCSO Act, CBSE norms) and promotes a safe environment for both students and staff

■ Name of the school: Santi Mansion Institute

■ Sexual Harassment Prevention Policy

Effective Date:

Policy Version:

Approved by:

◆ 1. Purpose:

The purpose of this policy is to ensure a safe, respectful, and inclusive environment at Santi Mansion Institute, free from any form of sexual harassment, whether towards students, staff, or visitors. It also aims to outline procedures for reporting and resolving such issues.

◆ 2. Scope:

This policy applies to:

- All students (Boys and girls)
- Teaching and non-teaching staff
- Volunteers, visitors, interns
- Within school premises and during any school-related activity (tours, online classes, etc).

◆ 3. Definition of Sexual Harassment

Sexual harassment includes but is not limited to:

- Unwelcome touching, physical advances
- Sexually suggestive remarks, jokes, or gestures
- Display of pornographic or inappropriate content.
- Demanding sexual favors
- Repeated unwanted messages, texts, or stories
- Verbal abuse or threats with sexual connotation.

* For students, such conduct may also fall under the protection of children from sexual offences (POCSO) Act, 2012.

◆ 4. Preventive Measures

- Annual awareness sessions for students, teachers, and parents
- Display of Internal Complaints Committee (ICC) details on website and notice boards
- Gender sensitization as part of value education / life skills curriculum
- Encouraging students to speak up and report any misconduct

◆ 5. Reporting Mechanism

Any student or staff member who faces sexual harassment may:

- Report to a trusted teacher, counselor, or Internal Complaints Committee (ICC)
- Submit a written complaint or inform verbally (to be documented).
- For students under 18, the matter will be reported under POCSO to the concerned authority and parents will be informed.

◆ 6. Internal Complaints Committee (ICC)

An ICC has been formed with the following responsibilities:

- Investigate complaints confidentially
- Hear both parties fairly
- Recommend action to the school head
- Submit reports to the management and keep records

◆ 7. Disciplinary Action

If the complaint is found to be true, action may include:

- Warning, suspension, or termination (for staff)
- Detention, suspension, or expulsion (for students)
- Reporting to law enforcement in case of POCSO or criminal offense

♦ 8. False or Malicious Complaints
The school discourages false accusation.
However, no action will be taken against
someone who files a complaint in good
faith, even if it is not proven.

♦ 9. Confidentiality
All complaints and investigations will be
handled confidentially to protect the dignity
and privacy of those involved.

♦ 10. Policy Review
This policy will be reviewed every
year or earlier if required by change
in law or CBSE regulations.

Members:

Convenor: Smt. Dipa Bhownik

Teacher member: Smt. Anjana Nath

Smt. Kanika Debnath

Parent member: Sri Bikash Kant Das

Smt. Shilpi Debnath

Sri. Babla Nath

Principal

Dipa Bhownik

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