



Prevention of Sexual Harassment (POSH) Policy

Delhi Metropolitan Education, Noida (hereinafter referred to as “the College”) is committed to providing a safe, inclusive, and respectful working and learning environment for all employees, students, and stakeholders. The College strictly prohibits any form of sexual harassment at the workplace.

This policy is framed in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Vishaka Guidelines laid down by the Hon’ble Supreme Court of India.

1. Scope of the Policy

This policy applies to:

- i. Teaching and non-teaching staff
- ii. Administrative personnel
- iii. Contractual employees
- iv. Visiting faculty and consultants
- v. Students and interns
- vi. Any individual interacting with the College in a professional or academic capacity

The policy covers conduct occurring:

- i. On campus
- ii. During college events, conferences, seminars, field visits, or travel
- iii. Online spaces including emails, messaging platforms, and virtual classrooms.

2. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior (whether directly or by implication) such as:

- i. Physical contact and advances
- ii. Demand or request for sexual favors
- iii. Making sexually coloured remarks
- iv. Showing pornography
- v. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature, including but not limited to, repeated requests for dates despite refusal, sexually suggestive comments, jokes, or messages, sharing obscene images or content, staring or gestures of a sexual nature and online harassment or cyber stalking.



3. Definition of Workplace

For the purpose of this policy, workplace includes:

- i. College campus and administrative offices
- ii. Laboratories, libraries, classrooms, and staff rooms
- iii. Hostels and accommodation facilities (if applicable)
- iv. Any location visited during official duties
- v. Online academic or administrative platforms.

4. Internal Complaints Committee (ICC)

The College shall constitute an Internal Complaints Committee (ICC) in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The ICC shall consist of:

- i. Presiding Officer – A senior woman employee
- ii. Two Members – Employees committed to the cause of women or with experience in social work/legal knowledge
- iii. External Member – From an NGO or association committed to women's rights or with legal expertise

At least 50% of the members must be women.

5. Complaint Mechanism

Any aggrieved woman may file a written complaint with the ICC within 3 months of the incident (extendable by the ICC if justified).

Complaints may be submitted via written application or email to the ICC.

If the complainant is unable to submit the complaint in writing, the ICC shall provide reasonable assistance.

6. Inquiry Procedure

The ICC shall acknowledge the complaint and begin inquiry within a reasonable time.

Both the complainant and respondent shall be given a fair opportunity to present their case.

The inquiry shall be completed within 90 days.

The ICC will submit its report and recommendations to the management within 10 days of completion.

7. Interim Relief

During the inquiry, the ICC may recommend:

- i. Transfer of either party
- ii. Leave for the complainant up to 3 months
- iii. Restraining the respondent from contacting the complainant



- iv. Temporary change in academic or administrative responsibilities.

8. Disciplinary Action

If the respondent is found guilty, the following actions may be recommended, depending upon the gravity of the harassment:

- i. Written apology
- ii. Warning or reprimand
- iii. Deduction from salary or compensation
- iv. Suspension
- v. Termination of employment
- vi. Cancellation of student enrollment (in case of students)

9. False or Malicious Complaints

If a complaint is found to be malicious or knowingly false, the ICC may recommend appropriate action. However, inability to prove a complaint does not automatically imply malicious intent.

10. Confidentiality

All proceedings, identities of parties involved, and recommendations of the ICC shall be kept strictly confidential in accordance with the POSH Act.

Any breach of confidentiality may result in disciplinary action.

11. Awareness and Training

The College shall undertake the following initiatives:

- i. POSH awareness workshops
- ii. Orientation programs for new staff and students
- iii. Display of POSH policy on the College website and notice boards
- iv. Periodic training on gender sensitivity.

12. Protection Against Retaliation

No individual shall be subjected to victimization or retaliation for filing a complaint or participating in an inquiry.

13. Policy Review

This policy shall be reviewed periodically by the College administration to ensure compliance with legal requirements and best practices.


Director, DME

