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	Document Number	JMDC / Policy /PH /25-12





JINNAH MEDICAL AND DENTAL COLLEGE



STANDARD OPERATING PROCEDURE

Policy for Harassment

Department of Student Affair

	NAME	DESIGNATION	SIGNATURE	DATE
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- Principal
- Vice Principal
- HODs of Teaching Departments
- Quality Enhancement Cell
- Director Finance
- Director HR
- Student Affair

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1. Purpose

The institution is committed to providing a safe, inclusive, and respectful learning environment. Harassment of any kind is strictly prohibited and will not be tolerated. All undergraduate students have the right to study in an atmosphere free of intimidation, discrimination, and abuse. This policy is aligned with the **Harassment Act, 2010 (Amended 2022)**, passed by the Government of Pakistan. JMDC follows the guidelines and mandates outlined in this Act to prevent and address all forms of harassment.

2. Scope

This policy applies to:

- All undergraduate students enrolled at the institution.
- All on-campus and off-campus academic and co-curricular activities.
- Online/digital learning environments, emails, social media, and institutional communication channels.

3. Definition of Harassment

Harassment includes but is not limited to:

a. Sexual Harassment

- Unwanted sexual advances or verbal/physical conduct of a sexual nature.
- Display of sexually explicit materials.
- Gender-based derogatory comments or jokes.

b. Verbal Harassment


- Use of abusive or threatening language.
- Derogatory remarks based on race, religion, gender, disability, or ethnicity.

c. Psychological Harassment

- Bullying, intimidation, or deliberate exclusion.
- Spreading false information or malicious rumors.

d. Cyber Harassment

- Offensive, threatening, or defamatory messages or images shared online.
- Stalking or harassment via emails, texts, or social media.

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4. Reporting Mechanism

- Students can report incidents verbally or in writing to the Student Affairs Office or designated faculty counselor.
- Use the official Harassment Reporting Form (available in the Student Affairs Office).
- Reports can also be made confidentially via email to the Harassment Committee.
- The identity of the complainant will be kept confidential.
- **Emergency situations:** In case of immediate threat or harm, contact campus security or administration immediately.

5. Investigation Process


1. Upon receiving a complaint, the student affair office will determine whether the issue warrants a full investigation.
2. The Harassment Committee will acknowledge receipt of the complaint within 2 working days.
3. A formal investigation will be carried out within 7–10 working days.
4. Both the complainant and the accused will be given a fair chance to present their perspectives.
5. A decision will be communicated within 15 working days of the initial complaint.

6. Investigation Committee:

- The investigation Committee is responsible for reviewing reported infractions and conducting formal inquiries.
- The committee holds the authority to impose appropriate sanctions based on the nature and severity of the harassment.

The committee will constitute the following members:

Head of the committee	Principal of the institute
Core committee members	Vice Principal
	Senior Faculty Member (1 male, 1 female)
	Student Affairs Coordinator
Co-opted members	HODs/HR Representative/student representative (as per invitation)

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7. Disciplinary Actions

If harassment is proven, disciplinary measures may include:

- Formal warning or written apology.
- Suspension from classes or campus activities.
- Expulsion in severe cases.
- Legal action if applicable.

8. Protection Against Retaliation

The institution strictly prohibits retaliation against any student who files a complaint or participates in an investigation.


9. Role of Anti-Harassment/Investigation Committee

The committee shall:

- Handle complaints with impartiality.
- Maintain confidentiality.
- Ensure timely investigation and resolution.

10. Review and Amendment

This policy will be reviewed annually and amended as needed in accordance with legal and educational guidelines.

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Appendix

Harassment Reporting Form

(To be submitted to Student Affairs Office)

1. Complainant Information

Full Name:	Contact No:
Roll No / Batch:	Email:

2. Incident Details

Date & Time of Incident:
Description of Incident:

3. Persons Involved

- Name(s) of alleged harasser(s): _____
- Relationship (student/faculty/staff/other): _____

4. Witnesses (if any)

- Names & Contact Information: _____

5. Supporting Evidence (if any)

- Attach any documents, screenshots, or other proof.

Declaration:

I confirm that the information provided is true to the best of my knowledge.

Signature: _____

Date: _____