Ref No: KMCT/DC/C/2026/129 Date: 02-06-2026

GENDER SENSITISATION, EQUALITY AND PREVENTION OF SEXUAL HARASSMENT POLICY

Policy Number: KMCT/DC/C/2026/129

Effective Date: 02-06-2026

Approved By: Principal

Review Frequency: At least once every six months

Responsible Bodies: Internal Committee (IC) and Gender Sensitisation Cell (GSC)

1. PREAMBLE

KMCT Dental College is committed to fostering an inclusive, equitable, safe and respectful environment for teaching, learning, clinical training, research and institutional administration. The institution recognises that gender equality, dignity, mutual respect and freedom from discrimination and sexual harassment are essential to academic excellence, professional development and quality patient care.

The college shall promote gender sensitisation through education, awareness, equitable opportunities, institutional support and effective grievance redressal mechanisms. All students, faculty members, non-teaching staff, research personnel, interns, postgraduate residents and other persons associated with the institution are expected to uphold these principles.

This policy establishes the institutional framework for promoting gender equality, preventing gender-based discrimination and sexual harassment, protecting the dignity of individuals and ensuring appropriate action in accordance with applicable laws and regulations.

2. LEGAL AND REGULATORY FRAMEWORK

This policy shall be implemented in accordance with the applicable provisions of:

1. The Constitution of India, particularly Articles 14, 15, 16 and 21, concerning equality, non-discrimination, equal opportunity and the right to life with dignity.

2. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the Rules framed thereunder.
3. The University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
4. Applicable UGC guidelines and advisories on gender sensitisation, campus safety and the prevention of sexual harassment, including relevant SAKSHAM recommendations.
5. The National Dental Commission Act, 2023, and applicable rules, regulations, standards and directions issued by the competent dental regulatory authorities, including relevant requirements continued or prescribed under the applicable regulatory framework.
6. Applicable university regulations, institutional service rules, student conduct regulations and other relevant statutory provisions.

Where any provision of this policy conflicts with applicable legislation or statutory regulations, the applicable legal provision shall prevail.

3. PURPOSE

The purpose of this policy is to establish a comprehensive institutional framework to:

a. Promote gender equality, dignity, mutual respect and equal opportunity.

b. Prevent gender-based discrimination, sexual harassment, gender stereotyping and discriminatory practices in academic, clinical, research and administrative settings.

c. Establish accessible, impartial and confidential mechanisms for receiving and addressing complaints of sexual harassment.

d. Ensure that all members of the college community understand their rights, responsibilities and obligations regarding gender sensitivity and professional conduct.

e. Promote a safe and inclusive environment for students, faculty, staff, patients and visitors.

f. Integrate gender sensitivity, professional ethics and respect for diversity into dental education, clinical practice and institutional activities.

4. SCOPE AND APPLICABILITY

This policy applies to:

- Undergraduate BDS students, postgraduate MDS students and interns.
- Teaching faculty, clinical faculty, research supervisors and research personnel.
- Non-teaching, technical, administrative and support staff.
- Contractual employees, outsourced personnel and trainees.
- Institutional office-bearers, committee members and student representatives.
- Patients, attendants, visitors, vendors and other third parties, insofar as the relevant provisions are applicable to their conduct and the institution's responsibilities.

The policy covers conduct occurring within the college campus, departments, laboratories, clinics, hospitals and associated facilities, including libraries, hostels, common rooms, transport provided by the institution, official digital platforms, academic activities, conferences, field visits, internships and other institution-related settings.

Complaints involving persons outside the institution shall be addressed through the applicable statutory and institutional mechanisms, depending on the circumstances and jurisdiction.

5. POLICY OBJECTIVES

The objectives of this policy are to:

1. Promote equal dignity, fairness and respect irrespective of gender.
2. Prevent sexual harassment and gender-based discrimination.
3. Eliminate discriminatory language, gender stereotyping, intimidation and exclusion.
4. Ensure equitable access to education, clinical training, research opportunities, leadership roles and institutional facilities.

5. Create awareness of legal rights, complaint mechanisms and professional responsibilities.
6. Establish a transparent and legally compliant system for addressing complaints.
7. Protect complainants, witnesses and other participants from victimisation and retaliation.
8. Periodically assess institutional practices and improve the effectiveness of gender sensitisation initiatives.

6. GUIDING PRINCIPLES

The implementation of this policy shall be guided by the following principles:

6.1 Equality and non-discrimination

All individuals shall be treated with dignity and fairness. Decisions concerning academic opportunities, clinical postings, employment, responsibilities and leadership shall be based on relevant criteria and shall not be influenced by gender stereotypes or unlawful discrimination.

6.2 Dignity and respect

Every member of the institution shall maintain professional boundaries and communicate respectfully in classrooms, clinics, laboratories, offices, hostels and digital spaces.

6.3 Zero tolerance for sexual harassment

Sexual harassment shall not be tolerated. All complaints shall be addressed through the appropriate statutory and institutional procedures.

6.4 Fairness and impartiality

Complaints shall be examined fairly, without prejudice, intimidation or predetermined conclusions. The rights of all parties shall be respected.

6.5 Confidentiality

Information relating to complaints, inquiries, identities and proceedings shall be handled in accordance with applicable confidentiality requirements.

6.6 Protection against retaliation

No person shall be subjected to intimidation, discrimination or adverse treatment for making a complaint in good faith, participating in an inquiry or providing relevant information.

7. INSTITUTIONAL MECHANISMS

The college shall maintain appropriate institutional structures for prevention, awareness and redressal.

7.1 Internal Committee (IC)

The college shall constitute and maintain an Internal Committee in accordance with the POSH Act, 2013, and applicable UGC Regulations, 2015.

7.1.1 Composition

The IC shall be constituted through a formal order issued by the competent authority. Its composition shall comply with the applicable statutory requirements, including:

- A Presiding Officer who is a senior woman employee.
- At least two members from among employees with the prescribed experience, commitment or knowledge relevant to women's rights, social work or legal knowledge, as applicable.
- One external member from an eligible NGO, association or person familiar with issues relating to sexual harassment, as prescribed by law.
- At least half of the total nominated members shall be women.

The college shall ensure that the committee's composition, tenure, eligibility and appointment procedures comply with the applicable law. The names and official contact details of IC members shall be communicated to the college community and displayed prominently.

7.1.2 Functions and responsibilities

The IC shall:

a. Receive and address complaints falling within its statutory jurisdiction.

b. Conduct inquiries in accordance with the POSH Act, the applicable Rules and UGC Regulations.

c. Recommend interim relief and protective measures wherever legally permissible and appropriate.

d. Maintain confidentiality and protect the privacy and dignity of the parties and witnesses.

e. Recommend appropriate action based on the findings of a duly conducted inquiry.

f. Maintain records and prepare statutory reports and annual returns as required.

g. Conduct awareness activities in coordination with the Gender Sensitisation Cell.

h. Ensure that no person is penalised solely on the basis of an unsubstantiated allegation without following the applicable procedure.

The ICC shall function with the independence required for its statutory role. Its inquiry responsibilities shall not be replaced by informal mediation or handled solely by the Gender Sensitisation Cell.

7.2 Gender Sensitisation Cell (GSC)

The college shall establish or maintain a Gender Sensitisation Cell to coordinate preventive, educational and awareness activities.

The Principal or a designated competent authority shall oversee the institutional implementation of the programme. The composition of the Cell shall be notified separately through an institutional order.

The Cell may include faculty members, administrative representatives and other members considered appropriate by the institution.

Functions

The Gender Sensitisation Cell shall:

a. Plan and coordinate gender sensitisation programmes for BDS and MDS students, interns, faculty and staff.

b. Organise orientation sessions on gender equality, professional boundaries, consent, respectful communication and prevention of sexual harassment.

c. Promote gender-sensitive teaching, clinical supervision and patient care.

d. Conduct awareness campaigns, seminars, discussions, poster presentations and other educational activities.

e. Disseminate information about the ICC, complaint procedures and available support services.

f. Coordinate with the ICC on preventive education without interfering with its statutory inquiry functions.

g. Identify institutional practices requiring improvement and submit recommendations to the Principal.

h. Maintain records of programmes, participation, feedback and corrective initiatives.

The Gender Sensitisation Cell shall not investigate or adjudicate complaints that fall within the statutory jurisdiction of the ICC.

8. PREVENTION OF SEXUAL HARASSMENT

The institution prohibits sexual harassment in all applicable institutional settings.

Sexual harassment shall have the meaning assigned under the POSH Act and applicable UGC Regulations. It includes unwelcome conduct of a sexual nature, including, where covered by law:

- Unwelcome physical contact and advances.
- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing pornography or other sexually explicit material.
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

- Conduct creating a hostile, intimidating or offensive environment, or other conduct recognised as sexual harassment under applicable law.

Sexual harassment may occur in person or through electronic communications, messaging platforms, email, social media or other digital channels.

The institution prohibits quid pro quo harassment, including situations where employment, academic assessment, clinical opportunities, research supervision or other institutional benefits are improperly linked to sexual favours.

The above examples are illustrative and shall not restrict the scope of conduct covered by the applicable legislation.

9. GENDER EQUALITY IN ACADEMIC AND CLINICAL SETTINGS

9.1 Academic opportunities

All eligible students shall have equitable access to teaching, learning resources, examinations, research opportunities, scholarships, mentoring, student activities and leadership positions, subject to applicable eligibility criteria.

9.2 Clinical training and patient care

The college shall promote fairness in clinical postings, case allocation, clinical supervision, procedural training and assessment.

Clinical teaching and patient care shall be conducted with respect for privacy, dignity, consent, professional boundaries and applicable clinical protocols. Gender shall not be used as a basis for unjustified exclusion from learning opportunities.

9.3 Research and mentorship

Research supervision, authorship opportunities, academic guidance and mentorship shall be conducted professionally and fairly. Faculty members and research supervisors shall maintain appropriate professional boundaries and shall not misuse their academic authority.

9.4 Employment and professional development

Recruitment, work allocation, training, promotion, professional development and institutional responsibilities shall be governed by applicable rules and objective criteria without unlawful gender discrimination.

9.5 Gender-sensitive infrastructure

The institution shall endeavour to provide safe, accessible and hygienic facilities, including appropriate restroom facilities, changing spaces and common rooms, in accordance with applicable requirements and the needs of the campus community.

9.6 Campus safety

The college shall periodically assess campus safety, lighting, access control, emergency communication and security arrangements. Safety measures shall be proportionate, privacy-respecting and non-discriminatory.

Safety provisions shall not be used to impose unjustified restrictions on the movement, academic participation or professional opportunities of any gender.

10. AWARENESS AND CAPACITY-BUILDING PROGRAMMES

The college shall implement a structured programme of gender sensitisation, including:

1. Gender orientation for newly admitted BDS and MDS students and interns.
2. Periodic awareness programmes for teaching and non-teaching staff.
3. Workshops on the POSH Act, consent, respectful communication, professional ethics and digital safety.
4. Sessions on gender sensitivity in clinical supervision, patient interactions and research mentorship.
5. Awareness activities addressing stereotypes, discriminatory language, bullying and inappropriate conduct.
6. Observance of relevant national and international days through educational activities.
7. Display of policy provisions, ICC details and complaint procedures at conspicuous locations.

8. Publication of relevant information through the institutional website, student handbook, orientation materials and official communication channels.

Participation in programmes designated as mandatory by the institution shall be documented.

11. COMPLAINT AND REDRESSAL PROCEDURE

11.1 Submission of complaints

A person who experiences sexual harassment may approach the ICC through the prescribed written or officially notified complaint mechanism.

Complaints shall be handled in accordance with the POSH Act and applicable UGC Regulations. The statutory procedure, including provisions relating to the time limit for filing a complaint, assistance in reducing a complaint to writing, extension where legally permissible and referral to the Local Committee where applicable, shall be followed.

A person who is unsure about the procedure may seek guidance from the ICC without being discouraged from exercising their legal rights.

11.2 Inquiry procedure

The ICC shall conduct inquiries in accordance with applicable law, ensuring:

- A fair and impartial opportunity for the parties to present their cases.
- Compliance with prescribed procedural requirements and timelines.
- Appropriate handling of documents, statements and evidence.
- Protection of privacy and confidentiality.
- Consideration of interim relief wherever appropriate and legally permissible.
- A reasoned report and recommendations in accordance with the statutory framework.

The ICC shall not impose penalties or make findings outside its lawful authority.

11.3 Interim measures

Where recommended by the ICC and permitted by law, appropriate interim measures may

include changes in reporting arrangements, academic or workplace adjustments, leave or other protective measures. Such measures shall be considered on the facts of the case and shall not unfairly prejudice either party.

11.4 Action on recommendations

The competent authority shall act on the ICC's recommendations within the applicable statutory timelines and in accordance with the governing law, service rules, student regulations and principles of natural justice.

Where the alleged conduct may constitute a criminal offence, the matter shall be dealt with in accordance with applicable law. Institutional procedures shall not obstruct a person's lawful access to police or other competent authorities.

11.5 Complaints outside the IC's jurisdiction

Complaints that do not fall within the ICC's statutory jurisdiction shall be directed to the appropriate institutional grievance mechanism or competent authority, as applicable, without preventing access to any remedy available under law.

12. DISCIPLINARY ACTION

Any disciplinary action shall be based on the findings of a duly conducted inquiry or other lawful process and shall comply with the applicable statutory provisions, service rules, university regulations and student disciplinary procedures.

Depending on the nature and gravity of the misconduct, and the applicable rules, action may include:

- Written warning or formal reprimand.
- Mandatory counselling, training or other corrective measures where appropriate.
- Disciplinary action under applicable employment or service rules.
- Student disciplinary measures under applicable university and institutional regulations.
- Suspension or other restrictions where legally permissible and procedurally justified.

- Termination of employment or other major disciplinary penalties, where warranted under applicable rules.
- Referral to the police or other competent authority where required or appropriate under law.

No penalty shall be imposed automatically. The nature of the misconduct, the inquiry findings, proportionality, applicable rules and due process shall guide the decision.

Withholding degrees, examination results, clinical privileges or other academic benefits shall not be imposed as an automatic punishment and may be considered only where expressly permitted by the applicable rules and supported by a lawful decision.

13. CONFIDENTIALITY AND PROTECTION AGAINST VICTIMISATION

The institution shall safeguard the confidentiality of complaints, identities, statements, evidence, inquiry proceedings and recommendations in accordance with the POSH Act and applicable regulations.

Information shall be shared only with persons authorised to receive it or where disclosure is required by law.

Publication or communication of information identifying the complainant, respondent or witnesses, or details of proceedings, shall be restricted as prescribed by law.

No person shall intimidate, threaten, discriminate against or retaliate against a complainant, witness or other person participating in proceedings. Alleged retaliation shall be referred to the appropriate authority for examination and action in accordance with applicable rules.

A complaint shall not be treated as false merely because it cannot be substantiated. Action concerning a knowingly malicious complaint or forged or misleading evidence shall be considered only where the applicable legal requirements are met and after following due process.

14. RESPONSIBILITIES OF THE COLLEGE COMMUNITY

14.1 Principal and competent authority

The Principal and competent authority shall:

- Ensure implementation of this policy.
- Constitute and maintain the IC and other required institutional mechanisms.
- Provide appropriate administrative support and resources.
- Ensure that policy information is communicated and displayed.
- Facilitate timely action on lawful recommendations.
- Review institutional compliance and take corrective measures.

14.2 Internal Committee

The IC shall discharge its statutory duties independently, maintain required records, conduct inquiries and submit reports in accordance with applicable law.

14.3 Gender Sensitisation Cell

The Cell shall coordinate awareness, prevention, educational programmes, documentation and institutional recommendations.

14.4 Faculty and supervisors

Faculty members, clinical supervisors and research guides shall maintain professional boundaries, provide equitable opportunities, avoid discriminatory conduct and direct concerns to the appropriate institutional mechanism.

14.5 Students and interns

Students and interns shall respect the dignity of peers, faculty, staff and patients; comply with professional conduct requirements; avoid harassment and discrimination; and participate in mandatory sensitisation programmes.

14.6 Non-teaching staff and other personnel

All employees and personnel associated with the institution shall maintain respectful conduct, cooperate with lawful institutional procedures and comply with this policy.

15. MONITORING, DOCUMENTATION AND REPORTING

The institution shall maintain appropriate documentation to demonstrate implementation and support continuous improvement.

Records may include:

- Current policy and approval proceedings.
- Orders constituting the IC and Gender Sensitisation Cell.
- Member details and tenure records.
- Awareness programme schedules, attendance and feedback.
- Educational materials, circulars, posters and website notices.
- Campus safety assessments and corrective actions.
- Confidential records of complaints, inquiries and action taken, maintained by authorised persons.
- Statutory annual reports, returns and other submissions required by competent authorities.
- Review meeting minutes and action-taken reports.

The IC shall prepare and submit statutory reports and returns as required by applicable law. The college shall comply with relevant UGC reporting and disclosure requirements, including applicable annual returns and reporting directions.

Confidential complaint information shall not be included in public reports except to the extent lawfully permitted.

KMCT Medical College Campus, Mukkam, Kozhikode - 673602
0495-2292000 dental@kmct.org
www.kmctdentalcollege.org

18. APPROVAL AND EFFECTIVE DATE

This policy shall come into effect from the date of approval by the competent authority of KMCT Dental College.

All departments, academic units, clinical departments and administrative sections shall cooperate in its implementation.

The policy shall be read together with the applicable statutory provisions, institutional rules and university regulations.

Dr. Manoj Kumar KP

Principal

K.M.C.T. DENTAL COLLEGE
P.O. Manassery
Pin - 673 602
Mukkam, Kerala
India
CALICUT

Dr. MANOJ KUMAR K.P
Principal
KMCT Dental College
Manassery, Kozhikode