

**Marathwada Shikshan Prasarak Mandal's
DEOGIRI COLLEGE, AURANGABAD**



INTERNAL QUALITY ASSURANCE CELL



ANTI-SEXUAL HARRASSMENT ISSUES





**Principal
Deogiri College,
Aurangabad.**

INDEX

Content	Sr. No.
Policy Statement	1
Constitution of Internal Complaint Committee	2




Principal
Deogiri College,
Aurangabad.

POLICY STATEMENT

The Policy Statement

- Deogiri College, Aurangabad is committed to providing a safe environment for all its stakeholders free from discrimination on any ground and from harassment at work including sexual harassment.
- Deogiri College, Aurangabad will operate a **zero tolerance policy** for any form of sexual harassment in the workplace and treat all incidents seriously and promptly investigate all allegations of sexual harassment.
- Any person found to have sexually harassed, the person will face disciplinary action, up to and including dismissal from employment.
- All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.
- No one will be victimised for making such a complaint.

Definition of sexual harassment

- Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated.
- It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.
- Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.
- Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

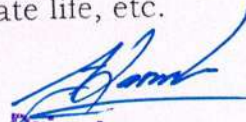
Physical conduct:

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a stakeholder's appearance, age, private life, etc.




Principal
Deogiri College,
Aurangabad.

- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser.

Deogiri College, Aurangabad recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.


- Deogiri College, Aurangabad recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.
- Anyone, including employees of [company name], clients, customers, casual workers, contractors or visitors who sexually harass another will be reprimanded in accordance with this internal policy.
- All sexual harassment is prohibited whether it takes place within Deogiri College, Aurangabad premises or outside, including at social events, business trips, training sessions or conferences sponsored by Deogiri College, Aurangabad.

Complaints procedures:

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that, then conduct is unwanted and unwelcome.

Deogiri College, Aurangabad recognises that sexual harassment may occur in unequal relationships and that it may not be possible for the victim to inform the alleged harasser.




Principal
Deogiri College,
Aurangabad.

If a victim cannot directly approach an alleged harasser, the person can approach the designated presiding officer having responsibility under **IC** for receiving complaints of sexual harassment.

When the presiding officer receives a complaint of sexual harassment, she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the college's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework

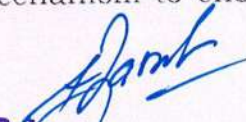
Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. Deogiri College, Aurangabad will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. Deogiri College, Aurangabad recognises that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. Deogiri College, Aurangabad understands the need to support victims in making complaints.

Informal Complaints Mechanism:

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the college resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped




Principal
Deogiri College,
Aurangabad.

- ensure that the above is done speedily and within **04 days** of the complaint being made

Formal Complaints Mechanism:

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim.
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome if it cannot determine that the harassment took place, the person may still make recommendations to ensure proper functioning of the workplace keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within **45** days of the complaint being made

Sanctions and Disciplinary Measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- Restricting from attending regular classes
- restricting from education and exams
- adverse performance evaluation
- reduction in wages




Principal
Deogiri College,
Aurangabad.

- transfer
- demotion
- suspension
- dismissal

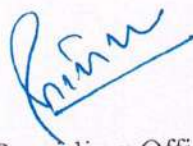
The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

Implementation of this Policy

- Deogiri College, Aurangabad will ensure that this policy is widely disseminated to all relevant persons.
- It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the college.
- It is the responsibility of every Principal, Vice Principal and HoDs to ensure that all his/her employees/colleagues and students are aware of the policy.

Monitoring and Evaluation

- Deogiri College, Aurangabad recognises the importance of monitoring this sexual harassment policy and will ensure that it is implemented effectively.
- Principal, Vice Principal, Presiding officer of IC and its members and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made.
- This will be done on a yearly basis. As a result of this report, the college will evaluate the effectiveness of this policy and make any changes needed.



Presiding Officer
Internal (Complaint) Committee

Dr. Samita Sadhoo



Principal
Deogiri College, Aurangabad

**Principal
Deogiri College,
Aurangabad.**



INTERNAL (COMPAINTS) COMMITTEE (IC)

As per the guidelines of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, the existing Sexual Harassment Redressed Committee (SHRC) is re-named as Internal Complaints Committee (ICC) as under to deal with the complaints relating to sexual harassment at workplace.

Initially, when the act was enacted in 2013, it was named as the Internal Complaints Committee (ICC). In 2016, by way of an amendment, the name was changed from Internal Complaints Committee (ICC) to Internal Committee (IC).

Objectives : The main objective of constituting a Internal committee is to form the primary line of defense in the prevention, prohibition and redressal of sexual harassment at the workplace. The Internal Committee receives, investigates and adjudges upon complaints of sexual harassment.

The ICC comprises the following members:

Sr. No.	Name	Designation	Contact No.
1	Dr. Samita Jadhav	Presiding officer	9422022483
2.	Dr. Radhika Sarnaik	Member	8275319311
3.	Dr. Pushpalata Jadhav	Member	9403129024
4	Dr. Vivek Waykar	Member	9423449792
5.	Dr Dattatray Pansare	Member	9850108474
6.	Smt Jayshri Shivpure	NGO Member (Nominated)	9011034413




Principal
Deogiri College,
Aurangabad.

Terms of Members:


Two years for nominated members. The Committee will co opt two more members of staff / student (as the case may be), if necessary.


Meetings:

At least two in a semester and when necessary.

Functions:

- Adhere to the Policy on Anti-Sexual Harassment Issues
- Conduct awareness program / workshops on the functioning of IC for the students & staff.
- Conduct preliminary enquiry of all reported cases and / or complaints relating to sexual harassment at workplace involving all sections of members of faculty, staff and students of the institute.
- Submit the preliminary enquiry report to the Principal long with all documents and recommendation of possible punishment if any.
- Evolve and suggest means to take preventive measures.
- In case of allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell.


Dr. Samita Jadhav
Presiding Officer
Internal (Complaint) Committee


Principal
Deogiri College, Aurangabad

**Principal
Deogiri College,
Aurangabad.**

