

**PREVENTION OF  
SEXUAL HARASSMENT  
OF WOMEN AT  
INSTITUTE  
COMMITTEE  
AY 2017-18**



Shri Vile Parle Kelavani Mandal's  
**Institute of Technology ,Dhule.**

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Approved By AICTE, DTE & DBATU

**POLICY AND GUIDELINES FOR PREVENTION OF SEXUAL HARASSMENT AT THE WORK  
PLACE (INTERNAL COMPLAINT COMMITTEE)**

**1. Introduction**

IOT recognizes that sexual harassment violates fundamental rights of gender equality, right to life, liberty and the right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offense and punishable under the relevant laws of the Country.

**2. Policy against sexual harassment**

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place.

"Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.

**3. Objective**

1. To create awareness amongst students about the problems faced by women of all strata due to gender issues.
2. To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
3. To create awareness amongst students about the issues related to the youth, girls in particular.
4. To disseminate knowledge about rights and laws related to women.



5. To create a sense of responsibility in the students and have healthy study and work culture in all schools of the University.
6. To enhance the self- esteem and self- confidence of girl students, women faculty and staff in the institute.

#### **4. Applicability**

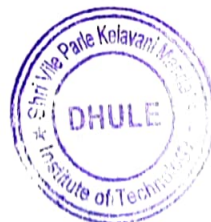
This policy applies to all IOT employees, students. As a policy it applies to all locations, situations of IOT and to all Institute-sponsored social events.

#### **5. Policy & Procedure**

- 5.1** The Committee against sexual harassment will be represented by senior woman's faculties and the committee coordinator will also be a woman.
- 5.2** Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.
- 5.3** All complaints of sexual harassment shall be addressed in a confidential manner.
- 5.4** The Complaint will be investigated in a time-bound manner in accordance with the principles of natural justice and a detailed report shall be maintained.
- 5.5** Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.
- 5.6** The committee will maintain Meeting Register, keeping a track of complaints received, when the process began, procedure followed and date of closure.
- 5.7** Actions will be taken based on the recommendation of the committee and will commensurate with the degree of offence.
- 5.8** The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.

#### **6. Committee against Sexual Harassment**

- 6.1** The Internal Complaint committee for resolving issues pertaining to sexual harassment comprise of the following members



**Composition of committee.**

Sr. No	Name of Person	Designation	Mobile No
1	Dr. Nilesh Salunke	Principal	9881136769
2	Ms. Varsha V Bhatewara	Teacher Representative	9420372626
3	Miss Yukta M Bhattad	Student Representative	9881861773
4	Miss Varsha Joshi	Student Representative	7385324353

**Anti-sexual Harassment Squad**

Sr. No	Name of Person	Designation	Contact No
1	Ms. Varsha V Bhatewara	Co-ordinator	9420372626
2	Ms. Sheetal Patil	Member	9665904507
3	Ms. Swaleha Ansari	Member	9420602721

6.2 The names of the above members will be circulated from time to time and will be displayed on the institute website.

6.3 The registration of the complaint could be by way of a written complaint to the coordinator or members of the committee.



# Prevention of Sexual Harassment of women At Institute Committee.

Prevention of sexual Harassment of Women at Institute Committee has been ~~constituted~~ constituted on \_\_\_\_\_ to redress the grievances and complaints of the students.

## Minutes s-

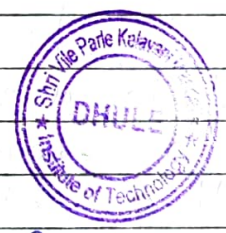
I<sup>st</sup> Meeting of the prevention of Sexual Harassment of women at Institute Committee for the academic year 2017-18 Scheduled on ~~10/12~~ 10/12/2018 in classroom

I. The meeting started at 1:00pm.

Initially principal Dr. Nilesh Salunke welcomed all the members. Afterwards the meeting started by taking the agenda for consideration. Agenda of meeting is as follows -

## Composition of Committee.

### Anti - Sexual Harassment Squad



## Duties / Responsibilities / Activities of the Committee

- To address to the issues related to the Sexual harassment and victimization of student & employee.
- Discussion on policy making / framing. Girls students and women are working on the various positions in the college. They needed to work with dignity in safe and protected environment. Women Grievance

cell of SVKM's Institute of Technology formulated and working for the same.

### Objectives:-

- ★ Safe and protected environment to girls students and female faculty-members.
- ★ Resolve the grievances / Problems of girls students and female faculty-members.
- ★ Awareness of girls students and female faculty-members by conducting seminars, workshops, etc.
- ★ Counselling of girls students.

### Functions:-

- ★ To protect girl-students against any type of harassment (i.e. sexual, psychological) and take suitable actions as stated below.
- ★ To submit the inquiry committee report to chairperson if required.
- ★ To organise workshop, seminar and guest-lectures by expert in various fields (Health professionals, lawyers, social activities etc.) related to women's.

The Committee members are selected from the teaching / non-teaching staff members and with the regular meeting held the following procedure is framed.

- ★ The victim will report in written letter about their Grievance to any of the committee members.



- ★ Then the members who have been informed about the problem will report to all the other members of the committee.
- ★ A meeting will be held with all the committee members to discuss over the issue reported.
- ★ Then the victim and the suspect will be called by the committee members and the matter will be heard in detail from both the ends separately.
- ★ Then again a meeting will be held to discuss the issues with the point of view of both the person to take a proper action.
- ★ Then if found guilty, a written letter will be taken from the person who is proved guilty saying that what he have committed.
- ★ Family members of the person found guilty will be called to discuss their issues.
- ★ A view of the student will be taken in presence of his/her family members before giving any punishment.
- ★ The issues and the name of the person (victim or suspect) will not be revealed by the committee members to any other person.

With the above discussion the meeting ended at 1:30pm by vote of thanks.



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Dr. Nitesh Salunke  
Principal  
dated: \_\_\_\_\_  
SVKM's Institute of Technology, Dhule

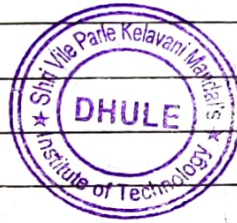
Composition of committee.

Sl. no.	Name of person.	Designation.	Mobile no.
1	Dr. Nilesh Salunke	Principal.	9881136769
2	Ms. Varsha V Bhatwara.	Teacher Representative	9420372626
3	Miss Yukta M Bhattad.	Student Representative	9881861773
4	Miss Varsha Jashi	Student Representative	7385324355

Anti - sexual Harassment Squad

Sl. no.	Name of person	Designation	Mobile no.
1	Ms. Varsha V Bhatwara	CO-ORDINATOR	9420372626
2.	Ms. Sheetal Patil	member	9665904507
3.	Ms. Swaleha Ansari	member	9420602721

Nilesh  
 Dr. Nilesh Salunke  
 Principal  
 SVKM's Institute of Technology, Dhule




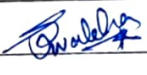


## Minutes of Meeting

The II<sup>nd</sup> meeting of Prevention of Sexual Harassment of Women at Institute Committee for the academic year 2017-18 scheduled on 16/02/2018 in classroom. The meeting started at 1:00pm

The Agenda of the meeting: Complaints regarding Sexual Harassment.


The following members were present at Meeting.

1. Dr. Nilesh Salunkhe, Principal
2. Miss Varsha V. Bhatewara, Co-ordination of Teachers Representative
3. Ms Sheetal Patil, Non-Teaching Member 
4. Ms. Swaleha Ansari, Non-Teaching Member 
5. Miss Yukta M. Bhattad, Student Representative
6. Miss Varsha Toshi, Student Representative

No Complaints Regarding Sexual Harassment was found.

The meeting was concluded at 1:30pm



  
Dr. Nilesh Salunkhe  
(Principal)  
SVKM's Institute of Technology, Dhule