



Sinhgad Institutes

# SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD ACADEMY OF ENGINEERING

(Affiliated to Savitribai Phule Pune University, Pune & Approved by AICTE)S.

No. 40, Kondhwa –Saswad Road, Kondhwa (Bk), Pune – 411048

Website : saoe.sinhgad.edu

## **Anti-Sexual Harassment / Internal Complaints Committee**

### **Policy**

An Act to give protection against sexual harassment of women at work, as well as the prevention and redressal of sexual harassment complaints and for things supplementary thereto. In India, sexual harassment is considered a violation of the rights of women to equality. This issue is covered under the article 14 and 15 of constitution of India. Article 21 of the Constitution provides that women have the right to be treated with dignity and respect in any profession or trade. This includes a protection from sexual harassment. In addition to this, the protection of women from sexual harassment is also recognized by international conventions. One of these is the Convention on the Elimination of All Forms of Discrimination against Women, which was ratified by India on June 25, 1993. And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

### **Declaration of Policy**

Sinhgad Academy of Engineering shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

### **Objectives of the Policy**

- To carry out the Supreme Court's decision, as well as UGC and SPPU directives, in terms of developing a policy against sexual harassment in the institution.
- To ensure that the policy is followed in letter by properly reporting complaints and following up on them.
- To create an environment that is free of gender discrimination.
- To enable equal access to all facilities and participation in college activities.
- To provide a safe physical and social environment that discourages sexual harassment.
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

### **Anti Sexual Harassment Committee (Internal Complaints Committee)**

1. The committee shall comprise of a Presiding chairman who shall be a woman faculty member employed at a senior level at the educational institution.

2. Not less than two teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
3. Members of the committee shall be nominated by the chairperson and Principal for a tenure of one to two years.
4. Not less than two students, who shall be enrolled at the undergraduate or masters levels respectively.

### **Grievance Receiving Mechanisms.**

1. Anyone with a genuine grievance may lodge their complaint to Anti Sexual harassment committee along with necessary documents, if any. The grievance shall be reported by using any of the following modes:
  - i. Through e-mail to the chairman [jpshinde.sae@sinhgad.edu](mailto:jpshinde.sae@sinhgad.edu)
  - ii. Writing to “The Chairman, Anti-sexual harassment committee, SAOE
2. Report submission in person by approaching the chairman of the Committee.
3. The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box. Grievances may be put in the drop box in front of the office. Drop box will be checked once in every fortnight and the redressal will be taken care with utmost priority.

### **Role and Responsibility of Anti-sexual Harassment / Internal Complaints Committee:**

1. To ensure provision of a work and educational environment that is free from sexual harassment.
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favours or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
4. Develop a written policy which prohibits sexual harassment. The Institution shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviours that are not acceptable.
5. Periodically review the policy to ensure it is operating effectively and contains up to date information.
6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising session for all staff and students on sexual harassment issues.

### **Sexual Harassment Redressal Mechanism**

1. The Committee shall assemble whenever a complaint is received. Any member of the committee may receive a complaint.

2. If the written complaint lacks exactness and sufficient particulars, the Committee may direct the complainant to compile and submit a full narrative of incidents within two days of such direction or such other time period as the Committee may designate.
3. The Committee shall require the accused employee(s) to prepare and submit a written response to the complaint / allegations within four days of receiving such direction, or within such other time frame as the Committee may determine.
4. The Committee shall conduct the proceedings in accordance with natural justice principles. It must give both sides a reasonable opportunity to submit their position. However, if the accused refuses to participate in the proceedings, the Committee will proceed with the concern.
5. The Committee shall permit both parties to present relevant documents and witnesses to bolster their case. Documents generated by any party must bear that party's signature to be certified as original / true copy.
6. The party against whom the document or witness is produced has the right to challenge or cross-examine it.
7. The Committee will meet on a daily basis to record and weigh the evidence presented by both parties.
8. The Committee shall make all endeavour to complete its proceedings within a period of fifteen days from the date of receipt of complaint.
9. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
10. In order to protect the rights of women, the Committee on the Prevention of Sexual Harassment can look into a case of sexual harassment and determine if it has a sufficient basis to proceed. If it is satisfied that the allegations are made out against the accused individuals, the Committee can then initiate disciplinary action in the form of:
  - i. Warning
  - ii. Written apology
  - iii. Bond of good behaviour
  - iv. Adverse remarks in the confidential report
  - v. Debarring from supervisory duties
  - vi. Denial of membership of statutory bodies
  - vii. Suspension
  - viii. Dismissal
  - ix. Any other relevant mechanism

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.