

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies administrative setup and appointment service rules, Procedures, deployment and institutional strategic perspective plan development plan etc.

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IQAC Committee Minutes of Meeting

Audyogik Shikshan Mandal's
College Of Commerce, Science & Information Technology ,Pimpri,Pune

List of IQAC Committee Members 2020-21

Sr.No	Name of Member	Designation
1	Dr. Sandeep Pachpande	Chairman
2	Dr. Priti Pachpande	Management Representatives
3	Dr.D.D.Balsaraf	Principal
4	Prof. Sarita Goyal	NAAC Co-ordinator
5	Prof. Priya Janjalkar	IQAC Co-ordinator
6	Dr. Meenakshi Jadhav	CEO
7	Prof. Kirti Bora	Teachers
8	Mr. Babasaheb Chandekar	Administrative / Technical Staff
9	Ms. Sanjana Tiwari	Alumina Representative

Meetings :- The IQAC Committee members shall meet once in four months or even earlier depending upon the situation.

Tenure: Tenure of all the members of IQAC committee shall be 5 years.


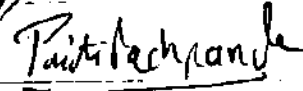

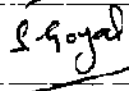
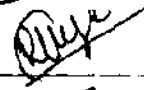
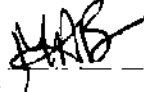


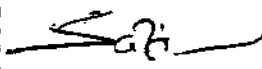
Functions and Duties :

- To create a student-centric teaching environment conducive to imparting quality education.
- To ensure quality of academic programs.
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- To ensures maximum utilization of infrastructural facilities and the available ICT resources.
- Development of Quality culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

Audyogik Shikshan Mandal's

College Of Commerce, Science & Information Technology ,Pimpri,Pune

Attendance of IQAC Committee Members 2020-21

Sr. No	Name Of Member	Sign
1	Dr. Sandeep Pachpande	
2	Dr. Priti Pachpande	
3	Dr.D.D.Balsaraf	
4	Prof. Sarita Goyal	
5	Prof. Priya Janjalkar	
6	Dr. Meenakshi Jadhav	
7	Prof. Kirti Bora	
8	Mr. Babasaheb Chaudkar	
9	Ms. Sanjana Tiwari	

Date :16/06/2020

Audyogik Shikshan Mandal's
College Of Commerce, Science & Information Technology ,Pimpri,Pune

NOTICE


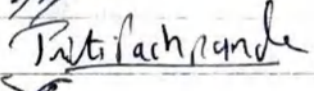

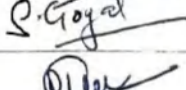

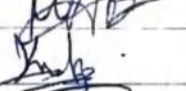
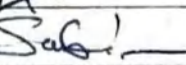
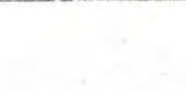
All the IQAC Committee members are hereby informed that the meeting of the IQAC members will be on 23rd June 2020 at 12.00 pm online zoom platform.

All members are requested to attend the same link of meeting will be post on group .

Agenda of meeting

1. To read and confirm the minutes of last meeting .(24th April 2020)
2. To approve the academic calendar (2019-20) .
3. To decide total workload and subject wise faculty for the various courses.
4. To enhance the quality of higher education .
5. Any other items with the consent of the chair .

Acknowledgment of the Notice .

Sr. No	Name Of Member	Sign
1	Dr. Sandeep Pachpande	
2	Dr. Priti Pachpande	
3	Dr.D.D.Balsaraf	
4	Prof. Sarita Goyal	
5	Prof. Priya Janjalkar	
6	Dr. Meenakshi Jadhav	
7	Prof. Kirti Bora	
8	Mr. Babasaheb Chandekar	
9	Ms. Sanjana Tiwari	

Audyogik Shikshan Mandal's
College Of Commerce, Science & Information Technology ,Pimpri,Pune
Minutes of meeting of IQAC committee(2020-21) held on 23/06/2020

Venue: Auditorium , ASM's CSIT College,Pimpri,Pune.

Time: 12.00pm to 1.00pm

Date: 24/6/2020

**PROSEEDING OF THE MEETING OF IQAC COMMITTEE OF
COLLEGE OF COMMERCE, SCIENCE AND INFORMATION
TECHNOLOGY HELD ON 23/06/2020 USING ZOOM PLATFROM AT
12.00 P.M.**

The meeting of IQAC is presided by the chairman Dr. Sandeep Pachpande .The members present and who attend the meeting signed and scribed their attendance in the attendance book maintained separately.

The co-ordinator Prof. Priya Janjalkar with the permission of the chair took the subjects on the agenda for discussion ,one by one

Subject No. 1 – Confirmation of the minutes of the last meeting .(24th April 2020)

The Co-ordinator of IQAC Committee Prof. Priya Janjalkar read out the minutes of last meeting (24th April 2020) of IQAC of College of Commerce, Science and Information Technology. Since no one raised any objection to the same ,the IQAC members were passed the following resolution

Resolution: It has been resolved that the minutes of last meeting (24th April 2020) of the IQAC committee of College of Commerce, Science and Information Technology are read and confirmed unanimously .

Proposed by : Prof. Priya Janjalkar

Seconded by: Dr.D.D.Balsaraf

Subject No. 2 - To approve the academic calendar.

All IQAC members were discussed for the same . The few important suggestions given by the members and that were discussed in the meeting.

Resolution: It has been resolved that academic calendar for academic year 2020-21 is approved unanimously for the College Of Commerce, Science and Information Technology, Pune.

Proposed by : Dr.D.D.Balsaraf

Seconded by: Prof. Sarita Goyal

Subject No. 3 - To decide total workload and subject wise faculty for various courses.

The workload committee has submitted the report that report was discussed in the IQAC meeting and that report was approved for maintaining the quality of higher education. It has been decided that as early as possible the subject teachers should be appointed.

Subject No. 4 - To enhance the quality of higher education .

All IQAC members were discussed for the enhancement of the higher education . The few important suggestions like new technologies, interactive learning and teaching , digital classroom given by the members and that were discussed in the meeting.

Resolution: It has been resolved that to implement various new technologies, interactive learning and teaching methods for College Of commerce, Science And Information Technology , Pune

Proposed by : Dr.D.D.Balsaraf

Seconded by: Prof. Sarita Goyal

Subject No. 6 - Any other items with the consent of the chair .

With the permission of the chair no any items was discussed so IQAC meeting was concluded with permission of chair and co-ordinator proposed vote of thanks .


IQAC Co-ordinator

The minutes of last meeting is confirmed



Principal
Principal
College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 013.



Date: 01.12.2020

Audyogik Shikshan Mandal's
College Of Commerce, Science & Information Technology ,Pimpri,Pune

NOTICE


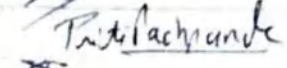

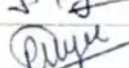
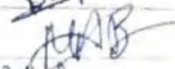




All the IQAC Committee members are hereby informed that the meeting of the IQAC members will be on 7th December 2020 at 12.00 pm online zoom platform.

All members are requested to attend the same .

Agenda of meeting

1. To read and confirm the minutes of last meeting .(23rd June 2020)
2. To take review of various departments.
3. To take feedback from the students regarding the quality of higher education.
4. Any other items with the consent of the chair .

Acknowledgment of the Notice .

Sr. No	Name Of Member	Sign
1	Dr. Sandeep Pachpande	
2	Dr. Priti Pachpande	
3	Dr.D.D.Balsaraf	
4	Prof. Sarita Goyal	
5	Prof. Priya Janjalkar	
6	Dr. Meenakshi Jadhav	
7	Prof. Kirti Bora	
8	Mr. Babasaheb Chandekar	
9	Ms. Sanjana Tiwari	

Audyogik Shikshan Mandal's
College Of Commerce, Science & Information Technology ,Pimpri,Pune
Minutes of meeting of IQAC committee(2020-21) held on 07/12/2020

Venue: Auditorium , ASM's CSIT College,Pimpri.Pune.

Time: 12.00pm to 1.00pm

Date: 08/12/2020

**PROCEEDING OF THE MEETING OF IQAC COMMITTEE OF
COLLEGE OF COMMERCE, SCIENCE AND INFORMATION
TECHNOLOGY HELD ON 07/12/2020 AUDITORIUM AT 12.00 P.M.**

The meeting of IQAC is presided by the principal Dr. Sandeep Pachpande .The members present and who attend the meeting signed and scribed their attendance in the attendance book maintained separately.

The co-ordinator Prof. Priya Janjalkar with the permission of the chair took the subjects on the agenda for discussion one by one

Subject No. 1 - Confirmation of the minutes of the last meeting.(23rd June 2020)

The Co-ordinator of IQAC Committee Prof. Priya Janjalkar read out the minutes of last meeting (23rd Jan 2020) of IQAC committee of College of Commerce, Science and Information Technology. Since no one had any objections to the same , the members were passed the following resolution.

Resolution: It has been resolved that the minutes of last meeting (23rd June 2020) of the IQAC committee of College of Commerce, Science and Information Technology are approved and confirmed unanimously.

Proposed by :Prof . Priya Janjalkar

Seconded by :Dr.D.D.Balsaraf

Subject No. 2 -- To take review of various departments specially library and sports.

All IQAC members were discussed regarding different departments requirements for the upcoming academic year as per the strength of the students .

Resolution: It has been resolved that to purchase required items as per the requirement of departments to fulfill the need of departments .

Proposed by : Dr.D.D.Balsaraf

Seconded by: Dr. Meenakshi Jadhav

Subject No. 3 -To take feedback from the students regarding the quality of higher education.

The Principal of College of Commerce , Science And Information Technology briefed the feedback of faculty members and students regarding for improvement in academic quality of College of Commerce ,Science And Information Technology during the academic year 2020-21

Subject No. 4 - Any other items with the consent of the chair .

With the permission of the chair no any items was discussed so IQAC meeting was concluded with permission of chair and co-ordinator proposed vote of thanks .


IQAC Co-ordinator

The minutes of last meeting is confirmed



Principal

Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 013.



Date: 12/04/21

Audyogik Shikshan Mandal's

College Of Commerce, Science & Information Technology ,Pimpri,Pune

NOTICE


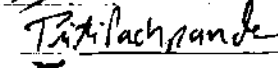

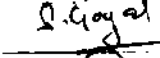



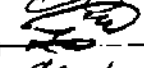

All the IQAC Committee members are hereby informed that the meeting of the IQAC members will be on 26th April 2021 at 12.00 pm in auditorium.

All members are requested to attend the same .

Agenda of Meeting

1. To read and confirm the minutes of last meeting.(7th December 2020)
2. To decide the policy matter of student admission for next academic year .
3. To take a review of cultural and extra co-curricular activity during this year(2020-21).
4. To appreciate the members of teaching, non teaching staff and students for the better performance during the year.
5. Any other items with the consent of the chair .

Acknowledgment of the Notice .

Sr. No	Name Of Member	Sign
1	Dr. Sandeep Pachpande	
2	Dr. Priti Pachpande	
3	Dr.D.D.Balsaraf	
4	Prof. Sarita Goyal	
5	Prof. Priya Janjalkar	
6	Dr. Meenakshi Jadhav	
7	Prof. Kirti Bora	
8	Mr. Babasaheb Chandekar	
9	Ms. Nikita Joshi	

Audyogik Shikshan Mandal's

College Of Commerce, Science & Information Technology ,Pimpri,Pune

Minutes of meeting of IQAC committee(2020-21) held on 26/04/2021

Venue: Auditorium , ASM's CSIT College,Pimpri,Pune.

Time: 12.00pm to 1.00pm

Date: 27/04/2021

PROCEEDING OF THE MEETING OF IQAC COMMITTEE OF COLLEGE OF COMMERCE, SCIENCE AND INFORMATION TECHNOLOGY HELD ON 26/04/2021 IN AUDITORIUM AT 12.00 P.M.

The meeting of IQAC is presided by the principal Dr. Sandeep Pachpande .The members present and who attend the meeting signed and scribed their attendance in the attendance book maintained separately.

The co-ordinator Prof. Priya Janjalkar with the permission of the chair took the subjects on the agenda for discussion ,one by one.

Subject No. 1 - Confirmation of the minutes of the last meeting.(7th December 2020)

The Co-ordinator of IQAC Committee Prof. Priya Janjalkar read out the minutes of last meeting (7th December 2020) of IQAC committee of College of Commerce, Science and Information Technology. And Following resolution has passed .

Resolution: It has been resolved that the minutes of last meeting (7th December 2020) of the IQAC committee of College of Commerce, Science and Information Technology are read and confirmed .

Proposed by :Prof . Priya Janjalkar

Seconded by: Dr.D.D.Balsaraf

Subject No. 2-To decide the policy of students admission for next academic year .

All the members of IQAC unanimously agreed the policy of students admission for next academic year(2020-21). And have given important suggestions to increase the admissions of the students.

Resolution :

It has been resolved that to have separate committees for the quantity and quality admissions for the next academic year (2020-21) . The admissions could have been increased by giving better facilities and infrastructure for the current academic year students .

Proposed by : Dr.D.D.Balsaraf

Seconded by: Prof. Sarita Goyal

Subject No. 3 -To take a review of cultural and extra co-curricular activity during this year(2020-21).

The principal of College of Commerce, Science And Information Technology has briefed the importance of cultural and extra co- curricular activities for the improvement of the quality of higher education of the College of Commerce, Science And Information Technology .

Subject No. 4-To appreciate the members of Teaching, Non teaching staff and students for the better performance during the year.

Management appreciated the members of Teaching ,Non teaching staff and students by felicitating them for better performance during the year .

Subject No. 5 - Any other items with the consent of the chair .

With the permission of the chair no any items was discussed so IQAC meeting was concluded with permission of chair and co-ordinator proposed vote of thanks .


IQAC Co-ordinator

The minutes of last meeting is confirmed



Co-Principal
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.



Women's Grievance & Redressal Committee

मे. टी.
डी. के. सामक आणि कं.
मुणे २.

Name of the Institutions - संस्थेचे नाव

Proceeding Book

१. सभेचे प्रकार..... Kind of Meeting	३. सभेची तारीख..... Date of Meeting	५. सभेचे स्थळ Place of Meeting
३. सभेचा क्रमांक..... S. No. of Meeting	४. सभेची वेळ..... Time of meeting	7

AUDYOGIK SHIKSHAN MANDAL'S

COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY WOMENS GRIVIENCE & REDRESSAL COMMITTEE 2020--21

DATE: 14th Dec 2020

All the committee members are hereby informed that committee meeting will be held on 17th Dec 2020 at 3:00 pm in faculty room.

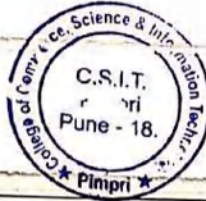
All members are requested to attend the same.

Agenda of the meeting

1. Confirmation of the minutes of last meeting.
2. Discuss regarding to organize seminars ,workshops relating to women development.
3. Any other subject with the permission of the chair

It is mandatory to attend meeting for Womens Grivience & Redressal Committee.

Mandhare
Secretary



[Signature]
Principal

College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway
Pimpri, Pune - 411 018.

Attendance of Committee members

Sr.N	Name	Designation	sign
1	Prin. Dr.D.D.Balsaraf	President	<i>[Signature]</i>
2	Prof.Savitri Mandhare	Secretary	<i>Mandhare</i>
3	Prof.sarita Goyal	Member	<i>S. Goyal</i>
4	Prof.Sarika Shinde	Member	<i>[Signature]</i>
5	Prof.Priya Janjalkar	Member	<i>[Signature]</i>

८. सभेस असलेल्या सभासदांची नावे Name of the members who were present at meeting.

8

Minutes of meeting

The secretary of committee Mrs. Savitri Mandhare has welcomed & briefed the committee members about the agenda

SUBJECT NO 1 : Confirmation of the minutes of last meeting

Prof.Savitri Mandhae read & confirmed the minutes of the last meeting of (15th Sep.2020) Women's Cell of the College of Commerce,Science & Information Technology, Pimpri Pune -18. Since no one had any objection to the same , the members pass to the following resolution.

Resolution : The minutes of last meeting (15th Sept. 2020) of the Womens Cell of the College of Commerce ,Science & Information Technology, Pimpri pune - 18 are approved and confirmed unanimously.

Proposed by – Prof. SavitriMandhare

Seconded by- Prof. Sarita Goyal

SUBJECT NO 2 Discuss regarding to organize seminars ,workshops relating to women development.

Principal Dr.D.D.Balsaraf informed all members to arrange the guest lecture on womens development.

Resolution : Further resolved that the authority of given the notice to all students & contact the guests ^{responsibilities} will be given to Dr. Meenakshi Bulbule.

Proposed by : Dr. D.D.Balsaraf

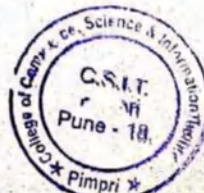
Seconded by :Prof. Priya Janjalkar

SUBJECT NO : 3 Any other subject with the permission of the chair.

Since there were no other subject to be discussed the meeting.

Finally at the end of the meeting the vote of thanks was proposed by the Secretary & with the permission of the President, the secretary has declared to close the meeting.

Mandhare
Secretary



[Signature]
Principal

Students Grievance & Redressal Committee

१) सभेचा क्रमांक / Sr. No. of Meeting	२) सभेची तारीख / Date of Meeting	३) सभेचा वेळ / Time of Meeting
	2 0	

४) सभेचे

६) सभेचे

प्रमुख

७) सभेचे

Subj

विषय

AUDYOGIK SHIKSHAN MANDAL'S

COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

STUDENTS GRIVIENCE & REDRESSAL COMMITTEE 2021-22

NOTICE

25th Jun 2021


All the committee members are hereby informed that committee meeting will be held on 28th June 2021 at 3:00 pm at Mini Auditorieum.

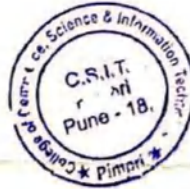
All members are requested to attend the same.

Agenda of the meeting

- 1 Confirmation of the minutes of last meeting.
- 2 Discussion on college discipline.
- 3 Discussion installed the complaint Box.
- 4 Any other subject with the permission of the chair.

It is mandatory to attend meeting for Students Grivience & Redressal Committee.

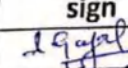
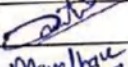
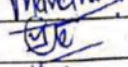


Secretary




Principal

Attendance of Committee members

College of Commerce, Science & Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.

Sr.N	Name	Designation	sign
1	Prof.Sarita Goyal	President	
2	Prof. Rupesh Rupvate	Secretary	
3	Prof. Savitri Mandhare	Member	
4	Prof. Prajyot Kulkade	Member	
5	Mr. Mahesh Panmand	Member	

PROCEEDING FOR MEETING



सुचना - सभेस हजर असलेल्या सभासदांची नांवे गर्जेप्रमाणे व जरूरीप्रमाणे स्वतंत्र कागदावर लिहून ती या कामकाजास जोडावीत.

No.

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c) सभेस हजर असलेल्या सभासदांची नांवे / Name of the members who were present at the meeting

Resolution No. तराव क्रमांक	Text of Resolution Passed स्विकृत झालेले तरावाचा मसूदा	Remarks of action taken on the resolution & date शेरे आणि तारखे सह तरावाची अंमलबजावणी
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Sub: 01 Discussion on college discipline.

- It was decided that college I-Card is compulsory for all student. So it was decided that every college student have to compulsory issuing the I-Card before 30th Aug 2021 from library.
- It was also decided that student must be attend the class, Otherwise faculty contact their parents .
- Students who are wondering here & there college admin take a strict action for that.
- Outsiders are strictly prohibited in college campus.

Sub: 02: Discussion installed the complaint Box.

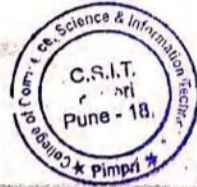
It was decided that installed the complaint box near the administrative office.

Sub.3 Any other subject with the permission of the chair.

Since there were no other subject to be discussed the meeting.

Finally , at the end of the meeting the vote of thanks was proposed by the Secretary & with the permission of the president ,the secretary has declared to close the meeting.

Secretary



Principal

College of Commerce, Science & Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.

Anti- Sexual Harassment Cell



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II – खण्ड 1

PART II – Section 1

प्रधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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इस भाग में गिन पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:-

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 of 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment,

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace

and Prohibition and Redressal) Act, 1987]

CHAPTER I

Preliminary

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 1987.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. In this Act, unless the context otherwise requires,

(a) "aggrieved woman" means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house.

(b) "appropriate Government" means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation—For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(a) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(b) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely—

(i) physical contact and advances, or

(ii) demand or request for sexual favours; or

(iii) sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes

(i) any Government, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journeys;

(b) a dwelling place or a house;

(ii) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. (1) No woman shall be subjected to sexual harassment at any workplace

(2) The following circumstances, among other circumstances, if it occurs or is perceived in relation to or connected with one or more of the following, shall amount to sexual harassment:

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee"

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices:

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:

- (a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from the office or administrative unit of the workplace referred to in sub-section (1)

Provided further that in the case of a workplace where the employees are employed in different shifts, the Presiding Officer shall be nominated from any one of the shifts, and the Internal Committee shall be constituted for each shift.

(b) a member who shall be a woman employed at a senior level at workplace from amongst the employees;

(c) a member who shall be a woman employed at a senior level at workplace from amongst the employees;

(d) a member who shall be a woman employed at a senior level at workplace from amongst the employees;

(e) a member who shall be a woman employed at a senior level at workplace from amongst the employees;

Constitution of Internal Complaints Committee

Constitution of Internal Complaints Committee

(C) Where the Presiding Officer or any Member of the Internal Committee

(i) contravenes the provisions of section 10 or

(ii) has been censured for an offence or an inquiry into an offence under any law for the time being in force as extending against him; or

(iii) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(iv) has so abused his position as to render his continuance in office prejudicial to the public interest.

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Nomination of District Officer

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:-

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge.

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee

(a) contravenes the provisions of section 16, or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force, pending against him, or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him, or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
subsidi

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Constitution

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.

Provided that no monetary settlement shall be made on a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable.

Inquiry into complaint

15 of 1866

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police.

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to

Action during pendency of inquiry

- (a) transfer the aggrieved woman or the respondent to any other workplace, or

(b) grant leave to the aggrieved woman up to a period of three months;

(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled to.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (2), the employer shall implement the recommendation made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Employ report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer or, as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken on the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be--

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15;

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct the respondent to pay such sum to the aggrieved woman;

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment for false or malicious complaint and false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed.

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to

Determination of compensation

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

Duties of employer

19. Every employer shall

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments, and the order constituting, the Internal Committee under sub-section (1) of section 4.

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. The District Officer shall,

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. The appropriate Government may, subject to the availability of financial and other resources,

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace.

Duties and powers of District Officer

Committee to submit annual report

Employer to include information in annual report

Appropriate Government to monitor implementation and maintain data

Appropriate Government to take measures to publicise the Act

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees of a workplace to do so, by order in writing,—

Power to call for information and documents from employer

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having bearing on the subject matter of such inspection.

26. (1) Where the employer fails to

(a) constitute an Internal Committee under sub-section (1) of section 4,

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder, he shall be punishable with fine which may extend to fifty thousand rupees.

Penalty for non-compliance with provisions of Act

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence;

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules

(2) In particular and without prejudice to the generality of the foregoing, power, such rules may provide for all or any of the following matters, namely:

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (3) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (3) of section 13;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (1) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

Power to
remove
difficulties

P. K. MALHOTRA,
Secy. to the Govt. of India

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012 (2 of 2013)

At page 18, in line 2, for "Arts", read "Art"

At page 21, in line 14, for "Protection", read "(Protection)"

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, *for* "clause", *read* "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, *for* "sections 30", *read* "section 30,".

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000",
read "49715,54,00,000".

**Salient Features of the Sexual Harassment of Women at Workplace
(Prevention, Prohibition and Redressal) Act, 2013, &
the Rules made thereunder**

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, aims at prevention of sexual harassment at various work places. The said Act has come into force on 22.4.2013. In exercise of the powers conferred by Section 29 of the said Act, the Central Government has made the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, for carrying out the provisions of the said Act.
2. The Act directs the employer to constitute an Internal Complaints Committee to look into the complaints of sexual harassment of women at workplace. As defined in Section 2(g) of the Act, an 'employer' means the head of an establishment.
3. For the purposes of this Act,
 - 'Aggrieved woman' means a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the Respondent [Section 2(a)(i)].
 - 'Employee' means a person employed at workplace for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the Principal Employer, whether for remuneration or not or working on a voluntary basis or otherwise, whether the terms of employment are expressed or implied, and also includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name [Section 2(f)].
 - 'Respondent' means a person against whom the aggrieved woman has made a complaint. [Section 2(n)]
4. An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication [Section 2(n)]:
 - i) physical contact and advances; or
 - ii) a demand or request for sexual favours; or
 - iii) making sexual coloured remarks; or
 - iv) showing pornography; or
 - v) any unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment, may also amount to sexual harassment [Section 3(2)];

- i) Implied or explicit promise of preferential treatment in her employment; or
- ii) Implied or explicit threat of detrimental treatment in her employment; or

- iii) Implied or explicit threat about her present or future employment status; or
 - iv) Interference with her work or creating and intimidating or offensive or hostile work environment for her; or
 - v) Humiliating treatment likely to affect her health or safety.
5. In the Internal Complaints Committee, constituted as per Section 4 of the Act, at least 50% of the total members of the Committee shall be women. The Presiding Officer of the Committee is required to be a woman employee working at a senior level at workplace. There will be minimum two employees as member committed to the cause of women or who have had experience of social work or have legal knowledge. There will also be one outside member from amongst non-governmental organizations committed to the cause of women or a person familiar with the issues relating with the sexual harassment. Thus, the Internal Complaints Committee shall have at least four members. Maximum is not prescribed. The term of office of the Presiding Officer and every member of the Committee shall not exceed three years from the date of their nomination, as may be specified by the employer. The member appointed from amongst the non-governmental organization or associations shall be paid fees or allowances for holding the proceedings of the Committee.
6. As per Section 6 of the Act, every District Officer is required to constitute a Local Committee to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.
7. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Complaints Committee, within a period three months from the date of incident or in case of a series of incidents within a period of three months from the date of the last incident. If an aggrieved woman is unable to make a complaint in writing, the Presiding Officer or any member of the Internal Complaints Committee shall render all reasonable assistance to her for making the complaint in writing. If the Internal Complaints Committee is satisfied that the circumstances were such, which prevented the woman for filing a complaint within a period of three months, the Committee may extend the time limit not exceeding three months, for the reasons to be recorded in writing.
- [Section 9(1)]
- i) Where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by -
 - a) her relative or friend; or
 - b) her co-worker; or
 - c) an officer of the National Commission for Women or State Women's Commission; or
 - d) any person who has knowledge of the incident, with the written consent of the aggrieved woman.

- ii) Where aggrieved woman is unable to make a complaint on account of her mental incapacity, a complaint may be filed by -
- a) her relative or
 - b) a special educator or
 - c) a qualified psychiatrist or psychologist; or
 - d) the guardian or authority under whom she is receiving treatment or care; or
 - e) any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist or guardian or authority under whom she is receiving treatment or care.
- iii) Where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent and where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir. (Rule 6)
8. The Complainant shall submit six copies of the complaint along with the supporting documents and names and addresses of the witnesses to the Internal Complaints Committee. On receipt of the complaint, the Committee shall send one of the copies to the respondent within a period of seven working days and shall ask the respondent to file his reply to the complaint along with his list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint by him. The Committee shall have the right to terminate the enquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondents fails, without sufficient cause to prevent herself or himself for three consecutive hearings. Before such termination or ex-parte order, a prior written notice of not less than 15 days shall be given to the party concerned. Legal practitioner is not allowed to represent the case at any stage of the proceedings before the Committee. The quorum for the meeting shall be minimum three members including the Presiding Officer. (Rule 7)
9. The Internal Complaints Committee, before initiating an enquiry and at the request of the aggrieved woman, may take steps to settle the matter between her and the respondent through conciliation. Monetary settlement shall not be a basis of conciliation. Where a settlement has been arrived at, the Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendations. The Committee shall provide the copies of the settlement to the aggrieved woman and the respondent. Where a settlement is arrived at, no further enquiry is required (Section 10).
10. The Internal Complaints Committee shall make enquiry into the complaint in accordance with the provisions of the Service Rules applicable to the respondent. For the purpose of the enquiry, if the respondent is a non-teaching employee of the university, provisions

of the Maharashtra Civil Services (Conduct) Rules, 1979 and provisions of the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, are applicable, and if the respondent is a teacher, provisions of the Teachers' Statutes are applicable. If the Respondent is a student, an enquiry shall be made as per provisions of Ordinance 157 as regards maintenance of discipline and good conduct by students.

Where the aggrieved woman informs the Committee that any term or condition of the settlement arrived at has not been complied with by the respondent, the Committee shall proceed to make an enquiry into the complaint. Where both the parties are employees, they shall be given an opportunity of being heard and a copy of the findings of the Committee shall be made available to them enabling them to make representation against the findings before the Committee [Section 11].

11. The Internal Complaints Committee functions like a quasi judicial authority and has powers of Civil Court of summoning and enforcing attendance of any person, examining him on oath and requiring the discovery and production of documents. The enquiry shall be completed within a period of 90 days. Section 11(1). While conducting enquiry, the Committee has to follow the principles of natural justice.

12. During the pendency of an enquiry, the Internal Complaints Committee, on a written request of aggrieved woman, may recommend to the employer to-

- i) transfer the aggrieved woman or the respondent to any other workplace; [Section 11(a)] or
- ii) grant leave to the aggrieved woman up to a period of three months; [Section 12(1)(b)] or
- iii) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer; [Rule 8(a)] or
- iv) restrain the respondent from supervising any academic activity of the aggrieved woman [Rule 8(b)].

The employer is required to implement the above said recommendations of the Committee and send the report of such implementation to the Committee. [Section 12(3)]

13. On completion of the enquiry, the Internal Complaints Committee shall provide a report of its findings to the employer, within a period of 10 days from the date of completion of the enquiry and such report shall be made available to the concerned parties also. Where the Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter. Where the Committee arrives at the conclusion that the allegation against the

respondent has been proved, it shall recommend to the employer to take action for sexual harassment as a misconduct in accordance with the relevant provisions of the service rules and to deduct from the salary or wages of the Respondent such sum as it may considered appropriate to be paid to the aggrieved woman or to her legal heirs. [Section 13]

As per Rule 9, except in cases where services rules exist, the Internal Complaints Committee shall recommend to the employer the punishment to be imposed upon the Respondent, if the allegations against him have been proved. Therefore, in cases where service rules exist, the Internal Complaints Committee does not recommend the punishment to be imposed upon the Respondent. In such cases the Internal Complaints Committee should recommend to the employer to take action for sexual harassment as misconduct in accordance with the provisions of the service rules applicable to him.

The employer is required to implement the above said recommendations of the Committee, within sixty days of its receipt by him. [Section 13(4)]

14. Where the Internal Complaints Committee arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made a false complaint or the aggrieved woman or any other person making the complaint has produced any forged or manipulated document, it may recommend to the employer, to take action against the woman or the person who has made the complaint in accordance with the provisions of the service rules applicable to her or him [Section 14(i)]

Where the Internal Complaints Committee finds that the respondent has committed sexual harassment, it shall recommend to the employer to take such action as may be appropriate against the respondent in accordance with the provisions of the service rules applicable to him.

Where the Internal Complaints Committee finds that the respondent has committed sexual harassment, it shall recommend to the employer to take such action as may be appropriate against the respondent in accordance with the provisions of the service rules applicable to him.

- (g) the loss in the respondent's health, including physical, mental, or psychiatric treatment.

Section 14

Notwithstanding anything contained in sub-section (2) of section 5005122 of 2005, the contents of the identity and address of the person who has been named in the proceedings, recommendations and the action taken thereon shall not be communicated or made known in any manner. However, information secured in any manner without disclosure of the particulars enumerated in sub-section (2) of section 5005122 of 2005 and witnesses, the names of the persons named in the proceedings or the names of the persons named in the proceedings shall not be made public in any manner. The provisions of sub-section (2) of section 5005122 of 2005 shall not apply to the said information if it is required to be made public in any manner.

Notwithstanding anything contained in sub-section (2) of section 5005122 of 2005, the contents of the identity and address of the person who has been named in the proceedings, recommendations and the action taken thereon shall not be communicated or made known in any manner. However, information secured in any manner without disclosure of the particulars enumerated in sub-section (2) of section 5005122 of 2005 and witnesses, the names of the persons named in the proceedings or the names of the persons named in the proceedings shall not be made public in any manner. The provisions of sub-section (2) of section 5005122 of 2005 shall not apply to the said information if it is required to be made public in any manner.

ASM'S
College Of Commerce Science & Information Technology
ANTI – SEXUAL HARASSMENT CELL

Preamble

With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee; to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. Keeping the above guidelines in view ASM's CSIT College has constituted a Committee against Sexual Harassment.

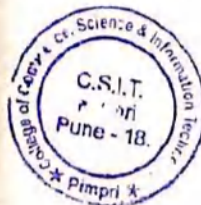
ASM's CSIT College has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behavior "needs to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of the fundamental right to gender equality and the right to life and liberty".

Based on these, the Savitribai Phule Pune University, to which the college is affiliated, made it mandatory for the affiliated and constituent colleges to adhere to the following from the year 2002

1. An anti – sexual harassment cell to be made functional with at least two senior women faculty on the committee
2. An anti – sexual harassment policy to be adopted and publicized
3. An affidavit to be submitted by each college declaring that such a policy is adopted and the anti – sexual harassment cell is operative.

The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions under the ambit of Savitribai Phule Pune university are bound by the same directive. Following this,



ASMs CSIT (Autonomous) Bangalore, being committed to uphold the Constitutional mandate ensuring the above mentioned human rights, adopted the following policy.

Declaration of Policy

ASMs CSIT College Pimpri Pune, 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

1. To fulfill the directive of the Supreme Court, as per UGC directives and the Savitribai Phule Pune university in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the college
6. To create a secure physical and social environment which will deter acts of sexual harassment
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

DEFINITION OF SEXUAL HARASSMENT

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or enrolment in the institution whether she is drawing salary, or honorarium or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship including recruiting or promotion or academics when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:



1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of the Anti – Sexual Harassment Committee.

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level at the educational institution;
- (b) Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- (c) Not less than three students, who shall be enrolled at the undergraduate, masters, and research scholar levels respectively.

(d) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. Provided that at least one-half of the total Members so nominated shall be women.

The members of the committee for the academic year 2017- 18

The Committee consists of members of the faculty, administration, service staff and students' representatives. The members of the committee for the current academic year are:

Sr.No	Name	Designation
1	Prof.Sarita Goyal	President
2	Prof .Savitri Mandhare	Secretary
3.	Prof.Rupesh Rupvate	Member
4	Prof. Meenakshi Jadhav	Member
5	Prof. Rajashri Thete	Member
6	Prof. Sarika Shinde	Member

Role and responsibility of Anti-sexual harassment committee:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).
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 favors



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. Obtain high level support from the chief executive officer and Principal & Director for implementing a comprehensive strategy:

- Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
- Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

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 behaviors that are not acceptable.

5. Regularly distribute and promote the policy at all levels of the organization; Ensure that managers and supervisors discuss and reinforce the policy at staff meetings; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; 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 sessions for all staff on sexual harassment issues.

7. Ensure that complaints processes:

- are clearly documented;
- are explained to all employees;
- offer both informal and formal options for resolution;
- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint.

2. Written apology

3. Bond of good behavior

4. Adverse remarks in the confidential report

5. Debarring from supervisory duties

6. Denial of membership of statutory bodies

7. Denial of re-employment/re - admission

8. Stopping of increments / promotion/denying admission ticket

9. Reverting, demotion

10. Suspension

11. Dismissal

12. Any other relevant mechanism

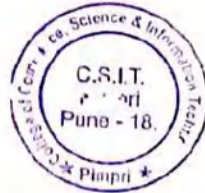


If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

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.

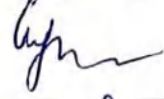
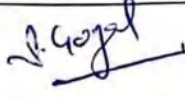
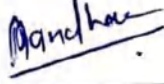
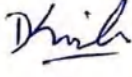
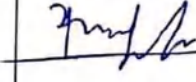
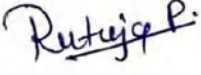
Annual Report

The Secretary of the Committee will prepare an Annual Report at the end of each academic year, giving a full account of the activities of the Committee during the year gone by.



[Handwritten Signature]
Principal
College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.

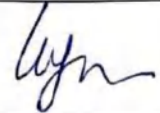
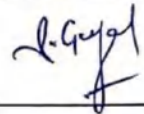
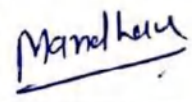

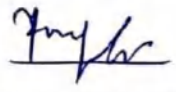
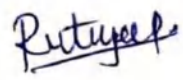
Committee 2020-21

Name	Designation	Sign
Dr.K.M.Jadhav	President	
Mrs. Sarita Goyal	Secretary	
Mrs. Savitri Mandhare	Teacher member	
Mr. Gopala Krishnan	Teacher member	
Mr.Rajan Kolage	Teacher member	
Ms.Prabhu Rutuja	Girl student member	

Note: Because of COVID 19 there is no meeting conducted in Pandemic period



Committee 2020-21

Name	Designation	Sign
Dr.K.M.Jadhav	President	
Mrs. Sarita Goyal	Secretary	
Mrs. Savitri Mandhare	Teacher member	
Mr. Gopala Krishnan	Teacher member	
Mr.Rajan Kolage	Teacher member	
Ms.Prabhu Rutuja	Girl student member	

Note: Because of COVID 19 there is no meeting conducted in Pandemic period



Perspective Plan

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies administrative setup and appointment service rules, Procedures, deployment and institutional strategic perspective plan development plan etc.

Response- Following are the current Committee List –

1. IQAC Committee
2. CDC Committee
3. Examination Committee
4. Academic Monitoring Committee
5. Student Grievance Redressal Committee
6. Women Redressal Cell Committee
7. Anti-Ragging/ Squad Committee
8. Sports, Extra Curricular Committee
9. Training & Placement Committee
10. Student Welfare Committee
11. Admission Committee
12. Alumni Association Committee
13. Culture, Co- Curricular Guest lecture/ Workshop/ Seminar Debating Committee student
14. Infrastructure Committee
15. Time Table Committee
16. IT Committee
17. Library Committee
18. Discipline Committee
19. Purchase Committee
20. Feedback Committee
21. Mentor & Mentee Committee
22. Teacher and Parents Association
23. Committee against sexual Harassment in Premises
24. Equal Opportunity Committee

The IQAC prepare a perspective plan in April .For the development of academic, administrative and infrastructural facilities and approval was taken from CDC and ASM management. The purpose of the plan was to strengthen the UG courses and PG courses. In the committees related to infrastructural development, teachers are the main participants. While in the issues related to financial and administrative matters, members of Management Committee are involved.

The appointment of teaching and non-teaching staff is in accordance with the service rules led down by SPPU, Government of Maharashtra and UGC rules. The administrative setup is in accordance with various departments functioning in the college the principal is supported by head of the department of each subject in framing the Time table and academic calendar. The standard procedure is adopted in appointment of the staff. The post is advertised for recruitment of the staff in the Newspaper and after scrutinising the applications received the selection committee is duly constituted and interviews are conducted as per SPPU rules. Various committees are form their periodical meetings are conducted. We have framed a perspective plan of the institution for the academic progress and growth.

Perspective Plan

1. The college is planning to start with new course under commerce faculty from the next academic year such as M.com and Costing Banking and Finance, Marketing specialisation.
2. The College has decided to start certain academic Add on courses such as Tally, soft skill and English language speaking courses in addition to the existing academic program.
3. The seminar and workshops are to be organised in the academic year with the collaboration of MBA Institute and all teachers should be promoted to participate in that.
4. Alumni development programs need to be more organised in college premises to get the guidance from the college Ex-student in the area of their respected fields.
5. Extension activities are to be organised in the next academic year such as study tour, blood donation camp and assistant to the needy students.
6. Teaching and Learning system is decided to be more actively used by the staff members by using of ICT tools in all subjects especially the concept should be explained by ICT tools.
7. In addition, we are to followed e-governance in the functions like academic, administrative and examination.

Vision –Mission of the Organization

The vision and mission of the college

Vision

The college of Commerce, Science and Information Technology was established in 2001 with the vision of this is to help them get an edge in their chosen professional streams.

“Harnessing the skill and potential of aspiring students and providing them the required professional grooming to face a highly competitive and globally connected world”

- The Vision of Organisation to promote the students for acquiring knowledge suitable for the leadership promote practical knowledge to the student of our institutes so that student will get success in their career growth .

Mission

To train the graduates and entrepreneurs to face the challenges of the corporate sectors with a global perspective and to inculcate good quality education and practical knowledge in the respective area of students interest in order to make them globally competent.

- The college celebrated its 19th Year in 2020-21. During this period, the college has achieved its aims and objectives satisfactorily. At present it has to its credit pioneering efforts after making quality education available to students. By adopting the principles and philosophy of the Association, present leadership of ASM provides clear vision and mission to the college.
- Thus, to achieve the goal in tune with the Mission and Vision of the Institute, the Management provides advanced technological facilities like modern Computer Lab, computing facilities, IT facilities, excellent physical infrastructure such as laboratory, Library, Sports facility, classrooms and other allied infrastructure. The academic and administrative planning of college is progressing hand in hand. The funds of the college are optimally allocated and efficiently utilized by proper budgeting system. Nevertheless, the leadership and governance has led to the achievement of administrative and academic excellence.
- Taking into account the need of 21st century, the leadership introduces student centric, skill-based programmes in the college to enhance employability. The mission and vision

of the institution defines the uniqueness of the Institution by imparting quality education to the students majorly coming from grass root level, semi urban locale as well as from economically weaker sections. Thus, the governance of the institution is in tune with the vision and mission of the Institution.



Dr. Asha Pachpande, Founder Secretary, ASM, Director IBMR (MBA)

Audyogik Shikshan Mandal is a committed endeavour to develop a new generation of successful management trainees ready to take on the ever changing scenario of global economy. As India treads the fast track of development and joins the prestigious league of economic superpowers, it has become all the more imperative to generate a competent generation of business experts equipped with the thorough knowledge of the varied facets and nuances of management and economy. Under the aegis of ASM Group of Institutes, I am proud to present holistic courses, replete with the new trends in the fields of management, along with the practical aspects of the demanding economy. For realising this endeavour, we continue to offer a challenging curriculum which provides opportunities for academic achievement, personal growth and professional development. Our Institute is known for providing a 'winning edge' to our students through regular visiting Indian and Foreign faculty who are qualified and practicing managers from the Industry and Business. In addition, the geographical location of the Institute in the midst of Pimpri-Chinchwad Industrial twonship helps students cultivate a business oriented attitude. This has proved, time and again, to be immensely conducive for their professional growth and development. We welcome you to discover for yourself all the dimensions that make our institute a fountain head of prospective managerial talent in Pune in the fields of Management.



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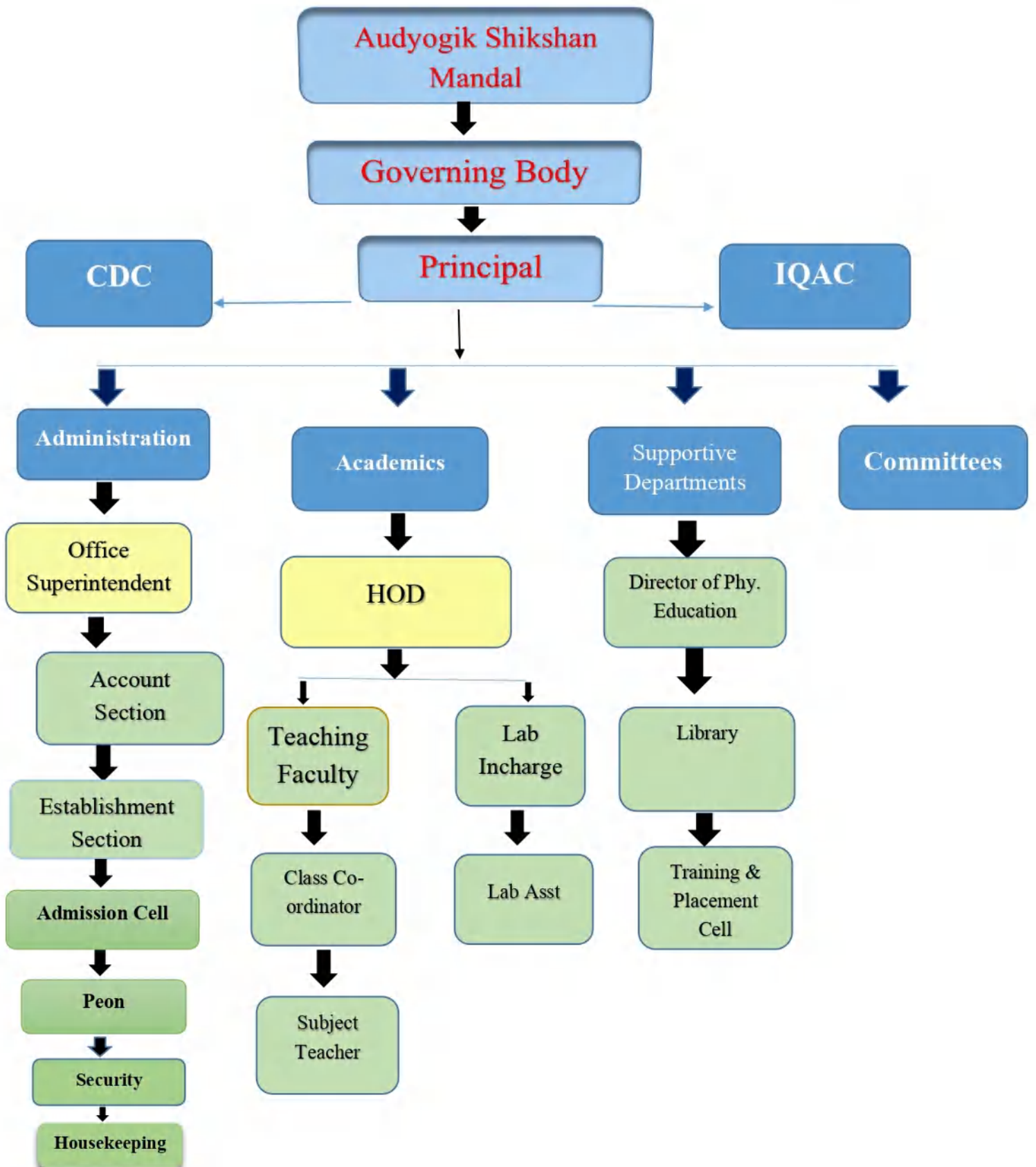
Dr. Sandeep Pachpande, Chairman, ASM

The world today is shrinking and it has become crucial that students have practical experience and they are armed to face any given challenge and situation in these competitive times. We at ASM Group of Institutes provide enough instances where students are tested on their calibre to handle challenges and spearhead their team. Our aim is to provide students with a learning experience that amalgamates creativity, perseverance and commitment to achieve their desired goals. At ASM Group of Institutes, we organize different events where students get ready for challenges of the corporate world. Through these events we help students sharpen their skills and encourage interaction with the industry. This interaction is what helps us groom students through real life situations, thereby providing ASM with a strong foundation for students to lead in the professional world. Over the past 30 years, the ASM Group of Institutes has been recognized as a centre of learning and a community of faith in keeping with the tradition and the cultural ethos of this great city called Pune. We are proud to offer you a learning experience in beautiful surroundings to stimulate and inspire you. When you join us you'll be welcomed to a safe, secure environment in which to study, by tutors who are committed to supporting you to achieve your chosen qualification. At the ASM Group of Institutes, we aim to build excellence in education, unleash the best creative & analytical potential in the field of Management and allow our students to evolve into professionals at par with the global standards. The practical aspect of our institute is to equip every student with the confidence to take up any challenge, assignment and supersede in today's competitive work culture. Sport has always played an important role in the life of the college. Wholehearted participation, enjoyment and a generous and enthusiastic nature are more valued than the winning of competitions. Under the guidance of expert coaches, the students have the opportunity to develop themselves and their interest in sport. Our location being in the heart of the industrial belt at Pimpri-Chinchwad, one of the biggest industrial zones in Asia, helps students cultivate a business oriented attitude. This has proved, time and again, to be immensely conducive for their professional growth and development.

Organogram

6.1.1 The institution practices Decentralization and participative management

ORGANOGRAM



Role & Responsibility according Organogram

ASM Administration

The General Body

Institutes Run by ASM

1. Professional Colleges:

- 1. **IBMR- INSTITUTE OF BUSINESS MANAGEMENT & RESEARCH** ASM IBMR is one of the leading education institutes located in Asias largest Industrial Belt, Pimpri-Chinchwad. Since its inception 4 decades ago, IBMR has groomed some of the best Business Executives and Entrepreneurs of the country. Strong industry partnerships, industry relevant curriculum, industry experts as faculty members and the best in-class infrastructure are the hallmarks of ASM-IBMR.
- 2. **IPS - INSTITUTE OF PROFESSIONAL STUDIES** Institute of Professional Studies (IPS) is a Management college affiliated to the Savitribai Phule Pune University

The highly reputed brand of Audyogik Shikshan Mandal (ASM) and approved by AICTE. The only institute where learner will find an ambience that gives him an immense pleasure to learn in a conducive environment helpful to his personal growth & satisfaction.

ASM's IPS recognizes the contribution and achievements of individuals in the corporate world by honouring them with achievers award. This also provides a platform where students get the opportunity to learn and interact with these corporate super achievers providing the students with their invaluable insights. To help our students realize the importance of social responsibility, we present CSR Awards to luminaries who work towards building a better society and world.

3. IMCOST - INSTITUTE OF MANAGEMENT & COMPUTER STUDIES

IMCOST is affiliated to the University of Mumbai and approved by AICTE.

Backed by the 34 years of legacy of the ASM Group, IMCOST is one of the top ranked B-Schools in India. Located in the industrial belt of Thane, the institute offers its students consistent industry interaction, enabling them to learn from the leaders.

The faculty pool of IMCOST consists of experts from the industry and academia. Along with foreign faculty and guest lecturers, IMCOST conducts regular industry visits, overseas tours, Extra and Co-curricular activities that provide an effective practical education to its students. The students of IMCOST consistently top the university merit list and as a result have better placements adding to the excellent placement track record of the institute.

2. Traditional Colleges:

1. CSIT - COMMERCE, SCIENCE & INFORMATION TECHNOLOGY

CSIT belongs to the enduring ASM group, having a 34 year legacy of educational excellence right from Pre-school to PhD.

ASM's College of Commerce, Science & Information Technology (CSIT) is located in the heart of Pimpri - Chinchwad Township. CSIT provides a platform to bridge the gap between industries and the students. CSIT has taken up the responsibility and is striving to achieve higher standards of excellence. Apart from regular training, we organize research opportunities and seminars on different topics to meet the demands of industry in the international scenario and foster increased interaction between the students and the management.

3. Higher Secondary Schools:

4. Primary Schools:

1. GEMS - Geeta Mata English Medium High School

ASM's GEETA MATA ENGLISH MEDIUM HIGH SCHOOL (GEMS) Recognized by Govt. Of Maharashtra (Permanently non-grantable school).

In 1995 Dr. R. R. Pachpande founded The Geeta Mata English Medium High School with the aim of inculcating values and empowering young minds with ability to provide India with a new generation of world beaters. Along with academics the students are encouraged to participate in co-curricular and extracurricular activities to build self confidence and the enhance ability to express oneself to meet the challenges of life.

'GEMS' is located in the heart of Pimpri-Chinchwad, one of Asia's largest industrial belts. The school has classes from K.G to 10th standard and is equipped with top of the line facilities and amenities.

2. EMPROS International School

ASM's EMPROS International School CBSE curriculum at Chinchwad & Talegaon

With 34 years of legacy in the field of education ASM Institute now comes up with "EMPROS International School" located at Pimpri-Chinchwad, Pune. The School is affiliated to CBSE Board. EMPROS International School is a forward thinking school which envisions shaping the early education with activity based learning.

With things like Smart classrooms, IT wizard programs from NIIT, Personal social health education (PSHE) being just the tip of the iceberg, EIS is the school you and your kids also wanted. EIS is an institution with cultural value system within a safe, caring, multi-cultural and collaborative learning community.

5. Secondary Schools:

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6. Technical Courses:

- BBA(CA)
- BSC(CS)
- MCA
- MSC(CS)

Administration of the College is as follows:

Principal

The Principal of the college is the head of the institution and always caters to offer essential direction to the system. The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the link between the Management and the College. The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and

quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co-curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal. The Principal coordinates with the external agencies like the University, the UGC, joint director office and other government bodies to comply necessary regulations. He safe-guards the interests of teachers/non-teaching staff members and the management. He observes and implements directives issued by Government authorities' viz. Director of Education / Higher Education / University and other concerned authorities. He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

College Development Committee (CDC)

The College Development Committee is committed as per the rules & The meetings of this committee is conducted twice in one academic year.

The following are the members of CDC:

Dr. Sandip Pachpande	Chairman
Dr. Asha Pachpande	Secretary
Mr. Sudhakar Bokephode	Member
Dr. Preeti Pachpande	Member
Dr. D.D. Balsaraf	Member
Prof. Sarika Shinde	Member
Mr. Rupesh Rupvate	Member
Mr. Babasaheb Chandekar	Member
Prof. Priya Janjalkar	Member
Student:	Student
Student:	Student
Mr. Dr. Shrikant Jagtap	(Principal)

Chairperson of the management or his nominee ex-officio Chairperson; Secretary of the management or his nominee; One head of department, to be nominated by the Principal Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman; One non-teaching employee, elected by regular non-teaching staff from amongst themselves; four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus; Co-coordinator, Internal Quality Assurance Committee of the college; President and Secretary of the College Students' Council; Principal of the college or head of the institution. The College Development Committee shall meet at least four times in a year. Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall, Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities decide about the overall teaching programmes or annual calendar of the college Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts; Take review of the self-financing courses in the college, if any, and make recommendations for their improvement; Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college; make specific recommendations to the management to foster academic collaborations to strengthen teaching and research; make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval formulate proposals of new expenditure not provided for in the annual financial estimates (budget); make recommendations regarding the students' and employees' welfare activities in the college or institution; discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations; Frame suitable admissions procedure for different programmes by following the statutory norms Plan major annual events in the college, such as annual day, sports events, cultural events, etc. Recommend the

administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution; consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. Recommend the distribution of different prizes, medals and awards to the students. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Internal Quality Assurance Committee

There shall be an Internal Quality Assurance Committee (IQAC) in the university to plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the university. The Internal Quality Assurance Committee in the university shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time. The Annual Quality Assurance Report shall be approved by the Management Council of the University for the Follow up action for the necessary quality enhancement measures. The university shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies. There shall be an Internal Quality Assurance Committee in each college and recognized institution that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time. The colleges and recognized institutions shall regularly submit their Annual Quality Assurance Reports to the affiliating university, State level quality assurance bodies and national accreditation bodies. The university shall monitor the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction

The IQAC Coordinator is responsible for the Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
Dissemination of information on the various quality parameters of higher education.
Organization of workshops, seminars on quality related themes and promotion of quality circles.
Documentation of the various programmes / activities leading to quality improvement.
Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Head of the Departments

The Heads of the departments act as frontrunners of their departments. They monitor activities of the departments and report directly to the Principal they are responsible for the overall management of the department(s). Manage the day-to-day functioning of the department

Propose and Administer the development of new courses Organize the periodic review of courses. Coordinate the academic and administrative staff within the department. Coordinate the examination schedule. Liaise with National Bodies and external agencies where appropriate The Heads ensure that The programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standards and quality Co-ordination of the annual and ongoing monitoring of programmes, the self-evaluation of programmes is done

Librarian

The College Librarian ensures the monitoring of the following functions of the college Library. Allocation of budget with the aid of Library Advisory Committee to each department as per the norms. Forwarding it for approval and sanction to the parent institution. Inviting list of text books, reference books, Journals, Books for extra reading etc. from each department and after the approval from the parent institution, sending it to the vendor appointed by ASM. Besides ordering, cataloguing, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need. Monitoring the Book Bank Scheme.

Physical Director

The Physical Director has the following responsibilities for the Sports section (indoor and outdoor). Training students for various sports and forming teams. Monitoring students' coaching, ground preparation, purchasing sports material and scheduling of the games. Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events. Making arrangements for the participation of students at university tournaments, regional/state/national level sports events. Organizing Annual Sports Day at the End of the Academic year. Executing any other activity related to sports

College Committees

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees that are operative during 2017-18 and 2018-19 for monitoring and governing various activities: -

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Purchase Committee
- 3) Time Table Committee
- 4) Students Grievances Redressal Cell
- 5) Library Committee
- 6) Examination Committee
- 7) Sport Committee
- 8) Cultural Activities Committee
- 9) Student Welfare Committee
- 10) Alumni Committee
- 11) Women Redressal Cell
- 12) Placement cell Committee
- 13) Feed Back Committee
- 14) ICT Committee
- 15) Students' Counselling

College of Science, Commerce and Information Technology, Pimpri is committed to provide quality education to the students enabling them to excel in the field of science, commerce and humanities as well as to cater to the changing and challenging needs of the society, education sector and industry by

- (1) Contributing to the overall knowledge and personality development.
- (2) Maintaining the excellent infrastructure and learning environment.
- (3) Inculcating moral and ethical values among the staff and students.
- (4) Enhancing the competence of faculty to adopt modern and innovative teaching and learning process.
- (5) Promoting research among students and faculty.
- (6) Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role Of Top Management, Principal And Faculty Is Vital In Overall Development Of The College.

ROLE OF TOP MANAGEMENT

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff.
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (e) Assessment of requirement of new programs and courses to be started.

Role Of The Principal

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system.

- (a) Admission of students and maintenance of discipline in the College.
- (b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- (c) Observance of provisions of Accounts Code.
- (d) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- (e) Correspondence relating to the administration of the College.

(f) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.

(g) Supervision of the College and Examinations, setting of question papers for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.

(h) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

(i) Administration and supervision of curricular, co-curricular, extra-curricular or extramural activities, and welfare of the College, and maintenance of records.

(j) Safe-guard the interests of teachers/non-teaching staff members and the management.

(k) Any other work relating to the College as may be assigned to him by the Parent society from time to time.

Role of IQAC Coordinator

The IQAC Coordinator is mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution. Especially for the upliftment

of academic activities.

Coordinator Is Responsible For the Following Functions

(a) Application of quality benchmarks/parameters for various academic and administrative activities of the institution

(b) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

(c) Optimization and integration of modern methods of teaching, learning and evaluation.

(d) Dissemination of information on various quality parameters of higher education

(e) Development of Quality Culture in the institution;

(f) Documentation of various programmes/activities leading to quality improvement.

- (g) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.
- (h) Coordinating with other Cell coordinators and HODs.
- (i) Suggesting budgetary provisions for activities related to the cell.

Role of Committee Chairman

The Committee Chairman of each committee has the following functions

- (a) Prepare the list of activities to be taken in the academic year
- (b) Send proposal to the Principal and get the budget approved.
- (c) Coordinate with all the team members.
- (d) Send notices for timely meetings and prepare agenda for the same.
- (e) Carry out all the activities related to the respective committee.
- (f) Submit the accounts of the Expenditure incurred for the activities held.

Role of Head of Department

The Head of each department has to

- (a) Monitor day to day teaching learning activity of the department.
- (b) Distribution of workload among the teachers of the department.
- (c) Purchase of books, equipment's in the department.
- (d) Coordinate co-curricular activities for the student

Role of Faculty

The faculty of the college is actively involved in teaching learning, evaluation, co-curricular and extra-curricular activities.

- (a) Implementing the teaching –learning schedule and taking part in evaluation process.
- (b) Assisting the administration through the participation of different academic committees.
- (c) Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.