

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 ASMs CSIT College has constituted a Committee against Sexual Harassment.

ASMs 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 Pimpri Pune, 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 2022-23

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	Dr. Shrikant Jagtap	President
2	Prof .Savitri Mandhare	Secretary
3.	Prof.Rupesh Rupvate	Member
4	Ms. Swati More	Member
5	Prof. Prajyot kakade	Member
6	Mrs. Mahadevi Shelke	Member
7	Ms Parnavi Yanpallewar	Girl Students Member
8	Ms Divya More	Girl Students 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 a sexual 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

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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.

ASMs

College Of Commerce Science & Information Technology

Anti-Sexual Harassment Cell for Women

(Academic Year: 2022---2023)

NOTICE

20th July 2022

All the committee members are hereby informed that committee meeting will be held on 23rd July 2022 at 2:00 pm in Mini Auditorium.
All members are requested to attend the same.

Mandhare
Secretary

Name	Designation	Sign
Prof. Savitri Gayal	President	<i>Savitri Gayal</i>
Prof. Savitri Mandhare	Secretary	<i>Mandhare</i>
Ms. Swati More	Member	<i>More</i>
Prof. Prajyot Kakde	Member	<i>Kakde</i>
Prof. Rupesh Rupwate	Member	
Mrs. Mahadevi Shelke	Nodal Officer	<i>MShelke</i>
Ms. Pranavi Yarpallewar	Girl Students Member	<i>Yarpallewar</i>
Ms. Divya More	Girl Students Member	<i>More</i>

PROCEEDINGS THE MEETING OF THE ANTI-HARASSMENT CELL FOR WOMEN HELD ON 23rd July 2022 AT 2:00 PM IN THE MINI AUDITORIUM OF COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY PIMRI PUNE 41108

Date: 23rd July 2022

Time: 2:00 pm

Pfance: Mini Auditorium

Members present at the meeting

Name	Designation	Sign
Prof. <u>Savitri Goyal</u>	President	<u>[Signature]</u>
Prof. Savitri Mandhare	Secretary	<u>[Signature]</u>
Ms. Swati More	Member	<u>[Signature]</u>
Prof. Prajyot Kakde	Member	<u>[Signature]</u>
Prof. Rupesh Rupwate	Member	<u>[Signature]</u>
Mrs. Mahadevi Shelke	Nodal Officer	<u>[Signature]</u>
Ms. <u>Brunavi Yanpallewar</u>	Girl Students Member	<u>[Signature]</u>
Ms. Divya More	Girl Students Member	<u>[Signature]</u>

Agenda : Launch an awareness campaign on anti-sexual harassment.

Minutes

1. Mrs. Savitri Mandhare welcomed all the members and explained the purpose of the meeting.
2. Minutes of the previous meeting were read and discussed.
3. All the members decided to
 - Make an action plan for the year 2022-2023 to ensure safety of the girl students in the college campus,
 - Make them aware about the functions and guidelines of the anti-sexual harassment cell for women,
 - aware them about the procedure to make complaints if they have any problem regarding sexual harassment,
 - Issue a notification to all the teaching and non-teaching staff to be alert to keep check on the incidents of sexual harassment of girl students in the college campus,
 - Increase collaboration among teachers, students and parents for the safety of the girl students.
4. The meeting was concluded with the vote of thanks to the chair.

[Signature]
Secretary

[Signature]
Principal