

Anti-sexual harassment committee

Date: 03/08/2021

Purpose

The purpose of this policy is to specify the guidelines for reporting acts of Sexual Harassment at Rajarshi Shahu College of pharmacy, Buldana and to provide the procedure for the resolution and redressal of complaints of Sexual Harassment in line with **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

Scope

The policy is applicable to all the employees/ students (teaching and non-teaching staff including contractual and support staff), part-time personnel or any other party. This policy will be applicable within or outside institute premises, on study tour, field visit, etc.

References

- a. Guidelines issued by the Hon'ble Supreme Court of India in Vishaka & Others Vs. State of Rajasthan & Others, W.P. (Crl.) Nos. 666-70 of 1992, decided on 13.8.1997 and reported in (1997) 6 SCC 241 (HEREIN AFTER REFERRED TO AS "Vishakha Guidelines").
- b. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (herein after referred to as "the Act").

Definitions

Sexual Harassment:

Sexual Harassment is defined as: "Any unwelcome, sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances;
- Demand or request for sexual favors, whether verbal, textual, graphic, electronic or by any other action;
- Sexually coloured remarks;
- Showing pornography; or



- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may to sexual harassment;

- Implied or explicit promise of preferential treatment in employment; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about present or future employment status; or
- Interference with work or creating intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect health and safety.

Aggrieved party

Means the person who alleges to have been subjected to any acts of sexual harassment by the respondent.

Respondent

Means the person against whom the aggrieved woman has made a complaint.

Internal Complaints committee (ICC)

In accordance with “**The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**” and as per the instruction of Sant Gadge Baba Amravati university, RSCP has constituted the Internal Complaints Committee (ICC) for the process of prevention and redressal of complaints of sexual harassment.

Roles and Responsibility:

It is the responsibility of the student/ employees to:

- Refrain from committing any which may amount to sexual harassment at the institute
- Report incidents of sexual harassment without fear or favor
- Create an environment conducive for growth and development without fear of harassment
- Seek advice and clarifications from the ICC as and when required

Heads of all Administrative/Academic committees



- Ensure that there is no hostile working environment in the institute.
- Ensure that all the staff of the section/department is aware of the purpose of the policy.
- Report any complaint or grievance received, immediately to the concerned authorities.
- Ensure that no victimization of the aggrieved party takes place at the institute where the supposed action is said to have taken place.

Policy

RSCP is committed to creating a healthy, conducive working environment that enables the students and employees (Teaching and Non-teaching) to carry out their work without any fear of gender bias, prejudice and sexual harassment. The institute is also committed to foster an environment of mutual respect and dignity of all its students and employees.

Keeping this in view, all the employees/students must be sensitive to acts of conduct which may be considered offensive by fellow personnel and must refrain from engaging in such conduct. The institute will not, under any circumstances, condone or tolerate any such acts that may constitute to sexual harassment in the institute.

RSCP abides by the “Vishakha Guidelines” and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” ensuring protection against sexual harassment/ gender inequality.

Procedure for Filing Complaints

Any employee/student of RSCP who feels is being sexually harassed or is being subjected to any disparity on the basis of gender or sex, directly or indirectly may submit a complaint of the alleged incident to any member of the Internal Complaints Committee (ICC) in writing with his/her signature (with date) within three months from the date of the incident.

A complaint must specify the nature of the charge, the date and time of specific event(s), names of witnesses if any, and any evidence that support the allegation(s). In addition, it should also include the contact details of the aggrieved party such as address, contact number, department and name(s) of alleged harasser, etc.

If the complaint has been submitted with any Department Head, the same should be forwarded to ICC for investigations.

Redressal of Complaint

1. Before initiating inquiry into the alleged complaint, at the request of the aggrieved party, the ICC may take step to resolve the matter between the aggrieved party and respondent, through conciliation.
2. Where the settlement has been arrived as per point (1) above, no further inquiry shall be conducted by ICC. ICC shall record the details of the settlement so arrived and forward the same to the employer for necessary action as specified in the recommendation.
3. The ICC shall forward the copies of the settlement as recorded under point (2) to the aggrieved party and respondent.
4. Subject to point (3) as above, if the complaint has not been resolved through conciliation, ICC may proceed to initiate inquiry into the complaint. The inquiry shall be completed within a period of 90 days
5. During the pendency of the inquiry, on a written request made by the aggrieved party, ICC may recommend management of RSCP to
 - a. Transfer the aggrieved party or respondent to other department/practice.
 - b. Grant leave to the aggrieved party up to a period of one months
6. A copy of the complaint will be forwarded to alleged respondent and ICC shall direct the respondent(s) to submit a written response to the complaint/ allegations within the time period decided by ICC.
7. ICC shall conduct the proceedings in accordance with the principles of natural justice and in line with the Act and this Policy. It shall allow both parties reasonable opportunity of presenting their case. Documents produced by either party shall be affixed with that party's signature to certify the documents as original/true copy (as appropriate).
8. Should the respondent choose not to participate in the proceedings, ICC shall continue the inquiry, ex parte.
9. Minutes of all proceedings of each sitting of ICC shall be prepared and duly signed by the members of the committee.
10. ICC shall record the conclusion of its findings in writing supported with explanations & recommendations and shall forward the same to the administrative section within a period of

10 days from date of completion of inquiry. In case ICC finds that prima facie criminal case exists, the same shall be specifically mentioned in the ICC's report.

11. If the ICC arrives at the conclusion that allegation against the respondent has not be proved, it shall recommend management of RSCP, to take action against the respondent for sexual harassment as a misconduct in accordance with disciplinary policy of RSCP.
12. If the ICC arrives at the conclusion that allegation against the respondent has not been proved it shall recommend the management of RSCP that no action is required to be taken in the matter.
13. In continuation of point (12) above if ICC arrives at conclusion that allegation made against the respondent is malicious and or made with a false intent and or aggrieved party has produced false / misleading document ICC may recommend the management of RSCP to take action against the aggrieved party in accordance with disciplinary policy of RSCP. If in the course of the proceedings the committee finds that any person / respondent has victimized the aggrieved party and/ or person assisting the aggrieved party the committee shall record the same in writing with a recommendation to management of RSCP to take disciplinary action against such person(s).

Confidentiality

Given the sensitive nature of sexual harassment and its impact on the victim as well as the person against whom such allegations are leveled, RSCP is committed to maintaining strict confidentiality in relation to such complaints and the resultant inquiry.

The identity and address of the aggrieved person, respondent and witnesses if any, all proceedings, including the statements and other materials, recommendations of the ICC, shall be treated as strictly confidential and the members shall not divulge the details to any other employee within RSCP or to any person outside the institute. The ICC should emphasize the necessity for confidentiality to other employees involved in such discussions and the consequence of possible disciplinary action in case of transgression.

Miscellaneous

The ICC shall maintain records of such cases and communicate with the SGBAU (Sant Gadge Baba Amravati University, Amravati) to which the institute is affiliated every academic year or as and when required.

RSCP shall conduct necessary communications and training across the institute, with respect to this policy.

Composition of Internal Complaints Committee (ICC)

| Sr. No | Name | Role in cell | Contact number | Email id |
|--------|-------------------------|-------------------|----------------|------------------------------|
| 1 | Miss Meena V. Bhalke | Presiding Officer | +917397860285 | meenabhalke1@gmail.com |
| 2 | Ms. Shital Redasani | Member | +91 7773974442 | shitaljain0406@gmail.com |
| 3 | Dr. S. P. Jain | Member | +919421394042 | principalrscp@gmail.com |
| 4 | Ms. Snehal S. deshmane | Member | +918550988100 | Snehalnagpure31@yahoo.com |
| 5 | Miss. Dipali N. Tapare | Member | +918412093002 | dipalitapre1994@gmail.com |
| 6 | Miss. Bhavna D. Dabhade | Member | +917559119381 | bhavanadabhade1993@gmail.com |


Role of ICC

1. To create awareness among the employees including students regarding the constitution of the ICC for looking into complaints of sexual harassment.
2. To register complaint received thereof.
3. To hold inquiry into the complaint to decide whether the facts contained in the complaint make a case of "sexual harassment" in light of the definition contained in the policy
4. To hold meetings to provide an opportunity for both parties to present their case.
5. To summon witness/documents to assess the allegations contained in the complaint
6. To recommend the disciplinary action as per the policy of the institute.
7. To monitor the follow-up action to be taken by RSCP on recommendations of ICC.
8. To ensure that the details of the complaints and proceeding are maintained strictly confidential.

Possible Disciplinary Actions

1. Permanent transfer or suspension without pay, or both
2. Fine equivalent to 1 month's salary.
3. Stoppage of increment with or without cumulative effect.
4. Reduction in level.
5. Termination/ dismissal from the services of RSCP.
6. Any other action based on disciplinary Policy




**Principal
Principal**
Rajarshi Shahu College of Pharmacy,
Malvihir, Buldana.