



Padmashri Dr. Vitthalrao Vikhe Patil
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Pravara Rural Education Society's (Golden Jubilee year of the society)

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Anti -Sexual Harassment Committee

ANTI-SEXUAL HARASSMENT POLICY

1. Objective: -

Anti-Sexual Harassment Policy is framed to create safe work environment and to protect dignity of Women Employees as envisaged by Supreme Court of India Guidelines on Sexual Harassment, August 1997 and "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

The Policy intends to ensure that no woman Employee is subjected to sexual harassment at workplace. "Women Employee" as referred to in this Policy includes all women employees of Arts, Science and Commerce College, Kolhar, whether permanent or temporary, probationary, or part-time.

2. Definition: -

- a) "Act" means "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment thereto.
- b) "Aggrieved Woman" means any female Employee of Arts, Science and Commerce College, Kolhar or any woman who alleges to have been subjected to any act of Sexual Harassment at the Workplace.
- c) "Anti-Sexual Harassment Committee" means a committee by that name, constituted by Arts, Science and Commerce College, Kolhar as per the provisions of the Act.
- d) "Respondent" means the person against whom the allegation of Sexual Harassment has made by the Aggrieved Women".
- e) "Sexual harassment" means and includes: -
 1. " Unwelcome behaviour of a male employee towards a female employee (whether directly or by implication) as:

- Physical contact and advances
 - A demand or request for sexual favours
 - Sexually coloured remarks
 - Showing pornography
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature."
2. Implied or explicit promise of preferential treatment to a woman employee in her employment; or
 3. Implied or explicit threat of detrimental treatment to a woman employee in her employment; or
 4. Implied or explicit threat to a woman employee about her present or future employment status; or
 5. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 6. Humiliating treatment likely to affect her health or safety.

3. Anti-Sexual Harassment Committee: -

The Committee shall comprise of:

- a) A Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the Employees.
- b) Not less than 2 (two) members from amongst Employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge; and
- c) One member from amongst non-governmental organization or associations committed to the case of woman or a person familiar with the issues relating to sexual harassment.

4. The Anti-Sexual Harassment Committee will operate on the following guidelines: -

- a) The person against whom the allegation of Sexual Harassment has been made by the Aggrieved Woman Complaints Committee shall meet as and when any instance of violation of the policy is referred to the committee and, in any case, at least once in a year.
- b) The Anti-Sexual Harassment Committee shall prepare the annual report and

submit the report pertaining to number of cases filed and their disposal under the act to the Board.

- c) The Presiding Officer and the members of the Anti-Sexual Harassment Committee will hold the position up to five years from the date of their nomination.

5. Functioning of a Committee: -

A) Lodging a Complaint

- a. The Aggrieved Woman makes a complaint directly to the Presiding Officer of the Anti-Sexual Harassment Committee. The Presiding Officer should be able to try & solve the grievance informally before escalating the matter to the formal Committee within a period of one month from the date of incident.
- b. Where an 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.

B) Conciliation

Anti-Sexual Harassment Committee may, before initiating an inquiry, at the request of the complainant take steps to settle the matter between her and the Respondent through conciliation. However, no monetary settlement shall be made the basis of the conciliation. Where a settlement has been arrived at as mentioned above, the Anti-Sexual Harassment Committee shall record the settlement so arrived at and forward the same to the management of Arts, Science and Commerce College, Pravaranagar action as specified in the recommendation and shall provide copies of the settlement to the complainant and the respondent.

C) Inquiry into Complaint

Anti-Sexual Harassment Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable. Such an inquiry (with due conciliation as appropriate) shall be completed within a period of one months. Confidentiality of the complaint procedure will be maintained.

Anti-Sexual Harassment Committee shall proceed to make an inquiry into the complaint in accordance with the principles of natural justice and further during inquiry provide an opportunity of being heard to the complainant and the Respondent and the relevant witnesses provided by the complainant and the Respondent.

D) Inquiry Report

On the completion of such inquiry, the committee shall provide the report of its findings to the management of Arts, Science and Commerce College, Kolhar within a period of 10 days from the date of completion of enquiry and such report be made available to the concerned parties. The management of Arts, Science and Commerce College shall act upon the recommendation within 20 days of its receipt.

If Anti-Sexual Harassment Committee arrives at the conclusion that there is no case for Sexual Harassment, then the committee shall notify the same to the management.

6. Penalties to Respondent: -

If the sexual harassment complaint is proved prima-facie right to the Committee based on the material and/or witness verified by them, then the Committee will recommend to the Management to the Respondent in terms of:

- Warning in writing
- Immediate suspension from the services
- Immediate termination

May immediately refer the case based on the gravity and merits of the case to the local police/judiciary.

7. Punishment for False Complaint: -

Where the Anti-Sexual Harassment Committee arrives at a conclusion during or after the inquiry that the allegation against the Respondent is either malicious or false, appropriate punitive action may be taken by the Management as per service rules applicable on recommendations of the committee.

8. Confidentiality: -

Notwithstanding anything contained in the Right to Information Act, 2005, contents of the complaint, the identity and addresses of the Aggrieved Woman, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Anti-Sexual Harassment Committee and the action taken by Arts, Science and Commerce College, Kolhar shall not be published, communicated or made known to the public, press and proceedings media in any manner.

9. The Management Assurance: -

- a) Express prohibition of sexual harassment will be notified and circulated.
 - b) Prohibition of sexual harassment is included in the Service and Conduct rules of the company.
 - c) As far as possible, care is taken to see that lady colleagues if sitting very late i.e. beyond 9.30 p.m. for official work, are escorted home or some arrangements are made for them to reach home safely.
 - d) Complainants or witnesses will not be victimized or discriminated against while dealing with complaints.
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for more details, please refer to the Act and the Rules issued thereunder.

**The Management reserves the right to modify / change/ withdraw any part or whole of the Policy contents at their sole discretion.*