



Agnel charities' Fr. C. Rodrigues Institute of Technology, Vashi

Policy Document for Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances

1. Introduction/Preamble

This Policy document for Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Higher Educational Institutions is notified in conformity with the notification of All India Council of Technical Education for higher educational institutions. The aim is to create a healthy atmosphere that enables women employees to work and girl students to learn and grow without fear of sexual harassment and to be treated with respect. Sexual harassment is a serious offence and is punishable. Therefore, this policy defines a procedure that will protect and punish against any kind of sexual harassment.

2. Objectives & Responsibilities

- a. Publicly notify the provisions against sexual harassment and ensure their wide dissemination.
- b. Organise Training programmes or as the case may be, workshops for the officers, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- c. Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- d. Create awareness among for women employees and faculty, girl students about the procedures and solutions available in case of an instance of sexual harassment
- e. To ensure the implementation of the policy through proper reporting of the complaints and their follow-up procedures.
- f. Monitor working of Internal Complaint Committee (ICC), submission of reports and annual report preparation.
- g. ICC has to maintain the records of the complaints, inquiry processes and reports of any complaints. The presiding officer shall keep the physical custody which will be passed on to subsequent presiding officers. Such records should be maintained for a period of 5 years at least.

3. Composition of the of Internal Complaint Committee (ICC):

- A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below an Associate Professor at FCRIT) at the Educational Institution, nominated by the Executive Authority

- Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
- Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate Institution, as the case may be 170 All India Council for Technical Education.
- One member from amongst Non-Government Organisation or Association committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

Note:

- At least one-half of the total members of the ICC shall be women.
- Persons in senior positions such as Chairman/Secretary of the Society, Principal/Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning.
- The term of office of the members of the ICC shall be a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year.

4. Process of making complaint & Conducting enquiry on Sexual harassment

- The victim can approach any member of the ICC with a written complaint to the ICC within a month from the date of the incident, and in case of a series of incidents within a month from the date of the last incident.
- Friends/ relatives/ colleagues/any other associate of the victim may file the complaint in case the victim is unable to make a complaint due to physical or mental inability or death on behalf of the victim.
- Each complaint should contain the following

i) Nature of sexual harassment

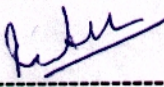
ii) Identity of the person/s who is/are involved

iii) Facts and circumstances or witness if any, in support of the complaint

- The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt and respondent shall reply to this.
- The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Principal/Managing Director. The Principal/Director shall act on the recommendations of the committee within a period of one month from the receipt of the inquiry report.
- The identities of the victim or the witness(es) or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.


5. Punishment

Anyone found guilty of sexual harassment shall be punished in accordance with the rules and regulations of FCRIT and the applicable employment laws. If the ICC concludes that false allegations were made or misleading information has been provided during the inquiry, the complainant shall be liable to be punished in accordance with the rules and regulations of FCRIT.

Signature: -----

Name: Dr. Mini Rajeev
Designation: Presiding Officer



-----
Dr. S. M. Khot
Principal