

(R.No.E.410 DATE: 8-1-1991)
VASANT KUSUM RURAL YOG AND AYURVEDIC SANSHODHAN PRATISHTHAN'S

SIDDHAKALA AYURVED MAHAVIDYALAYA

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Ref. No. SAM/ 982 /2025

Date:09/ 07 /2025

POLICY DOCUMENT OF COMMITTEE AGAINST SEXUAL HARASSMENT CELL

What is sexual harassment?

Sexual harassment includes unwelcome sexually determined behavior directly or indirectly by implications such as: physical contact, a demand or request for sexual favors, sexually colored remarks showing pornography, Eve-teasing, jokes causing embarrassment, gender-based insults, and unwelcome sexual overtone on phone, forcible physical touch or molestation. Preferential treatment in employment, threat of detrimental treatment in employment, interference with work or creating offensive environment, humiliating treatment likely to affect lady employee's health or safety could also amount to sexual harassment.

Complainant - A person subjected to sexual harassment

Respondent - A person against whom receiving the complaint.

Overview

Gender equity including protection from sexual harassment and right to work with dignity is universally recognized basic human rights. Eradication of social evils has been the principal aim of constitution of India. In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act. Article 15 of the India prohibits discrimination on grounds of religion, caste, race, sex or place of birth.

In pursuance of guidelines issued by Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace act, 2013, the University has developed a policy to ensure zero tolerance towards sexual harassment of women at workplace and to provide safe and healthy working atmosphere. And for the same, the University has constituted Internal Complaint Committee.

By this policy, any act amounting to sexual harassment is strictly prohibited and anyone indulging in such act will be punished.

COMMITTEE AGAINST SEXUAL HARASSMENT 2025 -

Sr.no.	Name	Post in the committee
1	Dr.Prasad Kulkarni	Vice Principal/Incharge Principal
2	Dr. Reshma Shah	Chairperson
3	Dr. Ithape Arun	Representative of NGO
4	Dr. Kortikar Omkar	Member
5	Dr. Korde Pallavi	Member
6	Mrs. Pawar Sujata	Member

Objectives of the committee:

- 1.To sensitize all employees and students about what constitutes sexual harassment, the ways to prevent occurrence of such events.
- 2.To absolutely prohibit and prevent sexual harassment at workplace
- 3.To create awareness about gender discrimination and rights of women.
- 4.To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the university.
- 5.To analyze the complaints received with the help of evidence and existing laws and to recommend appropriate punitive action against the guilty to the University for implementation.
- 6.To keep records of minutes and grievances received.

Activities -

- 1.Quarterly meetings to be conducted.
- 2.Display of committee members with contact numbers at prominent places on the campus.
- 3.Spreading awareness of policy in Orientation program at the beginning of each academic year and organization of different activities for gender sensitization throughout the year.
- 4.Annual report to be submitted to the institute.

Responsibility -

The Committee on Prevention of Sexual harassment shall have the following roles and responsibilities-

- Will provide assistance, if any individual in general or any student in particular chooses to file a complaint.
- Protect the safety of the complainant by not divulging the identity and assist the individual for obtaining mandatory relief by sanctioned leave or relaxation of the required attendance, besides offering counselling services.
- Ensure that the victims or the witnesses are not victimized or discriminated against, while dealing with the complaints of sexual harassments.
- Conducting an enquiry into the alleged complaint and submitting an unbiased report for the necessary action.

Accountability –

- It shall be the duty of the **Internal Complaint Committee** to ensure compliance with the provisions of these Regulations as per the guidelines cited in the policy.
- The **Internal Complaint Committee** should coordinate with the constituent colleges and institutions under the domain of SBV in order to achieve the objectives of the Regulations; and the committee shall call for reports from the Heads of institutions and Directors of the Centers with regard to the activities and measures pertaining to Prevention of Sexual harassment.

INTERNAL COMPLAINT COMMITTEE-2025

Sr.No.	Name	Designation	Post	Contact Number
1	Dr. Pallavi Korde	Associate Professor	Presiding Officer	9561615611
2	Dr. Ithape Arun	Representative of NGO	Member From Amongst Non-Government Organizations	9370071777
3	Dr.Kamble Santosh	Professor	Faculty Member	8010874446
4	Dr.Amruta Jorvekar	Associate Professor	Faculty Member	9404976199
5	Mrs. Pawar Sujata	Librarian	Member From Non-Teaching Employees	9881484732
6	Miss.Tuptewar Shivani	PG Scholar	Student Representative(PG)	7218781199
7	Miss. Rutuja Joshi	UG Student	Student Representative(UG)	9716260707
8	Miss. Aishwarya Sonawane	UG Student	Student Representative(UG)	7083360534

PROCESS OF REGISTERING A COMPLAINT:

- An aggrieved person is required to submit a written complaint within a period of Three months of the incident to **Internal Complaint Committee**.
- If the aggrieved person is unable to submit a written complaint, the Presiding Officer or any member of the Internal Complaints Committee can assist the person in a reasonable manner to submit the written complaint within the stipulated time frame.

Protocol to be followed in case of incidence of Sexual harassment:

A Complainant experiences an episode of Sexual harassment



A Formal written complaint to be filed with the Presiding Officer / Member/ Members of Internal Complaint Committee



Authenticity of the case will be examined by the Presiding Officer / Member/ Members of Internal Complaint Committee.



Initiation of the enquiry process by the members of ICC.



After a formal enquiry, the report will be forwarded to the Head of the Institution.



Appropriate penalty actions will be recommended to the Head of the Institution as per law.

Complaint Form for Sexual Harassment of Women at Workplace

(To be filled by aggrieved women or others on her behalf)

(This complaint form along with supporting documents must be submitted to ICC)

Part -1 Details of Complainer

- 1) Date of Complaint Filing: ____
- 2) Full name of complainer: ____ Gender: ____
- 3) Contact Details of complainer (Mobile No.)_email_
- 4) Date of birth of complainer: ____
- 5) Residential Address of complainer (Present):
- 6) Residential Address of complainer (Permanent): ____
- 7) Name of Employer with address where complainer is working: ____
- 8) Designation of complainer: ____ Duration of employment: ____
- 9) Work ID of the complainer: ____
- 10) Relation of complainer with aggrieved women (mention self if filing herself): ____ (Co-worker, employer, reporting manager etc.)

Part -2 Details of aggrieved women

- 11) Full name of aggrieved women (victim women): ____
- 12) Contact Details of aggrieved women (Mobile No.)_email_
- 13) Date of birth of aggrieved women: ____
- 14) Residential Address of aggrieved women (Present): ____
- 15) Residential Address of aggrieved women (Permanent): ____
- 16) Name of Employer with address where aggrieved women is working:

- 17) Designation of aggrieved women: ____
- 18) Duration of employment with present employer: ____
- 19) Work ID of the aggrieved women: ____

Part -3 Details of Respondent

- 20) Full name of respondent (against whom complaint is filled): ____
- 21) Contact Details of respondent (Mobile No.)_email_
- 22) Residential Address of respondent (Present):
- 23) Residential Address of respondent (Permanent): ____
- 24) Name of Employer with address where respondent is working: ____
- 25) Designation of respondent: ____
- 26) Working relation of aggrieved women with respondent (Employer, Reporting Manager, co-employee, junior staff, other) : ____

Part -4 Description of sexual harassment

- 27) Number of sexual harassment incidences done by the respondent: ____
- 28) Are aggrieved women and responded working in the same organization or same department when the incidence of sexual harassment happened? ____
- 29) What was the date of last incidence of sexual harassment? ____
- 30) Mention date and time wise description of sexual harassment done by respondent: - (take additional sheet if required)

Date-1: _____ Time: _____ Place: _____

Description:

Date-2: _____ Time: _____ Place: _____

Description:

31) Describe the physical and mental suffering aggrieved women experiencing now due to the sexual harassment committed by the respondent.

32) Have you undergone any treatment by a psychiatrist or physician due to the sexual harassment committed by the respondent? (attach the supporting documents)

Part -5 Details of witnesses and evidences

33) Is there any evidence or eyewitness of sexual harassment committed by the respondent? (ICC can call and cross check witnesses and evidences during redressal)

34) Mention details of evidence of the incidence for supporting your complaint:

35) Full name of witness: _____

36) Contact Details witness (Mobile No.)email _____

37) Residential Address of witness (Present): _____

38) Residential Address of witness (Permanent): _____

39) Name of Employer with address where witness is working: _____

40) Designation of witness: _____

41) Working relation of aggrieved women with witness (Employer, Reporting Manager, co-employee, junior staff, other): _____

Declaration:

I (Full name of complainer) _____ filing complaint of sexual harassment on this date and day _____ against (Name of responder) _____

I declare that the above information given by me in this complaint is true and best of my knowledge.

I am responsible for this complaint filed by me and aware that I can be punished for any malicious or false complaints.

Signature of the complainer.

Date: _____ Place: _____

Attachments:

- 1) Concern letter of aggrieved women in case of complaint filed by any other person.
- 2) Evidences if any

PROCESS OF CONDUCTING AN ENQUIRY:

- On receipt of the written complaint, the ICC shall send a copy of the complaint to the respondent within seven days.
- On receipt of the complaint, the respondent shall file his reply to the complaint with the list of documents, names of the witness within a period of Ten days.
- The enquiry by the duly constituted ICC has to be completed within a period of Ninety days from the receipt of the complaint. The Enquiry report with the recommendations if any should be submitted to the **Committee against Sexual Harassment Cell** in the institute. The copy of the same has to be served to both the parties to the complaint.
- The institute shall act upon the findings of the ICC within a period of Thirty days from the receipt of the report from the committee, unless an appeal is made by either party. The appeal against the findings or recommendations of ICC if any shall be filled within Thirty days from the date of the enquiry report.
- If the institute will decide not to act as per the recommendations of ICC, then the reason for the same has to be recorded and sent to the ICC and both the parties by the institute. If on the other hand if the institute decides to act as per the findings or the recommendations of the ICC, then a showcase notice has to be served within Ten days to the party against whom action is intended to be taken. The institute will proceed only after considering the reply or hearing from the person against whom the action is to be taken.
- The aggrieved person may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The **presiding officer** will facilitate a conciliation process through ICC, as case may be, if it is sought.
- The identity of the aggrieved party or the victim or the witness should not be made public or kept in the public domain.

REPORT OF INTERNAL COMPLAINT COMMITTEE ON COMPLAINT OF SEXUAL HARASSMENT

Complaint number: _____

1. Details of Complaint

Date of receipt of complaint: _____
Date of registration of complaint: _____
Name of Complainer: _____
Mobile number of complainer: _____
Name of Respondent: _____
Mobile number of Respondent: _____
Name of witness: _____
Mobile number of witness: _____
Detail of evidences: _____
FIR is filled simultaneously: _____
FIR No. : _____
Number of hearings conducted: _____
Date of redressal of the complaint: _____
Date of forwarding of recommendations to employer: _____
Appeal filled by complainer: _____

2. Details of complainer

Full name of complainer: _____
Contact Details of complainer (Mobile No.): _____
Email of complainer: _____
Date of birth of complainer: _____
Residential Address of complainer (Present): _____
Residential Address of complainer (Permanent): _____
Name of Employer with address where complainer is working: _____
Designation of complainer: _____
Duration of employment with present employer: _____
Work ID of the complainer: _____
Relation of complainer with aggrieved women (Co-worker, employer, reporting manager etc.) (Mention self if filing herself): _____

3. Details of aggrieved women

Full name of aggrieved women: _____
Contact Details of aggrieved women (Mobile No.): _____
Email of aggrieved women: _____
Date of birth of aggrieved women: _____
Residential Address of aggrieved women (Present): _____
Residential Address of aggrieved women (Permanent): _____
Name of Employer with address where aggrieved women is working: _____

Designation of aggrieved women: _____
Duration of employment with present employer: _____
Work ID of the aggrieved women: _____

4. Details of Respondent

Full name of respondent: _____
Contact Details of respondent (Mobile Number.): _____
Email of respondent: _____
Date of birth of respondent: _____
Residential Address of respondent (Present): _____
Residential Address of respondent (Permanent): _____
Name of Employer with address where respondent is working: _____
Designation of respondent: _____
Duration of employment with present employer: _____
Work ID of the respondent: _____
Relation of respondent with aggrieved women (Co-worker, employer, reporting manager etc.): _____

5. Details of witness

Full name of witness: _____
Contact Details of witness (Mobile Number.): _____
Email of witness: _____
Relation of witness with aggrieved women (Co-worker, employer, reporting manager etc.): _____
Relation of witness with respondent (Co-worker, employer, reporting manager etc.): _____

6. Details of evidence

What is the given evidence?

7. Brief of Sexual harassment mentioned in the complaint:

8. Other details

Whether complaint was filled by aggrieved women or other person:
What is the relation between complainer and aggrieved women (if the complaint is filled by other person):
Is concern letter of aggrieved women is submitted in case of complaint is filled by any other person:
Number of witnesses of the complaint:
Whether allegations were accepted by responded:
Whether the complaint is redressed by conciliation:
Date of redressal of the complaint by conciliation:
Date of recommendations forwarded to employer:
What was the condition of aggrieved women at the time of filling complaint? :
Is aggrieved women undergoing any treatment of psychiatrist or physician caused by sexual harassment?

:
How long it took the treatment of aggrieved women (whether treatment is undergoing):

Name of psychiatrist or physician:

Is there any relief granted to aggrieved women during the redressal of complaint:

Any action taken against respondent during the redressal of complaint:

9. Details of hearings during redressal -

Number of summons issued:

Summon No	Date Of Issue	Outward No.	Issued To	Subject Of Summon

Number of hearing required for redressal of the case: Date wise hearing details:

Hearing No	Date of Hearing	Duration of Hearing	Name of ICC Member attending the Hearing	Attendee Of Hearing	Details of Hearing

Date of final hearing:

Total number of ICC members involved in redressal of complaint:

Details of remark of ICC members

Name of the ICC member	Designation in the ICC	Conclusionary remark	Date of remark	Signature of member

What was the final verdict of all members:

Whether the sexual harassment complaint filed by the complainant is proven true or malicious:

What punishment was recommended by the ICC to the respondent?

What are the considerations in imposing punishment?

Date of recommended punishment to respondent:

Date of forwarding the recommendation of punishment to the respondent's employer:

What punishment was imposed by the ICC on the complainant for filing a false or malicious complaint?

Whether the ICC's recommend punishment is implemented by employer:

Date of submission of final report of the case to the employer:

1. Name of ICC member:

Designation in ICC:

Signature:

Date:

Place:

2. Name of ICC member:

Designation in ICC:

Signature:

Date:

Place:

3. Name of ICC member:

Designation in ICC:

Signature:

Date:

Place:

4. Name of ICC member:


Designation in ICC:

Signature:

Date:

Place:




Principal
Siddhakala Ayurved Mahavidyalaya
Sangamner