



DECCAN EDUCATION SOCIETY'S

Shri Navalma Firodia Law College

(Affiliated to Savitribai Phule Pune University, ID No. PU / PN / LAW / 207 / 2004
(Approved by Bar Council of India & Govt. of Maharashtra)

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Outward No. :

Date :

WOMEN'S CELL AND INTERNAL COMMITTEE POLICY

Objectives

The objectives of the Internal Committee is to Prevent Sexual Harassment of Women at the Workplace are as follows:

1. To develop a policy against sexual harassment of women at the College.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
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 uphold the commitment of the Institute to provide an environment free of gender based discrimination.
5. To create a secure physical and social environment to deter any act of sexual Harassment.
6. To promote a social and psychological environment to raise awareness on sexual harassment in its various forms.

Jurisdiction

The policy and the rules & regulations would apply to all students, faculty and nonteaching staffs on active roles of DES's Shri Navalma Firodia Law College, Pune. The policy and the rules & regulations would also apply to service providers and outsiders who may be within the territory of the DES'SNFLC at time of commission of the act coming under the purview of the policy.

1. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/Study Tours organized by College, interviews/meeting with outside people and any other activity organized by College outside the campus including the period of travelling for such activity).
2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made:

- I. By a student against a member of the academic or non-teaching staff or a co student or by a member of the academic or non-teaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
- II. By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

Policy: Zero Tolerance against Sexual Harassment at Work Place

1. Sensitization and Awareness will be a basic function of the Committee. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:
 - I. An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year
 - II. One or more workshops/seminars annually where external experts on the subject will interact with all employees and students

- III. Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc., about the policy being implemented by
- IV. The Members of the Committee Shall meet twice in a Year.

3. Complaint Procedure shall be as follows

- I. Any woman employee or female student (hereinafter mentioned as the 'COMPLAINANT') shall have the right to file a complaint concerning any harassment including sexual harassment against a male student /employee /faculty /administrative staff / research staff / any of the members of the Committee (hereinafter mentioned as the 'COMPLAINEE') as the case may be.
- II. Any COMPLAINANT may file a complaint within a period of 3 months from the date of incident. In case of a series of incidents, COMPLAINANT should file a case within a period of 3 months from the date of last incident.
- III. Where the aggrieved woman is unable to file 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 under this section.
- IV. All complaints will only be accepted in writing. The Committee is allowed to take action even in the absence of a written complaint. Though a written complaint is must (as per the Vishakha Guidelines), however if the woman does not want to do the same, anybody can write on her behalf.
- V. Any complaint in writing has to be signed by the COMPLAINANT and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
- VI. The complainant shall be afforded full secrecy at each stage.
- VII. The name, address, identity or any other particulars calculated to lead to identification of the COMPLAINANT shall be kept confidential and will not be disclosed even to the Committee, till the meeting in this regard is convened.
- VIII. Within a period of 5 working days from the date of such communication, the Chairperson shall convene a meeting to deal with the complaint and make preliminary enquiry/fact finding enquiry to verify the facts of the complaint. An **Enquiry Committee** will be constituted if the complaint is found genuine.
- IX. In case, the Enquiry Committee decides to proceed with the complaint, they may have the option to settle the matter between COMPLAINANT & COMPLAINEE through conciliation. For this the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Committee, heard and if so satisfied that a warning is just and proper, he may be warned about his behaviour. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.


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