

**Sant Gadge Baba Amravati University,
Amravati**

Policy on Sexual Harassment



2015

Sant Gadge Baba Amravati University

Policy on Sexual Harassment

PART ONE

PREAMBLE

The Sant Gadge Baba Amravati University is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender. Every member of the University should be aware that while the University is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Sexual harassment has come to be widely condemned as a form of human rights violation and as an infringement on life and liberty as defined by the Constitution of India. Such behaviour is seen to transgress common dignity, gender equality and fundamental rights. Sexual harassment is contrary to anti-discrimination laws [Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth” and Article 19(1)(g): Right to Freedom which upholds a woman’s right “To practice any profession, or to carry on any occupation, trade or business”] The Supreme Court of India, in a landmark judgement in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”. These judgements confirm India’s international commitment to the International Covenant on Economic, Social and Cultural Rights (acceded to in 1979) and the Convention for the Elimination of Discrimination against Women (CEDAW, ratified 1993).

The Supreme Court judgement of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive. Following this, Sant Gadge Baba Amravati University is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction.

SOCIAL CONTEXT OF SEXUAL HARASSMENT

Though violent conduct is prohibited both by law and by University rules, a specific policy defining sexual harassment is required to address the specific form and extent of sexual harassment in the University. The policy recognises that sexual harassment is not an offence merely amounting to disruption of law and order. Sexual harassment is an act of power, and a public and collective violation that is often trivialised by labelling it an interpersonal transgression. It is therefore a violation of gender equality and also of the right to a safe education and work environment for all. Sexual harassment not only affects a few individuals but reinforces gender-based discrimination for everyone. It therefore becomes imperative that various educational institutions and civil society as a whole should take adequate measures to ensure the safety, security, dignity, rights and equality of women as much as of men. Such measures will strengthen social and professional relationships in the work place. Sant Gadge Baba Amravati University in evolving this policy has borne in mind that the institution functions within a social context. Given the social stigma associated with sexual harassment, majority of instances of sexual harassment go unreported or even unmentioned. The policy therefore has evolved mechanisms that are accessible and will ensure confidentiality. It has also attempted to ensure fair, accountable and representative procedures for redressal and resolution.

SCOPE OF REFERENCE FOR THE UNIVERSITY

In formulating policy for preventing and redressing sexual harassment, the fact that Sant Gadge Baba Amravati University consists of 23 academic departments and administrative offices on the campus and 418 affiliated colleges spread over the entire five districts of Amravati, Akola, Washim, Buldhana and Yatoamal has been considered. The University has an unusually large constituency of students and several thousand employees. A majority of these people commute to their “work place” (i.e. place of work/study) from various parts of the city. The interpretation of the term, “work place,” for the purpose of the policy for the Sant Gadge Baba Amravati University, will extend to all public spheres that remain in contact with members of the University community. Such public spheres include not just the physical premises under the supervision of the University system, but even areas in and outside Amravati, where University members reside or travel to as part of their work as members of the University. The jurisdiction will include field trips, sports tournaments, conferences, college festivals and all other activities undertaken by any person as a member of Sant Gadge Baba Amravati University.

GUIDING PRINCIPLES FOR DEFINITION OF SEXUAL HARASSMENT AND REDRESSAL MECHANISM

This policy defines sexual harassment and the mechanisms of redressal by looking at the specific structures, needs and imperatives in Sant Gadge Baba Amravati University. It is guided by the definition of sexual harassment given by the Supreme Court in 1997 in *Vishaka vs. State of Rajasthan and Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act 2013*.

OBJECTIVES OF THE POLICY

- To implement the guidelines on policy against sexual harassment at the work place as per the directions of the Supreme Court.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at Sant Gadge Baba Amravati University and its jurisdiction.
- To ensure the implementation of the policy and its feedback.
- To provide an environment free of gender-based discrimination.
- To create a secure physical and social environment that will deter acts of sexual harassment.
- To generate public awareness against sexual harassment and all forms of gender based violence by organizing seminars, workshops, symposia, etc.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment in this context, (as delivered by the Supreme Court Judgment under section 2 (n) of Act 2013), includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually coloured remarks, showing pornography and other unwelcome physical, verbal or nonverbal conduct of a sexual nature. It shall include, but will not be confined to the following:

- a. When unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature, explicitly or implicitly, are made a term of condition of instruction, employment, participation, or evaluation of a person's engagement in any academic or campus activity.
- b. When unwelcome sexual advances and verbal, non-verbal, or physical conduct such as loaded comments, slander, remarks or jokes, letters, phone calls or e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature have the purpose or effect of interfering with

an individual's performance or of creating an intimidating, hostile or offensive campus environment.

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

I. By a member of the university/college against any other member of the university/college irrespective of whether the harassment is alleged to have taken place within or outside the campus.

II. By a resident against a member of the university/college or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

III. By an outsider against a member of the university/college or by a member of the university/college against an outsider if the sexual harassment is alleged to have taken place within the campus.

IV. By a member of the university/college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

In the above the following definitions will apply:

- i** "Academic staff" includes any person on the staff of the university/college who is appointed to a teaching and/or research post, whether full-time, temporary, adhoc, part-time, visiting, honorary, or on special duty or deputation, and shall include employees employed on a casual or project basis.
- ii** "Campus" includes all places of work and residence on the campus of Sant Gadge Baba Amravati University and its affiliated colleges. It includes all places of instruction, research and administration, as well as hostels, guesthouses, public places and places of residence allotted and administered by Sant Gadge Baba Amravati University, including the premises of the Sant Gadge Baba Amravati University.
- iii** "Counselor" includes any woman, appointed by the University authorities, who has proven expertise in social and personal counseling on matters arising out of incidents of sexual harassment.

- iv.** “Eminent woman academician” includes a senior woman academician who is not a member of either the academic or the non-teaching staff of Sant Gadge Baba Amravati University, and who has experience in working for gender equality.
- v.** “NGO” includes any Non-Governmental Organization registered under the Societies’ Registration Act or as a public charitable trust recognized under law. Such a society/charitable trust must not be affiliated to any political party and should have been engaged in work for gender equality, particularly for the amelioration of the status of women, for a minimum of three years prior to the date of empanelment. Two-thirds of the registered membership of such a society or charitable trust shall be outsiders with respect to Sant Gadge Baba Amravati University i.e. at least two-thirds of the membership shall not include any person who is a student, resident, service provider or a member of the academic staff or nonteaching staff of Sant Gadge Baba Amravati University.
- vi.** “Non-teaching staff” includes any person on the staff of the University who is not appointed to a teaching and/or research post, whether full-time, temporary, ad-hoc, part-time daily wagger, honorary or on special duty or deputation, and shall include employees employed on a casual or project basis, as also persons employed through a contractor.
- vii.** “Outsider” includes any person who is not a student, resident or member of the academic or non-teaching staff of Sant Gadge Baba Amravati University. It shall also include any person who is a student, employee, service provider or resident of any autonomous institution that has its premises/residences on Sant Gadge Baba Amravati University campus.
- viii.** “Resident” includes any person who is a temporary or permanent resident of any of the accommodations on premises managed and/or allotted by Sant Gadge Baba Amravati University, irrespective of whether he/she is the person to whom the accommodation is officially allotted.
- ix.** “Service provider” includes any person who runs or manages commercial enterprises or provides services on the campus. It includes, but is not limited to, persons working in shops, canteens, hostels and restaurants on the campus, as well as persons working in premises allotted on the campus, such as the shopping complexes, Posts, Bank and any other such similar services.
- x.** “Student” includes any person who is enrolled for any course, whether full time or part time, with Sant Gadge Baba Amravati University and includes an

undergraduate or postgraduate student, a Research Scholar, Ex-student, and a repeater. It also includes a student of another University or college who has been placed or has opted for placement with Sant Gadge Baba Amravati University or short-term courses at Sant Gadge Baba Amravati University.

- xi.** “Supreme Court Judgment” shall refer to the guidelines on the prevention and deterrence of sexual harassment at the workplace laid down by the Supreme Court of India on 13 August, 1997 in its ruling on the Writ Petition (Criminal) Vishaka vs. State of Rajasthan and the judgment titled Apparel Export promotion Council vs. A. K. Chopra, on 20th January, 1999 and directions prescribed under Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013.
- xii.** “Third party” shall include the NGO representative or the eminent woman academician serving on the various committees of this policy.
- xiii.** “University authorities” shall refer to the Vice-Chancellor of Sant Gadge Baba Amravati University by virtue of her/his being the head of the Management Council of Sant Gadge Baba Amravati University, as well as any such person to whom such power may be delegated, and/or any person who is entrusted with any powers and functions to act on behalf of the University under the Maharashtra University Act, 1994, Statutes, Ordinances or Rules there under. For faculty members and group ‘A’ officers, the appropriate authority is the Management Council of college/university, and for students and other employees, it is the Vice-Chancellor/Principal.
- xiv.** “University functionaries” includes any person appointed, designated or nominated by the University authorities to a position of service in Sant Gadge Baba Amravati University, and includes, but is not limited only to, the following: Faculty Deans, Coordinators of Centres, Wardens, Security personnel, Health professionals, as well as persons discharging administrative responsibilities, such as the Registrar and the Finance and Accounts Officer.
- xv.** “Vacations” shall refer to the periods prescribed by the Sant Gadge Baba Amravati University from time to time.
- xvi.** “Warden” shall refer to any person, who is nominated, appointed, or designated by the Vice-Chancellor/Principal as a Warden of a hostel allotted and/or administered by Sant Gadge Baba Amravati University.

THE COMPLAINTS MECHANISM AND THE SCOPE OF ITS FUNCTIONS GUIDING

PRINCIPLES FOR CONSTITUTION OF COMMITTEES

The policy has abided by the following principles:

1. In order to decentralise the complaints procedure and provide easy access to all, separate cell have been provided for colleges, departments and others.
2. In order to make the complaints committees accountable and democratic, a combined method of nominations is used to constitute every committee.
3. In order to create autonomous institutional structures to look into complaints of sexual harassment, members from outside the institution with a known contribution to gender issues have been included in each committee.
4. To make the committees representative, each category of University/college members is given representation in the committee.
5. As per the 1997 Supreme Court Judgment, it is mandatory for each committee to have a woman chairperson as well as at least 50 per cent women members.

STATUS:

The Monitoring Committee, Complaints Committees and the Apex Complaints Committee shall have statutory status and be empowered to carry out the mandate of the policy.

STRUCTURE

Implementation of the policy will be achieved through the following structures:

- **University Monitoring Committee (UMC):** Monitoring body to decide the policies for constitution of various complaint committees and monitor their tasks.
- **College Complaints Committee (CCC):** Complaints and redressal body to be set up in each college affiliated to Sant Gadge Baba Amravati University.
- **University Complaints Committee (UCC):** Complaints and redressal body to be set up in the University campus.
- **Apex Complaints Committee (ACC):** Apex regulatory and appellate body of the University for redressal and resolution of complaints.

CONSTITUTION OF VARIOUS COMPLAINT COMMITTEES (Annexure 1)

(A) University Monitoring Committee (UMC): A ten member committee nominated by Hon'ble Vice Chancellor at the university level under the chairmanship of a senior faculty and assigned the responsibility of formation of various committees at college and University level as per UGC letter no. D.O.No.F.1-67/2013(Cm), Dated 18th Feb 2014. This will be the first committee that shall decide the policies for constitution of the complaint committees. The committee will consist of total ten members from the university teaching faculty, of

which 70% will be women representatives. The tenure of the monitoring committee shall be of five years after which 50% of the members may be replaced by new members.

(B) Nine members COLLEGE COMPLAINTS COMMITTEE (CCC)

1. *Two teacher representatives to be nominated by the Principal.
2. *Two non-teaching Staff representatives of the College (one must be from Class IV) to be nominated by the Principal.
3. *Three student representatives to be nominated from each class UG, PG, Ph. D. At least one of the three representatives should be a second year graduate student.
 - i) The second year student who had scored the highest marks will continue to be a member of the committee in subsequent year.
 - ii) The other two students will be replaced by fresh students.

This procedure is to be repeated every year.
4. *Two persons with known contribution to women's issues, to be co-opted from outside the College. One of these may preferably have a legal background.
5. The Chairperson (woman) to be nominated from amongst the members.
6. The Member Secretary to be nominated from amongst the members.

*At least 50% of the members in each of these categories should be women. The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The College should ensure that the new Committee is constituted latest by 20th September every year. Complaints can be given to any member of the Committee. It will be incumbent upon the Principal or any Teacher/Head of an administrative unit to forward a complaint s/he receives to the committee immediately.

(C) Nine members UNIVERSITY COMPLAINTS COMMITTEE (UCC)

1. *Two teacher representative to be nominated by the Hon'ble Vice Chancellor.
2. *Two non-teaching Staff representatives of the University (one must be from Class IV) to be nominated by the Hon'ble Vice Chancellor.
3. *Three student representatives to be nominated of each UG, PG, Research scholars. At least one of the three representatives should be a post-graduate student and one should be a research student.

i) The second year student who had scored the highest marks will continue to be a member of the committee in subsequent year.

ii) The other two students will be replaced by fresh students.

This procedure is to be repeated every year.

4. *Two persons with a known contribution to women's issues, to be co-opted from outside the University. One of these may preferably have a legal background.

5. The Chairperson (woman) to be nominated from amongst the members.

6. The Member Secretary to be nominated from amongst the members.

*At least 50% of the members in each of these categories should be women. The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The Unit should ensure that the new Committee is constituted latest by 20th September every year. Complaints can be given to any member of the Committee. It will be incumbent upon the head of any Institution/department/administrative unit or any teacher to forward a complaint s/ he receives to the committee immediately.

(D) APEX COMPLAINTS COMMITTEE (ACC)

1. The Coordinator of Women's Studies Centre will be the Member Secretary of this Committee. Her office will function as the nodal agency and Secretariat.

2. One woman from the University authorities to be nominated by the Vice Chancellor.

3. *Two teacher representatives to be nominated by Hon'ble Vice Chancellor from teacher representatives who are not the members of CCCs and UCCs.

4. *Two non-teaching representatives to be nominated by Hon'ble Vice Chancellor who are not the members of CCCs and UCCs.

5. *Three student representatives to be nominated who are not the members of CCCs and UCCs. These should include at least one each from the undergraduate, post graduate and researcher categories.

6. One woman teacher of the University with known contribution to women's issues to be co-opted by the monitoring committee.

7. *Two persons to be nominated by the Vice Chancellor from a panel prepared by the monitoring Committee. The panel will include names of five persons (with at least three

women) from outside the University, who have made a known contribution to gender issues. One of these may preferably have a legal background.

8. One person with known contribution to gender issues to be nominated by the Vice-Chancellor.

9. The Chairperson (woman) will be nominated from amongst the members.

*At least 50% of the members in each of these categories should be women. The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The WSC should ensure that the new Committee is constituted latest by 20th September every year. Complaints can be given to any member of the Committee.

NOTE:

1. The membership of co-opted persons in CCC/UCC can be renewed after every two years by mutual consent of the other committee members.

2. A casual vacancy in any category will, within ten days, be filled temporarily by nomination of a person from that category by the entire committee. This arrangement should not ordinarily continue beyond a period of three months, but not beyond six months in any case.

3. No member of the Apex Committee should be simultaneously a member of CCC/UCC. In such condition the members nominated from CCC/UCC to the ACC will cease to be members of the former. The vacancies so created in the CCC/UCC will be filled by nomination, of a person from the relevant category, by the entire existing committee until the position is filled by the regular method of nominations in the next academic session.

4. If for a nomination to a CCC/UCC/ACC there are no candidates from a particular category then the existing committee shall nominate a person(s) from that category for that year.

5. A member of the University/college, who has previously been convicted for sexual harassment, shall not be eligible for membership of any of the complaints committees.

6. Only regular students of the University/college shall be eligible to stand for nomination to the committee although the current ex-students shall have the right to approach the committee in case of any complaint. Only permanent employees (teachers or non-teaching staff) shall be eligible to stand for nominations or shall be nominated to the Committees.

7. Subsequent nominations to the CCC/UUCC from all categories will be conducted by the Chairperson and the Member Secretary. In subsequent years the nomination of the

Chairperson and Member Secretary will be from amongst all its members (including those co-opted from outside the University).

General- As soon as the complaint is received, the same shall be sent to the committee within three days and the committee should initiate the process of inquiry within a week of the date of receipt of the complaint by the committee. The report of the Committee shall be placed before the Governing Body in the case of Colleges, or the Management Council in all other cases within a stipulated time period.

POWER AND DUTIES OF ACC / UCC /CCC

Preventive

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.
 3. To publicise the policy in Marathi and English widely, especially through prospectuses, brochures, pamphlets, notice boards etc.
 4. To publicise in English and in Marathi the names and contacts of members of the various committees.
 5. To plan and carry out programmes for gender sensitisation with the assistance of the Gender Sensitising Committees and the Women's Studies Centre.

Remedial

1. The mechanism for registering complaints should be safe, accessible and sensitive.
 2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
 3. To recommend to the concerned authorities follow-up action and monitor the same.
 4. To advise the disciplinary authority concerned to issue warnings or take the help of law to stop the harasser, if the complainant consents.
5. To seek medical, police and legal intervention with the consent of the complainant.
 6. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

Procedure for Registering Complaints

1. All complaints must be brought by the complainant in person. The exception for this will be in cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received the committee shall proceed to investigate it as per the procedure specified. If the complainant wishes s/he can be accompanied by a representative. Employees not covered by UCC and CCC can approach the ACC directly. The Vice-Chancellor can refer any complaint to any of the Committees including the Apex Committee. A complainant can go directly to the Apex Committee. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such a case, it is open to the ACC to refer the complaint back to the appropriate CCC/UCC.

Enquiry Procedures

1. All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee.
2. All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working days must be given.
3. The committee is bound to maintain confidentiality during the time of the enquiry
4. After the report has been finalised, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her. (Revealing the identity either in exceptional cases such as stalking may put the complainant at greater risk or as a result of social prejudices the complainant may face additional adverse effects as a result of public circulation of the finished report.)
5. During an enquiry the quorum for all committee meetings will be one third of the total membership and must include at least one member from the complainant's category as well as one of the two members co-opted from outside.
6. The UCC/CCC/ACC will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in minutes and made available to the complainant in writing.

7. In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.

8. In case a prima facie case is established the UCC/CCC/ACC shall set up an enquiry committee of 3-5 members, with at least one member of the complainant's category, as well as a member from outside the University.

9. The sub-committee must inform the accused in writing about the charges made against him/her and s/he should be given a period of five days from the date of receipt of the notification to respond to the charges. During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry. The sub-committee must submit its report to the larger committee not later than 15 working days. The Apex committee will discuss the report and make recommendations for punitive action if required. The entire process of enquiry should be completed within one month.

13. The complainant or the accused may appeal to the Apex Committee if they are dissatisfied with the decision of the CCU/UCC.

NOTE:

1. A complainant has the right to go public if s/he so desires. Going public before giving the complaint to the committee by the complainant should not prejudice the committee members. Once a complaint has been given to the committee, the complainant should preferably not go public till the enquiry is completed unless required.

2. Filing of a grievance/complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc.

3. The UCC/CCC/ACC should make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who intimidates the complainant or members of the committee, during or after the enquiry.

4. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.

Redressal

1. UCC/CCC/ACC can ask the College/University to take necessary action against the alleged harasser from administrative post/classes if his/her presence is likely to interfere with the enquiry.
2. The victim of sexual harassment as per the Supreme Court judgment will have the option to seek transfer of the perpetrator or their own transfer where applicable.
3. The Head of the institution upon receipt of the enquiry report shall refer the same to the Management Council and institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.
4. The disciplinary action will commensurate with the nature of the violation.

A. In the case of University/College employees, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remarks in the Confidential Report
- v. Debarring from supervisory duties
- vi. Denial of membership of statutory bodies
- vii. Denial of re-employment
- viii. Stopping of increments/promotion
- viii. Reverting, demotion
- ix. Suspension
- x. Dismissal
- xi. Any other relevant mechanism.

B. In case of students, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Debarring entry into a hostel/ campus
- v. Suspension for a specific period of time
- vi. Withholding results
- vii. Debarring from exams
- viii. Debarring from contesting elections
- ix. Debarring from holding posts such as member of Committee of Courses, membership of college/university union, etc.

- x. Expulsion
- xi. Denial of admission
- xii. Declaring the harasser as “persona non grata” for a stipulated period of time
- xiii. Any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurise the complainant in any way).

C. In the case of third party harassment/outsider harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority.

5. Enhancement of disciplinary action by the committee could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

6. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour etc.

Networking

1. Committees could work closely with the Women’s Studies Centre of the University and the Colleges.
2. If necessary, assistance may be sought from the Director of Students’ welfare/Life long learning, Wardens of the hostels and other similar persons in authority.
3. Full time counsellors/social workers should be made available as support staff.
4. Committees should also have the referral support of empathetic legal, psycho-therapy and health experts for ready first aid, consultation and guidance.
5. They should establish networks with legal experts, legal aid centres, counselling centres, health centres, police stations, Crimes against Women cells, women’s groups in the city and other organisations such as the National/State Commission for Women and National/State Human Rights Commission.
6. The ACC/UCC/CCC can identify persons as volunteers in the hostels, offices, colleges, institutions to help raise awareness.

Monitoring and Review

1. The UCC and CCC will send annual reports to the Apex Complaints Committee.
2. The ACC will provide a brief annual report to the Management Council on the cases monitored by them through the Monitoring committee. In the above-mentioned reports,

confidentiality of the complainants will be maintained. These reports will be accessible to the University community and other organisations that network with the University.

3. The ACC will organise a meeting once every year for all members of CCC/UCC to meet and discuss their experiences on the functioning of the committees.

Support Staff

1. The Women's Studies Centre will function as the Secretariat for the Apex Committee. The centre should therefore be provided with funds, additional staff, and adequate space meant exclusively for this purpose. The secretariat should also include a counsellor.

2. The ACC, UCC and CCC should also be provided with a budget.

3. All Support Staff must follow norms of confidentiality.

AMENDMENTS TO THE POLICY

On the basis of their experience for the working of the policy, the UCC and CCC will have the power to make recommendations to the ACC about changes in the policy. The ACC after adequate consultation with all the UCC and CCC can make recommendations to the Management Council through Monitoring committee about changes in the policy, as and when required in keeping with the preamble and objectives of the policy.

PART THREE

3.1 FINANCIAL ASSISTANCE

The University will raise a fund for the functioning of the Committees by collecting a fixed annual charge of Rs. 10/- (out of which Rs. 2/- to be sent to the University) each year from every member of the University/colleges including teachers, non teaching staff and students.

PART FOUR

4.1 SUGGESTIONS FOR ADDITIONAL ADMINISTRATIVE MEASURES

It will be borne in mind that the problem of sexual harassment is aggravated by lack of sufficient lighting, poorly constructed roads, bad traffic regulation and lack of other facilities. To rectify this current situation, it is necessary to outline the security measures that can accompany the policy guidelines, thus addressing both prevention and redressal of the problem.

1. Sufficient lighting and traffic regulation of all roads, institutions and surrounding areas in the university and affiliated colleges is mandatory.

NOTE:

Due to inadequate lighting and lack of traffic regulation it is easier for those who harass on the streets and other places to harass and make a get away. It compounds the problem of

resistance to harassment as well. The Registrar office in consultation and coordination with the Apex Committee and other concerned agencies will work towards achieving that:

1. Roads are adequately lit.
2. Traffic within the Campus is regulated.
3. Co-ordination with the City Police is maintained in order to uphold the policy on sexual harassment.

Other Preventive measures

1. **Transportation** - to be taken up with the transport authority

- a. Shuttle buses should be started to provide safe transportation to students and other employees who work on campus after office hours and on holidays.
- b. Co-ordination is reviewed with concerned bodies to sensitise drivers and conductors to deal with cases of sexual harassment and stalking.

2. University/college Hostels

- a. Every hostel authority must act as per the policy measures.
- b. The complaints brought forth by the hostel residents under this policy will be forwarded to the UCC/CCC or if required, the Apex Committee by the Wardens.
- c. The Apex Committee should work towards ensuring safety on and off-campus accommodation.

Annexure 1**THE COMPLAINT
COMMITTEES**

Following committees are constituted as per the guidelines of the policy document.

(A) UNIVERSITY MONITORING COMMITTEE (UMC)

S. N	Name Of Member	Designation	Address	Contact No.
1	Dr. S.F.R. Khadri	Chairman	Proff and Head, Dept of Geology, Sant Gadge Baba Amravati University, Amravati	9423425393
2	Dr. G.L. Gulhane	Member	Associate Proff., Dept of Education, Sant Gadge Baba Amravati University	9527360926
3	Dr. S.D. Katore	Member	Professpor, Dept of Maths, Sant Gadge Baba Amravati University	9011070695
4	Dr. Mrs. M.P. Kale	Member	Proff and Head, Dept of Home Science, Sant Gadge Baba Amravati University	9823953434
5	Dr. Mrs. M.M. Chimote	Member	Associate Proff. Dept of Marathi, Sant Gadge Baba Amravati University	9422155088
6	Dr. Mrs. V.P. Gudadhe	Member	Associate Proff, dept of library Science, Sant Gadge Baba Amravati University	943740095
7	Dr. Mrs. V.M. Nathar	Member	Associate proff., dept of Botany, Sant Gadge Baba Amravati University	9422962887
8	Dr. Mrs.C.K. Deshmukh	Member	Associate Prof fans head, dept of Zoology, Sant Gadge Baba Amravati University	9881151022
9	Mrs. Kalpana Javale	Member	Assiatant Proff, Dept of Law, Sant Gadge Baba Amravati University	9420034385
10	Dr. N.A. Ghanwate	Secretary	Assiatant Proff., Dept of Microbiology, Sant Gadge Baba Amravati University	9922445913

**(B) COLLEGE COMPLAINT COMMITTEE (CCC) (JAWAHARLAL DARDA
INSTITUTE OF ENGINEERING AND TECHNOLOGY)**

S.N	Name Of Member	Designation	Address	Contact No.
1	Mrs.R.N.Pantawane	Chairperson	Assist .Prof. Civil Engg.Dept. J.D.I.E.T, Yavatmal	9763717439
2	Mrs.P.G.Kaushik	Member	Assit.Prof. Electronics.Dept J.D.I.E.T, Yavatmal	9823282372
3	Mr. V.R.Gandhewar	Member	Associate Prof. Mechanical Engg.Dept,J.D.I.E.T Yavatmal	9763702569
4	Mr.A.P.Navghare	Member	Office Supritendant J.D.I.E.T. Yavatmal	9763702565
5	Ms.N.V.Dighade	Member	Clerk, Eletronics Dept.J.D.I.E.T, Yavatmal	992109616
6	Smt.Seemaji Darda	Member	Chairman Lokmat Sakhi Manch	
7	One Male student	Member	General Secretary,J.D.I,E,T, Yavat mal	
8	One Female student	Member	L.R.J.D.I.E.T., Yavatmal	
9	Adv.Ms.Seema Telange	Member	Parvati nagar Umarsara, Yavatmal	9823716680
10	Adv.Shree A.P.Darda	Member	Darda nagar, Yavatmal	

(C) UNIVERSITY COMPLAINT COMMITTEE (UCC)

S.N	Name Of Member	Designation	Address	Contact No.
1	Dr. Swati Sherekar	Chairperson	Professor, Dept of Computer Science, Sant Gadge Baba Amravati University, Amravati	9404103800
2	Dr. Manoj Tayde	Teacher representative	Professor and head, Dept of Marathi, Sant Gadge Baba Amravati University, Amravati	9405352536
3	Dr. Mrs. Sathe	Woman representative, Non-teaching staff	Establishment Section, Sant Gadge Baba Amravati University, Amravati	9403078528
4	Mr. Ramsing Yeotikar	representative, Non-teaching staff	Collegiate Section, Sant Gadge Baba Amravati University, Amravati	9922428817
5	Ms. Shruti Kulkarni	UG student representative	Dept of Chemical technology, Sant Gadge Baba Amravati University, Amravati	8087144792
6	Ms Pooja A Pathak	PG student representative	.MCA II, Dept of Compute Science. Sant Gadge Baba Amravati University, Amravati	9970883066
7	Ms. Vaishnavi Raut	Research Scholar representative	Dept of Biotechnology, Sant Gadge Baba Amravati University, Amravati	8408077017
8	Adv. Padma Chandekar	Person with known contribution to women issue	275, Shankar Nagar, Nagpur	9970694802
9	Mrs. Madhuri Sakulkar	Person with known contribution to women issue	President, NGO Member Bhartiya Stree Shakti, Nagpur.	9850369233
10	Dr. Swati Sherekar	Teacher Representative	Professor, Dept of Computer Science, Sant Gadge Baba Amravati University, Amravati	9404103800
11	Dr. Mrs. Sathe	Member Secretary	Establishment Section, Sant Gadge Baba Amravati University, Amravati	9403078528

(D) APEX COMPLAINTS COMMITTEE (ACC)

S.N	Name Of Member	Designation	Address	Contact No.
1	Dr. Mona Chimote	Chairperson	Associate Professor, Dept of Marathi, Sant Gadge Baba Amravati University, Amravati	9422155088
2	Dr. Mrs Sujata Kale	Teacher Representative	Assistant Professor, Dept of Applied Electronics, Sant Gadge Baba Amravati University, Amravati	9422917714
3	Dr. P V Thakare	Teacher Representative	Associate Professor, Dept of Biotechnology, Sant Gadge Baba Amravati University, Amravati	9822222822
4	Dr. Rekha Lande	Woman representative from University Authority	Dean, Faculty of Home Science, S G B Amravati University Shivaji Arts, Commerce and Science College, Akola	9970825957
5	Ms. Monali Wankhade	Woman representative, Non- teaching staff	Assistant Registrar Sant Gadge Baba Amravati University, Amravati	9665198222
6	Mr. Mangesh Warkhede	Representative, Non- teaching staff	Deputy Registrar, Development, Sant Gadge Baba Amravati University, Amravati	9881375033
7	Ms. Pinky Matheja	UG student representative	Dept of Chemical technology, Sant Gadge Baba Amravati University, Amravati	7038836822
8	Ms. Devayani Gole	PG student representative	Dept of Biotechnology, Sant Gadge Baba Amravati University, Amravati	7756986217
9	Ms. Anjali Tiwari	Research Scholar representative	Dept of Microbiology, Sant Gadge Baba Amravati University, Amravati	9860421056
10	Dr. Mona Chimote	Woman Teacher of the university	Associate Professor, Dept of Marathi, Sant Gadge Baba Amravati University, Amravati	9422155088
11	Dr. Mohana Kulkarni	Person with contribution to gender issues	General physician, Amravati, Kulkarni Hospital, Balaji plot, Rajkamal Square, Amravati	0721- 75139
12	Ms. Razia Sultana	Person with contribution to gender issues	Social Worker, Amravati	9527399866
13	Mr. Sanjay Tiratkar	Person with contribution to gender issues	Assistant Professor, HVPM, Amravati	9422838237
14	Dr. Vaishali Gudadhe	Member Secretary	Associate Professor & Head, Dept. of Library & Information Science. Coordinator, Women Studies Centre	9403740095