

Ranjeet Deshmukh Dental College & Research Centre, Nagpur

RDDCRC/SOP

GENDER EQUITY & ANTI- HARASSMENT COMMITTEE
STANDARD OPERATING PROCEDURE

Issue No.:02

Issue Date: 18/08/2023

Amend No.:00

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Gender Equity & Anti- Harassment Committee

(Internal Complaints Committee)

STANDARD OPERATING PROCEDURE

Ranjeet Deshmukh Dental College & Research Centre, Nagpur

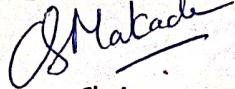
Issue No. : 02

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Holder's Name : Gender Equity & Anti- Harassment Committee/ Internal Complaints Committee

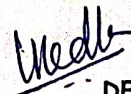
PREPARED & ISSUED BY



Chairperson

Gender Equity & Anti- harassment Committee

REVIEWED & APPROVED BY



DEAN

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<p>PREPARED & ISSUED BY</p> <p><i>S. Makade</i></p> <p>Chairperson</p> <p>Gender Equity & Anti- harassment Committee</p>	<p>REVIEWED & APPROVED BY</p> <p><i>Meeth</i></p> <p>DEAN</p>
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SCOPE

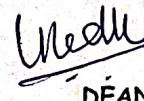
- To Promote gender equity/ equality among all members of the institute including students, employees, visitors, any individuals regularly or temporarily employed, studying, visiting, conducting business, or having any official capacity at the institute.
- Promote and enforce gender-responsive organizational culture to eliminate gender inequities in all institutional activities.
- Promote a gender friendly and inclusive secure environment in the institute to ensure effective protection of bodily integrity and dignity of every member of the institute community in order to strengthen safety and security measures for all members of the institute community.

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FUNCTION & OBJECTIVES OF COMMITTEE

- 1.To Recognize sexual harassment. Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).
2. To understand and follow workplace policy regarding sexual harassment.
3. To report incidents and cooperate in investigations of sexual harassment.
4. To help promote and maintain a comfortable, productive work environment.
5. To organize workshops and awareness programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Complaints Committee.
6. To provide appropriate conditions in respect of work, leisure, health and hygiene.
7. To provide guidelines for the redressal of grievances regarding gender harassment related issues of students and employees and ensure zero tolerance on sexual violence and harassment.

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M. K. K. K.
Chairperson

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W. K. K.
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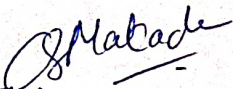
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STANDARD OPERATING PROCEDURES

- Meetings are conducted once in six months and as and when required.
- 50% attendance of members is mandatory for conducting a meeting.
- Names and contact numbers of members of the committee are prominently displayed in the campus.
- In case of any grievance/ internal complaint received, the concerned person can directly approach the committee where the complaint is aptly addressed maintaining the confidentiality.
- The chairperson of the committee can call a special meeting at any time upon the written request of not less than one third of the total numbers of members of the committee.
- Gender Minorities related issues if any will also be addressed.
- The Grievance Redressal will be carried out according to the VSPM Academy of Higher Education Policy of Sexual Harassment of Women at Work Place, Prevention and Prohibition and Redressal as attached in the annexure.

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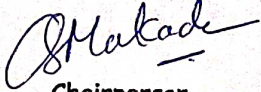
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PROCEDURE FOR INVESTIGATION OF COMPLAINTS

- (1) Any employee/ student of the Institution shall have the right to lodge a complaint with any of the members of the committee. Such complaints may be oral or in written. Any complaint in written shall be signed by the person making the complaint. If the complaint is oral the same shall be documented in writing in detail by the committee member to whom the complaint is made and shall not-be-acted upon till signed by complainant.
- (2) A complaint register shall be maintained by the committee.
- (3) The complainant shall be afforded full confidentiality at this stage.
- (4) In the event of the complaint being made to any member of the committee, immediately up on receipt of the complaint, and within not more than ten working days, the member of the committee to whom the complaint is made, shall communicate the same to the chairperson of the committee. However, if the complainant so desires, her/his name shall be kept confidential.
- (5) Within a period of three weeks from the date of such communication, the chairperson shall convene the first meeting, which shall be held within three weeks of the receipt of the complaint in which the complainant or at her request her representative shall be heard.
- (6) If a woman complainant specifically expresses, that she be allowed to depose in the presence of only women-members of the committee, the committee shall hear the said

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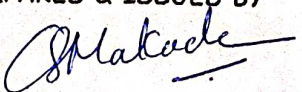
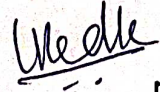
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complainant after the male members have withdrawn from the hearing. However, the complaint shall not be finally disposed off until after the male members of the committee attend and participate in the decision, making process. The committee shall then decide whether the complaint deserves to be proceeded with. The complaint shall stand dropped, if according to the committee, the complainant has not been able to disclose prima facie, an offence of sexual harassment.

(7) In case, the committee decides to proceed with the complaint, 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.

(8) The Head of the Institute will be informed about this and the accused may be warned about his/her behavior. The matter shall then be treated deserves to be placed under suspension or prohibited from entering the premises pending enquiry, keeping in mind the nature and gravity of the misdemeanor complained of in case the to the Secretary/Chairman VSPM AHE/Head of Institute accordingly.

(9) The committee shall accord fair and reasonable opportunity to the delinquent to defend himself as concluded with a recording, to that effect, made in the complaint register. With acceptance of the Secretary/Chairman VSPM AHE/Head of Institute, he be warned about his

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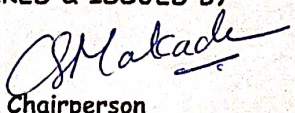
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behavior and necessary note be made into the service book of the employee/record of the student Including the migration certificate.

(10) The committee should verify compliance; However, before proceeding with the enquiry, the committee shall decide whether the delinquent action taken and shall ensure observance of the principles of natural justice.

(11) If the complainant wishes to proceed with the complaint beyond a mere warning to the delinquent, the delinquent shall be given in writing by the committee an opportunity to explain within two weeks; why he/she should not for good and sufficient reasons be treated as guilty of his behavior and be not recommended to be punished for the act complained of. If the written explanation of the delinquent is not found to be satisfactory or if he does not provide any written explanation, the committee shall recommend at the outset whether the offence deserves a minor or a major penalty.

(12) In the event of the committee coming to a decision that the delinquent be imposed a minor penalty, a specific minor penalty shall be recommended by the committee to the Secretary/Chairman VSPM AHE/Head of Institute who shall then expeditiously act on such recommendation.

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PROTECTION AGAINST VICTIMISATION

(1) In the event of the complainant being a student and the accused being a teacher, during the pendency of the Investigation and inquiry and even after such an enquiry if the teacher is found guilty, the accused shall not act as an examiner for which the student appears.

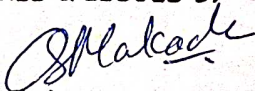
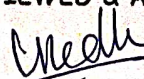
(2) In the event of the complainant and the accused both being employees, during the pendency of the investigation and inquiry, even after such an enquiry, if the accused is found guilty, the accused shall not write the confidential reports of the complainant, if he is otherwise so authorized.

PENALTIES AND PUNISHMENTS FOR SEXUAL HARASSMENT

A. The committee may recommend the following penalties on an employee found guilty of sexual harassment:

(a) Minor Penalties:

- Warning, Reprimand or Censure
- Fine
- Withholding of Increments or promotion
- Reduction to a post in the lower pay scale or to a lower stage of Increment In his own pay scale.

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(b) Major Penalties:

- Compulsory Retirement
- Termination of service Removal/Dismissal from service

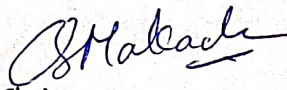

B. A student found guilty of sexual harassment shall be liable to receive the following penalties:

(a) Minor Penalties:

- Warning
- Written Apology
- Bond of good behaviour
- Debarring entry into a hostel/campus/off-campus
- Suspension for a specific period of time
- Withholding results

(b) Major Penalties:

- Debarring from examinations for a specific period of time.
- Expulsion from the Institute
- The Chairman/Secretary, VSPM AHE/Head of Institute (Dean/Director/Principal) shall decide whether the person against whom a complaint of sexual harassment is made should be placed

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under suspension. An employee placed under suspension shall be entitled to subsistence allowance at the rates as applicable under the rules of discipline. The management of VSPM AHE may direct the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the Institute during the pendency of the matter before the committee.

COMPLAINTS AGAINST WOMAN STUDENT/EMPLOYEE

- In case of such instances where complaint of sexual harassment received against any woman by a male student/faculty/employee, the matter needs to be addressed in a similar manner without any gender bias and if found guilty, the delinquent is to be punished as per rules laid down.
- The male complainants are also to be given equal opportunity to resolve their grievances if any without any gender bias.

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REFERENCES

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 policy, as issued through circular by MUHS Nashik on dated 18/11/2021.
2. Dental Council of India Sexual Harassment Policy Public Circular no. DCI/Admin/AE/Meet/SHC/223/2023-24/2023/1988.
3. The Sexual Harassment of Women at the Workplace updated policy 04/11/2022 by Ministry of personnel, public Grievances and Pension Department of Personnel and training Establishment Division Government of India.
4. Ministry for Women and Child Development SOP of Gender harassment committee at workplace.

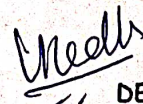
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