



*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*  
**NEW ARTS, COMMERCE AND SCIENCE COLLEGE**  
**PARNER – 414 302**  
Dist.-Ahmednagar (MS), India

# **SEXUAL HARASSMENT AND ANTI-RAGGING**

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## ***Policy and Procedures***

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# **College Internal Committee (CIC)**

## **'Sexual Harassment at Workplace Act, 2013'**

### **1. Introduction:**

The College Internal Committee (CIC) in the New Arts, Commerce and Science College, Parner is reconstituted in 2017 according to 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013'. According to this Act, the CIC adheres to the spirit of *VISHAKHA* guidelines preceding this legislation in order to address the issues of sexual harassment at workplace in order to ensure the gender equality. The CIC looks into the complaints of sexual harassment (if received) and also to generate awareness about the same issue. The Act has briefed the constitution of the committees, the process to be followed for registering the complaints and setting inquiry into the complaint defined time period.

### **What is Sexual Harassment?**

An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication of the following:

- i. Physical contact, touch and advances; or
- ii. The demand (s) or request for sexual favours; or
- iii. Making sexual coloured remarks; or
- iv. Showing pornography/porn pictures, videos; or
- v. Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following circumstances, in addition to or among the other circumstances, if it occur or are present in relation to or connected with any act or behaviour of sexual harassment, may also amount to sexual harassment;

- i. Implied or explicit promise of preferential treatment in her employment; or
- ii. Implied or explicit threat of detrimental treatment in her employment; or
- iii. Implied or explicit threat about her present or future employment status; or
- iv. Interference with her work or creating and intimidating or offensive or hostile work environment for her; or
- v. Humiliating treatment likely to affect her health or safety.

**Kindly refer the Act 2013 particularly section 16 and 17 regarding the information about complaints that can be made public.**

#### **Reference:**

1. The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013
2. University and Government of Maharashtra Guidelines
3. College Internal Committee



## 2. Policy Statement: Sexual Harassment and Anti-Ragging

- Discriminatory harassment of any person or group of persons on the basis of Colour, Caste and Religion, Age, Sex, Gender, National origin, Disability, Sexual Orientation, Targeted to fresher's is strictly prohibited. Any employee, student, student organization, or person privileged to work or to study at the New Arts, Commerce and Science College, Parner, and who violates this policy will be subject to disciplinary action: for employees, up to and including termination; and for others, up to and including permanent exclusion from the college.
- This policy applies to every member of the college viz., faculties, students, and staff. At all levels whole are responsible for maintaining learning ambience for study and work. This includes conducting themselves in a professional manner. New Arts, Commerce and Science College, Parner supports the principle that harassment represents a failure in professional and ethical behaviour will not be tolerated.
- This policy and procedure is intended to facilitate an atmosphere in which, faculty staff, and students have the right to raise the issue regarding any act of ragging or discriminatory harassment without any fear.
- No member of the New Arts, Commerce and Science College, Parner will be retaliated against for making a good faith report of alleged harassment or for participate in an investigation procedure.
- New Arts, Commerce and Science College, Parner is committed to provide the opportunity to pursue excellence in their academic and professional endeavours to its staff, faculty, and students. This opportunity can exist only when each member of our community is assured an atmosphere of mutual understanding respect. The free and open exchange of innovative ideas is fundamental mode to uplift the College status.

## 3. Policy Terms-

- **Discriminatory harassment or any act of ragging** – unwelcome verbal, non-verbal, or physical conduct directed against any person or group, based upon colour, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or Targeted to fresher's that has the purpose or effect of creating an objectively hostile working or academic environment. A hostile environment is created when harassment is as severe, pervasive, or persistent as to unreasonably interfere with or limit an individual's employment or educational opportunities.
- Harassment must be distinguished from behaviour which, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
- **Sexual harassment** - Unwelcome sexual advances, requests for sexual favours, and other verbal, non-verbal or physical conduct of a sexual nature, when:-



- Submission to such conduct is made either implicitly or explicitly as a term or condition of an individual's employment or status in a course, program, or activity;
- Submission or rejection of such conduct by an individual is used as a basis for condition of an individual's employment or status in a course, program, or activity;
- Such conduct has the purpose or effect:-
  - of unreasonably interfering with the individual's work or education performance;
  - of creating an objectively intimidating, hostile, or offensive working and/or learning environment; or
  - of unreasonably interfering with or limiting one's ability to participate in or benefit from an educational program or activity.
- Men and women, as well as the persons of the same gender may be either the initiators or victims of sexual harassment.

#### **4. Procedures-**

- **Complaints of Sexual Misconduct (SM)-** Complaints of SM (which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking) are addressed pursuant to the policies and procedures of the Board of Regents Sexual Misconduct Policy. Additional procedures for complaints of sexual misconduct by students are contained in the Student SM Policy.
- **Complaints of Discriminatory Harassment-**
  - Any member of the New Arts, Commerce and Science College, Parner, who believes that he/she has been the victim of discriminatory harassment other than SM (the Complainant), should promptly report the matter to the appropriate college officials within the offices. The complaint should be brought within 3 months of the most recent alleged harassing act.
  - For incidents involving faculty and staff, the Office of Human Resources - Performance and Talent Management team should be contacted.
  - The initial discussion between the Complainant and the Appropriate College Official (ACO) will be handled with sensitivity and discretion. The ACO will inquire into all reports of alleged sexual harassment brought to his or her attention. During the initial meeting with the ACO, a written summary of the complaint will be made and should be signed by the Complainant.
  - The ACO will inform the alleged offender ("Respondent") of the allegation and of the identity of the Complainant, will provide him or her with a written summary of the Complaint and will proceed as set forth in the following section.



## **5. Resolution of a Complaint-**

- When a complaint is submitted, the ACO will discuss the matter with the parties promptly, will notify the Principal, and may initiate necessary steps, he/she deems appropriate to affect an informal resolution of the complaint acceptable to both parties within 3 months of a reported incident. If an informal resolution is reached, it will be documented in writing, approved by the Principal and students, as appropriate, and signed by the Complainant and the Respondent.
- If an informal resolution satisfactory to the Parties is not reached within 3 months after an incident is reported, or if in the sole discretion of the ACO, an informal resolution is not possible; the ACO will proceed with a full investigation. A report of the investigation results along with a recommendation for resolution of the Complaint and/or disciplinary action will be made to the Hon. Secretary of parent institute within 60 days from the date of the investigation. The Hon. Secretary will initiate prompt remedial or corrective action wherever required.

## **6. Punishment to those found guilty-**

The following penalties may be imposed on students. Those are:

- **Minor Penalties**
  1. Oral/Written warning and counselling
  2. Fine
  3. Suspension from the Class for a week or so.
- **Major Penalties**
  1. Cancellation of admission
  2. Suspension from attending classes
  3. Withholding/withdrawing scholarships/fellowships and other benefits
  4. Debarring from appearing in any test/examination or evaluation process
  5. Withholding results
  6. Debarring from representing in institution in any regional, national or international meet, tournament, youth festival etc.
  7. Suspension /expulsion from hostel.
  8. Rustication from the institution for a period of one to four semesters
  9. Expulsion from the institution and consequent debarring from admission to any other institution.
  10. Fine ranging between Rs. 25000 to 1 Lakh
  11. Collective punishment, when the person committing the crime or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



## 7. College Internal Committee:

Sr. No.	Designation	Name
1.	Chairman	Dr. R.K. Aher, Principal
2.	Member	Dr. S. M. Gaikwad, DPE
3.	Member	Dr. R. N. Deshmukh
4.	Member	Dr. Smt. V. P. Dhawale
5.	Member	Dr. S. L. Khapke
6.	Member	Dr. B. B. Shelke (Rector)
7.	Member	Prof. Smt. R. M. Shaikh (Rector)
8.	Member	Shri. S. H. Chavan
9.	Member	Shri- Namdev Thanage (Non -Teaching Staff)
10.	Member -NGO	Shri- Vinod Gole (NGO, Parner)
11.	Member-Student	Student Representative

## 8. Internal Complaint Committee:

Sr. No.	Designation	Name
1.	Chairman	Dr. S. M. Gaikwad, DPE
2.	Member	Dr. R. N. Deshmukh
3.	Member	Dr. Smt. V. P. Dhawale
4.	Member	Dr. S. L. Khapke
5.	Member	Dr. B. B. Shelke (Rector)
6.	Member	Prof. Smt. R. M. Shaikh (Rector)
7.	Member	Shri- Namdev Thanage (Non -Teaching Staff)
8.	Member -NGO	Shri- Vinod Gole (NGO, Parner)
9.	Member-Parents	Shri. Arjun Bhalekar
10.	Member-Parents	Shri- S.K. Gholap ( Parent)
11.	Member-Student	Student Representative

## 9. Contact Us for Anti- Ragging and Sexual Harassment -

**Principal** Dr. R. K. Aher : 02488-221535/221537

### Teachers:

1. Dr. S. M. Gaikwad : 9822551845
2. Dr. R. N. Deshmukh : 9422774650
3. Dr. Smt. V. P. Dhawale : 9822725739

Email: [nascp@rediffmail.com](mailto:nascp@rediffmail.com);

Website: [www.newartsparner.com](http://www.newartsparner.com)

**Parner Police Station:** 02488- 221533

### Police Contacts:

1. Head Constable- Jalindhar Londhe : 8080290690
2. Lady Constable - Manisha Chavan : 9527295577

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Date:** 30.12.2018

**Place:** Parner