

DR. BALIRAM HIRAY COLLEGE OF ARCHITECTURE

ISO 9001:2015 CERTIFIED

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C. REF. :

DATE :

	Policy Title: Committee for Sexual Harassment of Women	
1.	Administrative Policy Number (APN): ARC/APN/18	Functional Area: Prevention, Prohibition and Redressal
2.	Brief Description of the Policy:	Purpose: Prevention and redressal of the Sexual Harassment of Women at Workplace Audience: All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial stakeholders in the organization
4.	Effective from the Date:	27 th October 2023
5.	Approved by:	Principal
6.	Responsible Authority	Internal Core Committee (ICC)
7.	Superseding Authority	Management
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	As per directive by Council of Architecture (COA) vide Order no. CA/443/2023/SC dated May 24, 2023
10.	References for the policy	Council of Architecture (COA)

Policy Guidelines-

In order to create and maintain a community in teaching, non-teaching staff and students work together in an environment free of sexual violence, harassment, exploitation, and intimidation, the Core Committee that deals with the Internal Complaint and Local Complaints of DBHCOA has proactively made a provision for Prevention of Sexual Harassment of Women by constituting a committee. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. This also meets the obligation as mandated to implement the judgement of Hon'ble Supreme Court of India in Civil Appeal no 2482 of 2014 as per the directives given by the Council of Architecture under ref letter no CA/443/2023/SC order dated May 24th, 2023. This judgment makes it obligatory for every employer and other responsible persons to follow the guidelines and to evolve a specific policy to combat sexual harassment in the work place.

Objectives of the Policy:

- To fulfill the requirements needed for prevention and redressal of the Sexual Harassment of Women at Workplace.
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination and to ensure the appropriate action taken against the offender
- To create a secure physical and social environment that will deter acts of sexual harassment.

Duties / Role of the committee

- In case of sexual harassment in any of the premises of the institute, active assistance shall be provided to the complainant by the cell to pursue the complaint and the safety of complainant shall also be ensured.
- The institute shall provide all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of these directions.
- To ensure that victims and witness are not victimized or discriminated because of their complaint

Procedure for investigation of complaints

(i) Any women employee/female student of the institute shall have the right to lodge a complaint with any of the members of the committee.

(ii) Such complaints may be oral or in writing.

(iii) Any complaint in writing 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 the complainant. A complaint Register shall be maintained by the Committee members. It should be confidential document.

(iv) The complainant shall be afforded full confidentiality at this stage.

(v) In the event of the complaint being made to any member of the committee, immediately upon receipt of the complaint, and within not more than two working days, the member of the committee to whom the complaint is made, shall communicate the same to the Head of the committee. However, if the complainant so desires, her name shall be kept confidential and shall not be divulged except to the committee.

(vi) The Head shall convene its meeting immediately with the members of the committee to discuss about the complaint.

(vii) At the first meeting, which shall be held within a week of the receipt of the complaint, the complainant or at her request her representative, shall be heard. 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.

(viii) 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, the alleged offender shall be called for the meeting of the committee, heard and if so satisfied that the warning is just and proper, it will be recommended to Core Committee that he may be warned about his behavior. The matter shall then be treated as concluded with recording, to that effect, made in the complaint register.

With acceptance of the recommendation by the Core Committee, he will be warned about his behavior and necessary note be made into the Service book of the employee/Record of the student. The committee should verify compliance of the action taken.

(ix) However before proceeding with the enquiry, the committee shall decide whether the delinquent 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 committee comes to the conclusion that such an action is necessary, it shall recommend to the Principal accordingly

(x) The committee shall accord fair and reasonable opportunity to the delinquent to defend himself and shall ensure observance of the principles of natural justice.

(xi) 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 cell an opportunity to explain immediately; why he should not for good and sufficient reasons be treated as guilty of his behaviour and be 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. 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 principal who shall then expeditiously act on such recommendation.

Penalties and punishment for the sexual harassment

The cell may recommend the following penalties on a person found guilty of sexual harassment.

1. An employee found guilty of sexual harassment shall be liable to receive the following penalties

Minor Penalties:

- Warning
- 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

Major Penalties

- Removal/dismissal from service

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

Minor Penalties:

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

Major Penalties

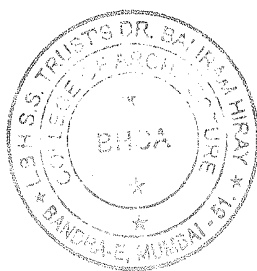
- Debarring from examinations for a specified period of time
- Expulsion from institute

The institute shall decide whether the person against whom a complaint of sexual harassment is made should be placed under suspension. The institute may direct that 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.

Members of the Sexual Harassment Issues committee under Internal Complaint Committee (ICC)

Name & Designation	Position in the Committee
Internal Complaint Committee (ICC)	
Ar. Sunil Magdum, Principal, DBHCOA	Core Committee
Ar. Paresh Kapadia	Core Committee
Ms Dipika Parayan	HR Dept
Sexual Harassment Issues committee	
Ar. Nidhi Kapri, Professor	Head
Ar. Neha Mittal, Associate Professor	Co- Head
Ar. Janhavi Khandkar, Associate Professor	Member
Ar. Sneha Mailapur, Assistant Professor	Member
Er. Kartik Prajapati, Assistant Professor	Member
Ms. Darshna Vyas, Assistant Professor	Member

Prof. (Ar.) Sunil Magdum
Principal
Dr. Baliram Hiray College of Architecture



Managing Trustee
Dr. Baliram Hiray College of Architecture

PRINCIPAL
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