



**Kopargaon Taluka Education Society's  
K. J. Somaiya College of Arts, Commerce  
and Science, Kopargaon, (M.S.)  
423601**

# **Sexual Harassment and Anti- Ragging *Policy and Procedures***

**Internal Quality Assurance Cell  
(IQAC)**





## SEXUAL HARASSMENT AND ANTI-RAGGING

### Introduction:

The K. J. Somaiya College of Arts, Commerce and Science, Kopargaon, established the College Internal Committee (CIC) in 2017, following the guidelines of 'The Sexual Harassment at Workplace (Prevention, Prohibition, and Redressal) Act, 2013'. The CIC adheres to the spirit of VISHAKHA guidelines preceding this legislation to address issues of sexual harassment at the workplace and ensure gender equality. Its main focus is on investigating complaints of sexual harassment and creating awareness about the issue. The Act clearly defines the constitution of the committee, the process for registering complaints, and the time frame for conducting inquiries.

**Definition of Sexual Harassment:** An act of sexual harassment includes any unwelcome acts or behaviour, whether directly or indirectly, such as physical contact, demands or requests for sexual Favors, making sexual remarks, showing pornography, or any unwelcome physical, verbal, or non-verbal conduct of a sexual nature. In addition to these circumstances, any implied or explicit promise or threat related to employment status, interference with work, or creating a hostile work environment may also amount to sexual harassment.

**The Policy Statement:** K. J. Somaiya College of Arts, Commerce and Science, Kopargaon, strictly prohibits any form of discriminatory harassment directed towards any individual or group based on factors such as colour, caste, religion, age, sex, gender, national origin, disability, sexual orientation, or targeting freshers. This policy applies to all members of the college community, including faculties, students, and staff, at all levels, who are responsible for maintaining a conducive learning atmosphere for study and work. It is expected that every member conducts themselves in a professional manner, adhering to the principles of ethical behaviour.

The college firmly believes that any form of harassment represents a failure in professional and ethical conduct, and such behaviour will not be tolerated. The policy is designed to ensure that faculty, staff, and students have the right to raise concerns regarding any act of ragging or discriminatory harassment without fear of retaliation.

K. J. Somaiya College of Arts, Commerce and Science, Kopargaon, ensures that no member of the college will face retaliation for making a good faith report of alleged harassment or for participating in an investigation procedure. The college is committed to providing its staff, faculty, and students with an environment that enables them to pursue excellence in their academic and professional pursuits. This pursuit of excellence is possible only when each member of the community is assured an atmosphere of mutual understanding and respect. The college recognizes that the free and open exchange of innovative ideas is fundamental to uplift its status and promote a culture of learning and growth.

### Procedures:

- **Complaints of Sexual Misconduct (SM):** Complaints related to sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, are addressed as per the policies and procedures of the Board of Regents Sexual Misconduct Policy.
- **Complaints of Discriminatory Harassment:** Any member who believes they have experienced discriminatory harassment other than sexual misconduct should promptly report it to the appropriate college officials. The complaint should be brought within three months of the most recent alleged incident. The Office of Human Resources - Performance and Talent Management team handles incidents involving faculty and staff.



### **Resolution of a Complaint:**

When a complaint is submitted to the Appropriate College Official (ACO), they will promptly discuss the matter with the parties involved and notify the principal. The ACO may then take necessary steps to initiate an informal resolution of the complaint that is acceptable to both parties within a period of 3 months from the 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 both the Complainant and the Respondent.

However, if an informal resolution satisfactory to both parties is not achieved within the initial 3-month period or if the ACO determines that an informal resolution is not feasible, they will proceed with a full investigation. The investigation will be conducted diligently, ensuring fairness and impartiality throughout the process. Once the investigation is concluded, the ACO will prepare a report detailing the investigation's findings and provide a recommendation for resolving the complaint and implementing any necessary disciplinary action.

This report, along with the recommendations, will be submitted to the Honorary Secretary of the parent institute within 60 days from the date of the investigation. The Honorary Secretary will then take prompt action to implement any required remedial or corrective measures based on the investigation's outcomes. The aim is to ensure a fair and just resolution to the complaint and to uphold the principles of gender equality and a safe and respectful learning and working environment within the college community.

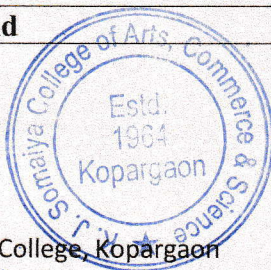
### **Punishment for Guilty Parties:**

Penalties for those found guilty of discriminatory harassment may range from minor penalties such as oral/written warnings, fines, or temporary suspensions to major penalties, including cancellation of admission, expulsion, or fines ranging from Rs. 25,000 to 1 Lakh.

The college has established both the College Internal Committee and the Internal Complaint Committee, each with specific members responsible for addressing complaints related to sexual harassment and discriminatory harassment.

### **College Internal Committee:**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
<b>1.</b>	<b>Dr. B. S. Yadav</b>	<b>Chairman</b>
<b>2.</b>	<b>Dr S. B. Bhingardive</b>	<b>Member</b>
<b>3.</b>	<b>Prof. Aher V. S.</b>	<b>Member</b>
<b>4.</b>	<b>Prof. N. B. Shinde</b>	<b>Member</b>
<b>5.</b>	<b>Prof R. A. Jadhav</b>	<b>Member</b>
<b>6.</b>	<b>Dr S. G. Konda</b>	<b>Member</b>
<b>7.</b>	<b>Dr S. B. Kute</b>	<b>Member</b>
<b>8.</b>	<b>Mr A. B. Kokate</b>	<b>Member</b>
<b>9.</b>	<b>Adv. Vidyasagar Shinde</b>	<b>Member</b>
<b>10.</b>	<b>Miss. Priyanka Jogdand</b>	<b>Student Representative</b>





### Internal Complaint Committee:

Sr. No.	Name	Designation
1.	Dr. B. S. Yadav	Chairman
2.	Prof. V. C. Thange	Member
3.	Prof. N. S. Pote	Member Secretary
4.	Prof. V. S. Aher	Member
5.	Dr. A.C. Naikwade	Member

### Contact Us for Anti- Ragging and Sexual Harassment:

**Principal:** Dr. B. S. Yadav

**Contact:** 9423181155

**Teachers:** Prof. V. C. Thange

**Contact:** 9822671845

Dr. B. B. Bhosle

**Contact:** 9422069090

Prof. N. S. Pote

**Contact:** 7776015812

Prof. V. S. Aher

**Contact:** 8788337427

Dr. A.C. Naikwade

**Contact:** 9422008049

**Email:** [kjs@rediffmail.com](mailto:kjs@rediffmail.com)

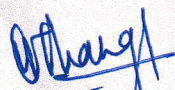
**Website:** [kjscollege.com](http://kjscollege.com)

**Police Station Contact:** 02423-222333

The institution's Sexual harassment and Antiragging policy is subject to continuous improvement and upgradation to remain relevant and compliant. Regular reviews are conducted to ensure continued effectiveness

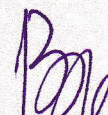
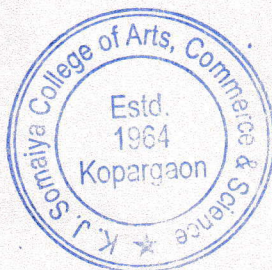
**Date:** 30.06.2018

**Place:** Kopargaon



**Prof. V. C. Thange**

Co-ordinator  
IQAC, K. J. Somaiya College  
Kopargaon, Dist. A.Nagar



**Dr. B. S. Yadav**

Principal  
K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon