



VISHWAKARMA
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Vishwakarma University Pune Policy on Prevention, Prohibition, and Redressal of Sexual Harassment of Women at Workplace

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Policy Title	Policy on Prevention, Prohibition, and Redressal of Sexual Harassment of Women at Workplace				
Policy Number	VU/Policies/2017/2				
Functional Field	Prevention of sexual Harassment of Women				
Related Policies (Write N/A if not applicable)	NA				
Custodian	Internal Complaint Committee				
Status	Active	In-revision		Proposed	
		Draft #		Draft #	
Approved By	Vice-Chancellor				
Approval Date	09/10/2017				
Effective Date	09/10/2017				
Revision History					
Number	Date	By	Main Changes		
Revision # 1	12/07/2023	ICC	Under Section D. 3(ix) timeline for submission of findings and recommendations added.		
Revision # 2					

Contact Office: Internal Complaint Committee

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A. Purpose:

The Vishwakarma University, Pune's Policy on "Prevention, Prohibition, and Redressal of Sexual Harassment of Women at Workplace" aims to implement the provisions laid down under "The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013", and to adopt measures for awareness creation, establish a mechanism to address complaints received, if any and take appropriate actions.

B. Scope and Applicability:

This policy is applicable to all faculty members, staff, students and other stakeholders of Vishwakarma University Pune.

C. Policy Statement:

Vishwakarma University Pune (henceforth the University) is committed to create and maintain a work environment free of sexual harassment for students, academic staff and non-teaching staff at the University.

D. Establishment of the Internal Complaints Committee (the ICC):

In accordance with Act of 2013, the University has established the Internal Complaints Committee (the ICC) to prevent and address complaints of sexual harassment. The University adheres to the "*Vishakha Guidelines*" and the Act of 2013 to ensure protection against sexual harassment and gender inequality.

1. Powers and Functions of ICC:

- i. The ICC shall have following functions and powers with respect to the inquiry of any complaints made:
 - a) To take measures to create awareness about the ICC and relevant contact details.
 - b) To organize such programmes, events including seminar, guest sessions, panel discussions etc. for spreading the information on laws, guidelines, government initiatives etc.
 - c) To register and inquire into complaints received.
 - d) Upon receiving such complaints provide an opportunity for both parties to present their case.



- e) The ICC may summon witnesses, call for production of documents for assessment.
- f) After hearing both the sides the ICC may recommend disciplinary action.
- g) The ICC shall ensure strict confidentiality as to the personal information and proceedings of every case and parties.

2. Process of Complaint to ICC

- i. Any employee or student who feels subjected to sexual harassment or gender disparity may submit a written complaint to any ICC member within three months of the incident.
- ii. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint due to physical incapacity, a complaint may be filed by her relative or friend or her co-worker or a faculty who has knowledge of the incident, with the written consent of the aggrieved woman.
- iii. The complaint should specify details such as the nature of the charge, date and time of the event, names of witnesses, and supporting evidence.

3. Redressal of Complaint:

- i. The ICC may attempt pacification if requested by the aggrieved party before initiating an inquiry.
- ii. In case of settlement, the ICC shall record the details and forward them to the employer for further necessary action.
- iii. If no settlement occurs, the ICC shall initiate an inquiry to be completed within 90 days.
- iv. During the inquiry, ICC may recommend the transfer of the aggrieved party or respondent upon written request.
- v. The respondent is directed to submit a written response to the complaint.
- vi. ICC conducts proceedings in accordance with principles of natural justice and the Act.
- vii. If the respondent does not participate, ICC continues the inquiry *ex parte*.
- viii. The Minutes of proceedings are to be prepared and signed by the committee members present.



- ix. The ICC shall record findings and recommendations and forward them to the Vice Chancellor within 15 days.
- x. If the complaint is not proven, the ICC shall recommend action against the respondent for sexual harassment.
- xi. The ICC shall recommend action against the aggrieved party if the complaint is malicious or false.

4. Confidentiality:

The University maintains strict confidentiality in handling sexual harassment complaints. The identity of the parties, witnesses, and proceedings are treated confidentially.

5. Disciplinary Actions:

The discretion to take appropriate disciplinary action in all cases recommended by the ICC lies with the Vice Chancellor of the University.

E. Review of Policy:

The Internal Complaints Committee (ICC), in consultation with relevant stakeholders, may suggest changes to its policies and procedures based on UGC and government guidelines issued from time to time.

F. Policy Custodian:

The Internal Complaints Committee will serve as the custodian of this policy, overseeing its implementation and ensuring compliance.

G. Approval Body:

This policy is approved by the Governing Body of the Vishwakarma University Pune and is effective from the date of approval or revision as mentioned.

Sign:

Prof. Reena Pandey
Chairperson
ICC

Prepared By

Sign:

Prof. (Dr.) Chetan Kapadnis
Director,
IQAC

Verified By

Sign:

Prof. (Dr.) Siddharth Jabade
Vice-Chancellor
Vishwakarma University

Approved By

