

ANTI SEXUAL HARASSMENT COMMITTEE (ASH)

With reference to the following circulars, an Anti-Sexual Harassment Committee is formed to prevent sexual assault, rape and other related crimes on girl students and women employees.

SL. NO	NAME	DESIGNATION & DEPARTMENT	POSITION (CHAIRMAN/MEMBER)	CONTACT NO
1	Prof. N.B Jeure	Principal	Chairman	9422463883
2	Ms. S.S Patil	Lecturer	Member	7066947532
3	Ms. S.S Karoti	Lecturer	Member	7387882799
4	Ms. S.G Shiral	Lecturer	Member	9970510092
5	Ms. M.S Kulkarni	Lecturer	Member	9970552659
6	Ms. C .Kulkarni	Advocate	Advisor	--
7	Ms. U.K Sardeshmukh	Social Worker	Member	--

Goal: Prevention of sexual harassment to ensure safe working environment for women employees and girl students.

Role and responsibility of Anti-sexual harassment committee:

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been

harassed and it occurs if the person who feels they have been harassed feels offended, humiliated, or intimidated by the conduct and it is reasonable, in all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).

2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring; To address any oral/written complaint about: unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favors or other unwelcome conduct of a sexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presence.
3. Obtain high level support from the chief executive officer and Principal & Director for implementing a comprehensive strategy:
 - Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students
 - Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment
4. Develop a written policy which prohibits sexual harassment.
 - The Institute shall have a Sexual Harassment Policy. The policy outlines the Institute's key commitments and legal responsibilities and provides a definition of sexual harassment and behaviors that are not acceptable.
 - Complaints of sexual harassment are handled separately for staff and students under the Staff Complaints Policy and Sexual Harassment Complaints Resolution Procedures for students.
5. Regularly distribute and promote the policy at all levels of the organization; Ensure that managers and supervisors discuss and reinforce the policy at staff meetings; Provide the policy and other relevant information on sexual harassment to new staff as a standard part of induction; Periodically review the policy to ensure it is operating effectively and contains up to date information.
6. Display anti-sexual harassment posters on notice boards in common work areas and distribute relevant brochures; Conduct regular awareness raising sessions for all staff on sexual harassment issues.
7. Ensure that complaints processes:
 - are clearly documented;
 - are explained to all employees;

- offer both informal and formal options for resolution;
- address complaints in a manner which is fair, timely and confidential;
- are based on the principles of natural justice;
- provide clear guidance on internal investigation procedures and record keeping;
- Give an undertaking that no employee will be victimized or disadvantaged for making a complaint;