

Dhote Bandhu Science College Gondia values the dignity of every individual, enhances the development of its human resources, guarantees full respect for human rights, ensures the full enforcement of "Fundamental Rights" and upholds the dignity of workers, employees and students. To that purpose, **Zero Tolerance Policy against Sexual Harassment** is followed by the Institution.

DHOTE BANDHU SCIENCE COLLEGE, GONDIA

VISHAKHA COMMITTEE / INTERNAL COMPLAINTS COMMITTEE/POSH Committee

for the academic year 2021-22

As Per UGC (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) regulations, 2015 the Internal Complaints Committee ICC) for the session 2021-22 is as under:

NAME	DESIGNATION	MOBILE NO.	EMAIL.ID
Dr. S.B. Juneja (Banerjee)	Presiding Officer	7507119932	sb107banerjee@gmail.com
Prof.S.Narde(Dhopte)	Member (Teaching)	9767966810	s.narde@yahoo.co.in
Prof. S. S. Jaiswal	Member (Teaching)	8087106670	snehajaiswal1987@gmail.com
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Ms.Mrunal Bhagwat	Member (U.G. St.Rep.)	9607152158	mrunalvinabhagwat@gmail.com
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Ms. Shital Dekate	Member (Research Scholar Rep.)	8668872969	snimje04@gmail.com
Mrs. Savita Turkar	Member (NGO), Sec. SEWA.	9421956289	savitaturkar@rediffmail.com

The Committee consisted of members of the faculty, administration, service staff and students' representatives.

Note: E-Mail Id of Institutional ICC is iccdbsc@gmail.com

Complaint can be lodged at any of the above Email Ids

[Some important information regarding Vishakha Protocol instructed by U.G.C. Guidelines](#)

SEXUAL HARASSMENT

The following is an indicative list of conduct that could be considered as sexual harassment:

1. Any unwelcome physical, verbal or non verbal conduct of sexual nature.
2. Demand or request for sexual favours;
3. Making sexually coloured remarks/ gestures;
4. Physical contact and advances;
5. Displaying sexually suggestive objects or pictures, cartoons, calendars or posters;
6. Making or using derogatory comments, comments about a person's body or dress, slurs, epithets or sexually suggestive jokes;
7. Written communications of a sexual nature distributed in hard copy or via a computer network, suggestive or obscene letters, notes or invitations;
8. Physical conduct such as unwanted touching, assault, impeding or blocking movements;
9. Being forcibly kissed or hugged;
10. Repeatedly staring at a woman's body parts that makes her uncomfortable;
11. Making or threatening retaliation after a negative response to sexual advances or for reporting or threatening to report sexual harassment;

12. Sexually tinted remarks, whistling, staring, sexually slanted and obscene jokes, jokes causing or likely to cause awkwardness or embarrassment;
13. Subtle innuendos or open taunting regarding perfection, imperfection or characteristics of physical appearance of a person's body or shape;
14. Gender based insults and/or sexist remarks;
15. Displaying pornographic or other sexually offensive or derogatory material;
16. Forcible invitations for dates;
17. Forcible physical touch or physical assault or molestation;
18. Suggesting or implying that failure to accept a request for a date or sexual favours would adversely affect the individual in respect to performance evaluation or promotion.

Key points to remember while drafting the COMPLAINT

- ★ The complaint should be addressed to the ICC through E-Mail/ Hand Written .
- ★ The complaint should be brief, which means it should be expressed in easy-to-understand terms.
- ★ Well-written and presented complaints have a higher level of trustworthiness.
- ★ Details of the specific incident, including date and time, witnesses including important emails, screenshots of SMS/WhatsApp messages, call data, images, recordings, and so on must be produced.
- ★ Details of the respondent including name, designation, reporting structure between complainant and respondent if any (whether subordinate, colleague or superior).
- ★ Do not state any fact that is false or incorrect.
- ★ Before initiating action on a complaint, the ICC will make efforts to settle the matter between the parties through conciliation by bringing about an amicable settlement without any monetary settlement .

Conciliation

- ★ After a complaint of sexual harassment has been lodged, the first step by ICC to resolve the matter is by conciliating between the parties before commencement of the inquiry proceedings. (Monetary settlement can never be a basis of conciliation) .
- ★ Once the settlement has been arrived at, the ICC records the settlement arrived at and thereafter provide copies of the settlement to the aggrieved woman as well as the respondent.
- ★ Once a settlement has been arrived at, the ICC does not proceed with an inquiry under the POSH Act.

Inquiry Procedure

Step1. Written complaints (6 copies) along with supporting documents and names and addresses of witnesses have to be filed within 3 months of the date of the incident (Timeline extendable by another 3 months) either through online or offline mode.

Step 2. Upon receipt of the complaint, 1 copy of the complaint will be sent to the respondent within 7 days.

Step 3. Upon receipt of the copy of complaint, the respondent is required to reply to the complaint along with a list of supporting documents, and names and addresses of witnesses within 10 working days.

Steps 4. The Inquiry will be completed within a total of 90 days from the receipt of the complaint.

5. The Inquiry report will be issued within 10 days from the date of completion of inquiry.

6. The employer is required to act on the recommendations of the IC/LC within 60 days of receipt of the Inquiry report.

7. Appeal against the decision of the committee is allowed within 90 days from the date of recommendations.