



**St. Andrews Education Foundation's**  
(An ISO 9001: 2015 Certified Minority Institution)  
**St. Andrews College of Physiotherapy**  
(Christian Minority Institution)

Pune

Phone No 020 24432591, 24452867, Fax – 020 24432592  
Email – standrewscop@gmail.com Web: [www.sacop.edu.in](http://www.sacop.edu.in)

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**VISHAKHA/SEXUAL HARASSMENT REDRESSAL COMMITTEE**  
**STANDARD OPERATING PROCEDURE**

**Introduction**

The Sexual Harassment Redressal Committee is framed as per Honorable Supreme Court of India in 1997 and in accordance with the VISHAKHA guidelines of Supreme Court. As per the provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, it is obligatory for the college to constitute a Sexual Harassment Redressal Committee for female employees/girls (students) in the college. The present members of the committee shall deal with the complaints of sexual harassment in accordance with the guidelines laid down by Hon'ble Supreme Court of India.

**Aim:**

- Safeguarding the interests of the students without any prejudice to their gender.
- Eliminating discrimination against or Harassment of any student in any form by prohibiting it and by providing preventive and protective measures to facilitate its eradication and punishments for those who indulge in any form of discrimination or harassment on the Gender basis.
- Promote equality among students of all sections of the society.
- Any student or their parents/guardians who wants to bring to the notice of College any act of discrimination faced by them should write their complaints to the Gender Harassment Redressal Committee.
- It may be noted that a complaint about the discrimination or harassment must be made in writing by a student or a parent of a student irrespective of whether the discrimination or harassment is alleged to have taken place within the institution.
- The complaint shall include sufficient details of the alleged act of discrimination or harassment.



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### Statement of Scope

- The Committee is responsible for looking into any complaints filed by students and staff about Gender Discrimination if any happening inside the college premises.
- The committee conducts a formal meet at least twice in a year.
- The complaints if any received by the Committee are resolved within 30 days from the date of reception of the complaint.

### Role of Gender Harassment Redressal Committee

The objective of the Gender Harassment Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

- To resolve the issues pertaining to Gender Discrimination
- To provide a platform for listening to complaints
- To foster healthy relationship with opposite gender
- To equip students, faculty and staff with the knowledge of their legal rights and redressal of their grievances.
- To facilitate speedy delivery of justice, through organizing meetings at regular intervals.
- To conduct Gender Audit every year.
- To look into the action taken of the Committee

### Role of Gender Harassment Redressal Squad

- Squad is vigil, has oversight and patrolling functions
- Empowered to be aware of the surroundings in terms of feud arising in any manner
- Squad investigates the matters at hand and makes recommendations to Committee for their redressal.



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**Facilities for Providing Gender Sensitivity**

**1. Safety:**

Personal safety and security of the women is given top priority. The following special emphasis is provided for women for their safety.

- Female Security Guard is appointed for 24/7 in and around the campus.
- The entire campus is under CCTV surveillance.
- Internal Complaints Committee is active to look in to the matters if any.

**2. Counseling:** The counseling sessions are conducted for the students by their mentor every month

**3. Common Rooms:** There are separate common rooms for the girls and boys with all basic amenities in the college.

**Committee Members:**

Sr. No	Designation	Name of Members
<b>Gender Harassment Redressal Committee</b>		
1.	Chairperson	Dr. Vijaya Bagade
2.	Member Secretary	Dr. Isha Shripad
3.	Member	Dr. Vijayendra Rajguru
4.	Member	Dr. Amruta Khilwani
5.	Student members from each year	Sabina Bavighar Mellisa Vadakkepeedika Joshly Joseph Swaranjali Shelke



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**Protocols**

SOP 1	Workflow instruction for complaint filed.
SOP 2	Orient students about Gender Harassment Redressal Committee and squad.
SOP 3	Obtain declaration from each student regarding Gender Harassment offence.
SOP 4	Make students aware about consequences of offence.

**SOP 1**

**Purpose:** Standardize workflow instructions for complaints filed.

**Responsibility:** Gender Harassment Redressal Committee and Squad

**Procedure:**

- Formal complaint can be filed with Committee/Chairperson/ Members of Gender Harassment Redressal squad.
- If the student is not comfortable sharing the grievance, he/she may post a written complaint in the suggestion box outside the college office.
- Authenticity of complaint issued is examined by members deputed by the Chairperson.
- Initiation of the inquiry process by the members deputed by Chairperson.
- Post formal inquiry report is forwarded to Head of Institute (Principal).
- Appropriate action is recommended by Principal as per law (annexure), based on nature and gravity of incident.
- Principal of Institute shall forward recommendation to Gender Harassment Redressal Committee (MUHS)

**SOP 2**

**Purpose:** Orient students about Gender Harassment Redressal Committee and squad.

**Responsibility:** Chairperson of Gender Harassment Redressal Committee of St. Andrews College of Physiotherapy, Pune.



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**Procedure:**

New batch after admission is oriented about term "Gender/Sexual Harassment" & existence of Gender Harassment Redressal Committee & Squad within the institute so that they can report any kind of such activities immediately.

**SOP 3**

**Purpose:** To obtain declaration from each student regarding Gender Harassment offence.

**Responsibility:** Class In charge

**Procedure:**

- Each student must submit an affidavit with regards to Gender Harassment offence which is countersigned by parents.
- As per amendment in UGC guidelines, all students must fill Gender Harassment affidavit online at [www.genderharassment.in/](http://www.genderharassment.in/) [www.sacop.edu.in](http://www.sacop.edu.in)
- Documentation of above must be maintained at office of St. Andrews College of Physiotherapy, Pune.

**SOP 4**

**Purpose:** To make students aware about Punishment of offence

**Responsibility:** Gender Harassment Redressal Committee

**Procedure:** Consequence of offence established by Gender Harassment Redressal Committee must be displayed in premises for students notice

Member Secretary  
Gender Harassment Redressal Committee



Chairperson  
Gender Harassment Redressal Committee