



OFFICE OF THE PRINCIPAL

Sophia College for Women

Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

Anti-Sexual Harassment Compliance Policy

1.	Administrative Policy Number (APN): SCWAPN/36	Functional Area: to prevent and address instances of sexual harassment in the workplace.
2.	Brief Description of the Policy:	Purpose: to create a safe and respectful work environment. Audience: Staff and Students of the institution
3.	Policy Applies to:	Policies apply to Staff and Students of the institution.
4.	Effective from the Date:	26 th November, 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	IQAC Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	to prevent and address instances of sexual harassment.
10.	References for the policy	The sexual harassment of women at workplace (Prevention, prohibition and redressal) act, 2013 and subsequent revisions.

1. Introduction

Sexual Harassment Complaints Committee considers complaints on “unwelcome” sexually determined behavior (whether directly or by implication) such as:

- Physical contact and advances;
- Demand or request for sexual favors;
- Sexually colored remarks;
- Showing pornography;
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Sophia college for women has committed itself to provide a congenial and conducive atmosphere in which students teachers and non-teaching staff can work together in an environment free of violence ,harassment, exploitation and intimidation.

2. Objectives of the policy

The objectives of the Sexual Harassment Compliance Committee in our college include:

1. Creating a safe environment free of sexual harassment.
2. Promoting behaviors that ensure gender equality.
3. Providing resources for complainants.
4. Upholding the dignity of individuals and enforcing fundamental rights.
5. Preventing and addressing sexual harassment cases promptly.
6. Ensuring gender-based discrimination is eliminated.
7. Raising awareness about sexual harassment

3. Committee members

The composition and procedures unless specified otherwise will be as per the guidelines given by the statutory bodies whoever it is.

4. Roles and responsibilities of Anti-Sexual Harassment committee

1. Creating a safe and secure environment free from sexual harassment in the educational institution.
2. Promoting behaviors that ensure gender equality and equal opportunity.
3. Providing resources and support for complainants, and ensuring a fair and confidential inquiry process.
4. Upholding the dignity of individuals and enforcing fundamental rights like the right to life, liberty and equality.
5. Promptly addressing and redressing complaints of sexual harassment through an impartial investigation.
6. Raising awareness about sexual harassment and gender-based discrimination through seminars, talks and educational campaigns.
7. Ensuring the implementation of the college's anti-sexual harassment policy in letter and spirit.

5. Procedures to be followed by the committee

The Sexual Harassment Compliance Committee in the colleges follows procedures outlined by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013. These procedures include:

- **Receipt of Complaints:** Complaints are lodged in writing by the victim to the Coordinator or any member of the Committee or email to sexualharassment.complaints@sophiacollege.edu.in

The complaint must include details of the sexual harassment meted out to her within a period of 3 months from the date of the last incident.

- **Initial Enquiry:** The Committee conducts an initial enquiry to gather information about the complaint. This includes gathering evidence, interviewing witnesses, and recording statements.

- **Formal Enquiry:** If the initial enquiry suggests that sexual harassment has occurred, a formal enquiry is conducted. This involves a detailed investigation, including the collection of evidence, witness statements, and the submission of a report.
- **Interim Relief:** The Committee can provide interim relief to the complainant, such as protection against victimization, transfer, or leave.
- **Quorum:** The quorum for the committee meetings is at least 2/3rd of the members required to be present for the meeting.
- **Confidentiality:** The Committee maintains confidentiality throughout the process to ensure the complainant's privacy and safety.
- **Fair Enquiry:** The Committee ensures that the enquiry is fair, impartial, and conducted in accordance with the principles of natural justice.
- **Reporting:** The Committee submits an annual report detailing the complaints received, the actions taken, and the outcomes.
- **Awareness and Education:** The Committee organizes seminars, special talks, and speeches to raise awareness about sexual harassment and its prevention.
- **Implementation:** The Committee ensures that the institution's policy on sexual harassment is implemented in letter and spirit, and that all employees and students are aware of their roles and responsibilities.

These procedures are designed to ensure that the Sexual Harassment Compliance Committee in the college effectively addresses complaints of sexual harassment, provides support to victims, and promotes a safe and respectful work environment

A.P. Patil

IQAC Coordinator

Coordinator
IQAC
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Principa

Principal

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