

5.1 STUDENT SUPPORT

5.1.5

**THE INSTITUTION HAS A TRANSPARENT
MECHANISM FOR PREVENTION OF SEXUAL
HARASSMENT DURING THE YEAR 2022-2023**




Shri Vitthalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE

ISO 9001 : 2015 Certified
Kasarwadi, Post Sawarde, Tal. - Chiplun, Dist. - Ratnagiri 415 606
Phone : 02355-264149/137 Fax : 02355-264181
Email : sncdervan@gmail.com
Website : www.svjctsamarthnursing.com

(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

SEXUAL HARASSMENT PREVENTION COMMITTEE - 2022-2023

SR. NO.	NAME OF THE COMMITTEE MEMBER	DESIGNATION
1.	Dr. Suvarna N Patil (Medical Director B.K.L.W Hospital)	Chairperson
2.	Prof. Babasaheb Bhutkar (Principal SNC)	Secretary
3.	Prof. Tejal Surve (Vice Principal SNC)	Member
4.	Prof. Shraddha Sagvekar (Professor SNC)	Member
5.	Ms. Jessey Jacob (Assoc. Professor SNC)	Member
6.	Mrs. Vaishali Dalavi (Assoc. Professor SNC)	Member
7.	Mr. Milind Yashwantrao (A.A.O. B.K.L.W. Hospital)	Member
8.	Ms. Rupali Chvan (Social Worker B.K.L.W. Hospital)	Member


Principal
Samarth Nursing College
Kasarwadi, Sawarde,
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S.H.

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Date: 21/11/2022

CIRCULAR

Subject: - Sexual Harassment Prevention Committee Meeting 2022-2023

To,

Sexual Harassment Prevention Committee Members,

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde.

As above cited subject. As a part of our commitment to maintaining a safe and respectful work and academic environment, the Sexual Harassment Prevention Committee is scheduled to convene for its meeting during the academic year 2022-2023.

Agenda:

- Review and approval of the minutes from the previous meeting.
- Discussion on any reported incidents and their resolution status.
- Training and awareness programs for staff and students.
- Policy review and updates.

Date and Time: 25/11/2022 at 3.00pm

Venue: Conference hall of SVJCT's Samarth Nursing College.

Your active participation in this meeting is crucial as we work together to ensure a harassment-free environment within our organization. Please come prepared with any relevant updates or concerns within your respective domains.

Thank you for your commitment to fostering a safe and respectful atmosphere within our institution.

Best regards,

PRINCIPAL

SVJCT's Samarth Nursing College, Kasarwadi, Sawarde

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MINUTES OF THE SEXUAL HARASSMENT PREVENTION COMMITTEE MEETING

Date: 25/11/2022

Time:3:00PM

Venue: Conference Hall of SVJCT's Samarth Nursing College, Kasarwadi, sawarde.

Members Present:

- Dr. Suvarna N Patil (Medical Director, B.K.L.W Hospital) - Chairperson
- Prof. Babasaheb Bhutkar (Principal SNC) – Member
- Prof. Tejal Surve (Vice Principal SNC) - Member
- Prof. Shraddha Sagvekar (Professor SNC) - Member
- Ms. Jessey Jacob (Assoc. Professor SNC) - Member
- Mrs. Vaishali Dalavi (Assoc. Professor SNC) - Member
- Mr. Milind Yashwantrao (A.A.O. B.K.L.W. Hospital) - Member
- Ms. Rupali Chvan (Social Worker B.K.L.W. Hospital) - Member

Agenda:

- The Chairperson initiated the meeting by reviewing the minutes of the previous meeting held on 04/01/2022. The minutes were unanimously approved by the committee members.
- The chairperson asked to committee members regarding any reported incidents of sexual harassment to any students or employee of the institution. There was no any complaint of sexual harassment reported to committee by any student or employee.
- The committee deliberated on organizing training and awareness programs for both staff and students. It was suggested that workshops, seminars, and awareness campaigns should be conducted regularly to educate the college community about the prevention of sexual harassment. The committee also discussed collaborating with external experts for specialized training sessions.
- The committee reviewed the existing sexual harassment prevention policy and discussed possible updates to ensure its effectiveness. Members were encouraged to provide suggestions for improvement.

ACTION ITEMS:

- Assign responsibilities to committee members for organizing workshops, seminars, and awareness campaigns on sexual harassment prevention.
- Explore possibilities of collaborating with external experts for specialized training sessions.

- Form a subcommittee to review the existing sexual harassment prevention policy.
- Collect suggestions from committee members for updates and improvements.
- Set a deadline for the subcommittee to present their recommendations.
- Ensure that clear and confidential channels are in place for reporting incidents of sexual harassment.
- Maintain detailed records of committee meetings, actions taken, and any reported incidents.

The meeting was adjourned with vote of thanks by Prof. Tejal Surve (Vice Principal SNC Kasarwadi, Sawarde).



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SOP OF SEXUAL HARASSMENT

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5.1 STUDENT SUPPORT

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STANDING OPERATION PROCEDURE AND PREVENTION OF SEXUAL HARASSMENT AT SAMARTH NURSING COLLEGE

COMMITMENT:

Our Nursing College is committed to provide a work environment that ensures every student is treated with dignity and respect and afforded equitable treatment. The College is also committed to promote a positive environment that is conducive to the professional growth of its female and encourages equality of opportunity.

The college will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its female students are not subjected to any form of harassment.

SCOPE:

This policy applies to all categories of students of the College, including permanent management and workmen, temporaries, trainees and employees and also for students. The College will not tolerate sexual harassment, if engaged in by classmates or by staff or any other associate persons to the college.

Includes:

1. All Classes or other premises where the students attending classes.
2. All college-related activities performed at any other site away from the college premises.
3. Any social, functions where the conduct or comments may have an adverse impact on the college.

DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of sexual nature.

Sexual Harassment at the College includes:

1. unwelcome sexual advances (verbal, written or physical)
2. Demand or request for sexual favors any other type of sexually-oriented conduct,
3. Verbal abuse or 'joking' that is sex-oriented,

5. Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment and/or submission to such conduct is either an explicit or implicit term or condition of employment and /or submission or rejection of the conduct is used as a basis for making employment decisions.

RESPONSIBILITIES REGARDING SEXAL HARASSMENT:

All students of the College have a personal responsibility to ensure that their behavior is not contrary to this policy

All students and employees are encouraged to reinforce the maintenance of a work environment free from sexual harassment.

COMPLAINT MECHANISM:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of "Complaints Committee" has been created in the College for time-bound redressal of the complaint made by the victim.

COMPLAINTS COMMITTEE:

The College has instituted a Complaints Committee and squad for redressal of sexual harassment complaint (made by the victim) and for ensuring time bound treatment of such complaints.

Initially, and till further notice, the Complaints Committee will comprise of the following three members out of which at least 2 members will be women:

1. Dr. SUVARNA PATIL, Medical director, B.K.L.W. HOSPITAL
2. Mrs. TEJAL SURVE. Vice- Principal, S.N.C
3. Ms. JESSEY J. JACOB. Associate Professor, S.N.C.
4. Ms. Swetha Shivsagar Non-Teaching Staff

The Complaints Committee is responsible for:

- Investigating every formal written complaint of sexual harassment
- Taking appropriate remedial measures to respond to any substantiated allegations of sexual harassment
- Discouraging and preventing employment-related sexual harassment.

Procedure For Filing A Complaint/Grievance Without Revealing Identity:

If the complainant does not like to reveal her name for any grievance, she can drop the grievance(s) in the drop box placed outside the Counseling room. Here, it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- (a) Physical contact and advances.
- (b) Demand or request for sexual favors.
- (c) Sexually coloured remarks.
- (d) Showing pornography.

The following will also be treated as sexual harassment and are covered by the committee:

- Eve-teasing.
- Unsavory remarks.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Innuendos and taunts.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.

Procedure For Dealing With Complaints:

Filing of a complaint- If any associate believes that she/he has been subjected to sexual harassment, such person may file a complaint with any member of the committee. The committee member on receiving a complaint will intimate the committee head. The committee head would arrange for a meeting within a week of receipt of the complaint for discussing the complaint raised. Complaints must be brought within 30 working days of the incident of sexual harassment. Complaints brought after that time period will not be pursued absent extraordinary circumstances.

The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made in conjunction with the legal team. Every attempt will be made to get the complainant to provide the complaint in writing. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences and names of witnesses, if any. The complaint shall be signed by the complainant.

Process Of Enquiry:

- The committee will ask the complainant to prepare a detailed statement of incidents/ allegations. The statement of detailed statement of incidents/ allegations. The statement of allegation will be shared with the accused.
- The accused will be asked to prepare a response to the statement of allegations and submit to the committee within the given time. 13. The committee will take against the witness's testimonies of other relevant persons and review the evidence if necessary. The committee should ensure that due care is taken to avoid any retaliation
- During the enquiry process, the complainant and the accused would be expected to refrain from any form of threat, intimidation or influencing of witnesses.
- The committee will arrive at a decision after carefully and fairly reviewing the circumstances, evidences and relevant statements.
- The committee will ensure confidentiality during the inquiry process and will ensure that in the course of investigation a complaint:-

(a) Both parties will be given reasonable opportunity to be heard along with witnesses and to produce any other relevant documents.

(b) Upon completion of the investigation, both parties will be informed of the results of the investigation.

- The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.
- Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee will share the investigation details and the findings and agree on the applicable disciplinary action. This may include:-

(a) Restore any lost terms, conditions or benefits of employment to the complainant.

(b) Committee will take appropriate disciplinary action, including termination of the accused. All related documents will be maintained in the associate's folder, ensuring strict confidentiality.

DECISION AND ACTION

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee members will share the investigation details and the findings thereof with the appropriate functional head and agree on the applicable disciplinary action.

This may include some of all of the following :-

- (a) In the case of academic/administrative/ technical/ non-teaching staff/ management, disciplinary action could
- (b) Upon completion of the investigation, both parties will be informed of the results of the investigation.

The committee will investigate and prepare an enquiry report with recommendation within 4 weeks of the complaint being filed.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegation. If it is determined that harassment has occurred; prompt, remedial action will be taken. The committee will share the investigation.

- In the case of academic/administrative/ technical/ non- teaching staff/ management, disciplinary action could be in the form of one or more of the following:

- (i) Warning.
- (ii) Written apology.
- (iii) Adverse remarks in the Confidential Report.
- (iv) Denial of re-employment.
- (v) Stopping of increments/promotion.
- (vi) Any other relevant mechanism.
- (b) In case of students, disciplinary action could be in the form of:

- Warning.
- Written apology.
- Expulsion.
- Any other relevant mechanism.

Measures Undertaken:-

- (a) Conduct monthly meeting from class 5 to 10 girls.
- (b) Senior girls are given responsibility to overview other girls in school as well as in bus.
- (c) Lady Co-coordinators are allotted duty during recess time.
- (d) Gents Co-coordinator is allotted duty during assembly and dispersal.
- (e) In special day arrange Orientation class from class 5 to 10 girls.
- (f) For junior girls (class 1 to 4), lady teacher taught them about good touch and bad touch, how to keep them safe from this.
- (g) Lady committee members take information in every week from senior girls and talk with them about their problems.
- (h) Gents Co-ordinators checks the bags of senior boys whether they bring mobile or other things with them or not. We are blessed that till date no such occurrences took place.

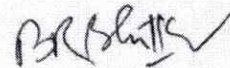
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CONCLUSION:

The nursing college will ensure that all women employees and girl students will feel safe and secure in the premises. The policy will be implemented and reviewed by the Committee from time to time as per the need. The school reserves the right to amend, abrogate, modify, and rescind/reinstate the entire policy or any part of it any time.

Name of Committee Member:

1. Dr. Suvarna Patil, Medical Director, B.K.L.W.Hospital.
2. Mrs. S.Karpagalatta, Principal, Snc.
3. Mrs. Sujata Pawar, Assistant Professor, Snc
4. Mrs. Tejal Surve., Assistant Professor, Snc
5. Mr. Milind Yashwantrao, A.A.O. B.K.L.W.Hospital.
6. Mrs. Sneha Vinchu., B.K.L.W.Hospital.
7. Ms. Rupali Chavan, Social Worker, B.K.L.W.Hospital.



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