INTERNAL COMPLAINTS COMMITTEE

This committee has been formed at Dharmsinh Desai University, Nadiad, to address issues under THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013.

The purpose of this committee is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of nomination

The following committee members are appointed under section 4 of said Act:

Presiding Officer	Dr. Laxmi Desai	Mathematics Department, DDU	hod.maths@ddu.ac.in	9925040187
Members	Prof. Shweta Gaur	Faculty of Technology, IC department, DDU	shwetagaur.ic@ddu.ac.in	9427428343
	Prof. Shefali Gandhi	Management and Information Science, DDU	ssgandhi.bca@ddu.ac.in	8980813382
	Ms. Mayuree Patel	Faculty of Pharmacy, DDU	mayureepatel.ph@ddu.ac.in	7435922582
	Prof. Aditi Panda	Dharmsinh Desai Institute of Commerce (English Medium)	aditipanda66@gmail.com	9662589998
Member from NGO	Ms. Jayshree Vaishnav (Advocate)	30, Nimisha Tenaments, Kishan Samosa Lane, College road, Nadiad.		9427574789

(Prof M R Bhavsar)

Registrar (I/C)

NAAC ACCREDITED

ISO 9001 : 2008
Certificate No. 5673 QMS 001

DHARMSINH DESAI UNIVERSITY

Women Cell Composition

University Women Cell Coordinator **: Dr. Tejal G Soni**		
Faculty of Medical Science and Research		
Dr. Alkaben Dave	Anesthesia department	
Dr. Purviben Khristi	Microbiology department	
Faculty of Technology—Women cell coordinator- Ms. Sweta Gour (IC)		
Ms. Ameeben Parekh	Departmental Coordinator(Civil)	FOT
Ms. Hetal Shah	Departmental Coordinator (EC)	FOT
Ms. Pallavi Darji	Departmental Coordinator (EC)	FOT
Ms. Anjali Thakur	Departmental Coordinator (Humanity)	FOT
Ms. Nikita Desai	Departmental Coordinator (IT)	FOT
Ms. Brijesha Rao	Departmental Coordinator (IT)	FOT
Ms.Dipali shah	Departmental Coordinator (Chemical)	FOT
Ms. Shital Shah	Departmental Coordinator (CE)	FOT
Ms.Bhavika Gambiya	Departmental Coordinator (CE)	FOT
Ms. Rinal Mistry	Departmental Coordinator (IC)	FOT
Faculty of Management and Information science- Women cell coordinator- Ms. Minal Shah		
Ms. Mansi Rathod	Departmental Coordinator (MBA)	MIS
Ms. Hetal Shah	Departmental Coordinator (MCA)	MIS
Ms. Swati adhiya	Departmental Coordinator (BCA)	MIS
Faculty of Dental Science- Women cell coordinator- Dr. Shalini Agrawal		
Dr. Nidhi Jethal	Departmental Coordinator	FOD
Dr. Heena pandya	Departmental Coordinator	FOD
Faculty of Pharmacy- Women cell coordinator- Dr. Mayuree Patel		
Dr. Carol Macwan	Departmental Coordinator	FOP
Ms. Dinal Patel	Departmental Coordinator	FOP
Faculty of Commerce/BBA- Women cell coordinator- Ms. Ripal Vaidya		

INTERNAL COMPLAINTS COMMITTEE (ICC)
Women Cell
Dharmsinh Desai University

Guidelines for Sexual Harassment of women at workplace under Prevention, Prohibition and Redressal Act, 2013.

Code of conduct for work place
Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the well being of all women employees at the work place the following code of conduct has been prescribed:-

1. It shall be the duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place.
2. Sexual harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:

i. Eve-teasing
ii. Unsavory remark
iii. Jokes causing or likely to cause awkwardness or embarrassment
iv. Innuendos and taunts
v. Gender based insults or sexiest remark
vi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
vii. Touching or brushing against any part of the body and the like
viii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
ix. Forcible physical touch or molestation.
x. Physical confinement against one's will and any other act likely to violate one's privacy.

And also includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place. Hostile or intimidating to a person belonging to the other sex, only on the ground of sex.

The mechanism for redressal of complaints and further Procedure to be followed for conducting enquiry by the Complaints Committee is as follows:

(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at Work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted.
(Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.)
(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

(3)If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaint the head of the organization shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.
(4) The Internal Committee or, as the case may be, may before Initiating inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation.
(5) Where a settlement has been arrived at under sub-section (*1*), the Internal Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer and a copy to the Local committee regarding action taken as specified in the recommendation.
(6) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (*2*) to the aggrieved woman and the respondent.

***Punishment for false or malicious complaint and False Evidence**
Where the Internal Committee of the Campus arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Competent authority , to take action against the woman or the person who has made the complaint under ,sub-section (2) of section 9, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, **in such manner as may be prescribed.**

Disciplinary Action:
Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

Third Party Harassment:
Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons incharge shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

Submission of Report's by Internal Complaint Committee:
(1) The Internal Committee shall in each calendar year prepare, in Prescribed form and prescribed time as may be prescribed, an annual report and submit the same to the employer and the District Officer.
(2) The Institute shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of the Institute or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer

Constitution of Internal Complaints committees under Sexual Harassment of women at work place under (Prevention, Prohibition and Redressal Act, 2013).

Women's Cell was constituted in DDU with an objective of looking after the welfare of the women employees and students, to facilitate redressal of their grievances, to help maintain a harmonious atmosphere at campus and to enable women to pursue their work with dignity and reassurance

On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental right of women to work in a safe environment. The Supreme Court has defined 'sexual harassment' to include: Any one or more of the following acts or behaviour (whether directly or by implication), namely:

- physical contact and advances;
- demand or request for sexual favours;
- Sexually oriented remarks
- Showing pornography
- Use of electronic media (phone, internet, intranet) for perpetrating any of the above
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:

- implied or explicit promise of preferential treatment in employment;
- implied or explicit threat of detrimental treatment in employment;
- implied or explicit threat about her present or future employment status;
- interference with her work or creating an intimidating or offensive or hostile work environment for her;
- humiliating treatment likely to affect her health or safety.

Often such behaviour goes unpunished because of hesitation on the part of women to report such behaviour out of a sense of shame or fear or both. It is important for women to protest against any behaviour that they feel is unwanted and unacceptable. The ICC of DDU will shoulder the responsibility with the aim of providing women an appropriate complaint mechanism against unwelcome sexually determined behaviour whether directly or by implication.

The action can be taken against the offender by ICC_DDU is as per the CCS (Conduct) Rules, 1964 and the Inquiry Report under the rules. In case, it has been proved that the offender has indulged in sexual harassment at the work place, appropriate disciplinary action would be taken against him. Where such conduct amounts to a specific offense under the Indian Penal Code or under any other law, a complaint shall be filed with the appropriate authority for action to be taken in accordance with the law.

The Role of the Committee

- To act as Inquiry Authority on a complaint of sexual harassment.
- To ensure that complainant and witnesses are not victimized or discriminated because of their complaint. To take proactive measures towards sensitization of all those.

- The New Act of Parliament 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013' [SHWW (PPR) Act] has received the assent of the President of India and promulgated on 22nd April, 2013.
- In exercise of the powers conferred by Section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government notified Rules on 09th December, 2013.
- Office Memorandum was circulated by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) dtd 27th November 2014 on 'The Alignment of Service Rules with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013'.

The Bill defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges. Every employer is required to constitute an Internal Complaints Committee at each office or branch with 10 or more employees.

- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainant.

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Members:	Prof. Shweta Gaur Prof. Shefali Gandhi Ms. Mayuree Patel Ms. Saloni Rana Dean of Faculty from Complainant's origin/Faculty	Faculty of Technology, IC Department, DDU Faculty of Management and Information Science, DDU Faculty of Pharmacy, DDU Faculty of Business Administration, DDU As applicable
Member from NGO:	Ms. Jayshree Vaishnav (Advocate)	30, Nimisha Tenaments, Kishan Samosa Lane, College Road, Nadiad M: 9427574789

Dr. L.S. Desai

Women Cell Coordinator

Professor

Faculty of Technology

D.D. University