



SARASWAT EDUCATION SOCIETY'S

*Sridora Caculo College of Commerce & Management Studies*

(Affiliated to the Goa University)

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Re-accredited by NAAC with B Grade (2<sup>nd</sup> Cycle)

ISO 9001:2015 CERTIFIED

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**POLICY ON SEXUAL HARASSMENT**  
**(Prevention, Prohibition and Redressal of Sexual Harassment of Women**  
**Employees and Students)**

**Preamble:**

The Internal Complaint Committee of SES's Sridora Caculo College of Commerce and Management Studies is legally bound and fully committed to provide a campus environment, free from violence, harassment, and exploitation to the students, teaching and non-teaching staff on the college campus. This includes all forms of gender violence, sexual harassment against women. The Committee members shall extend full assistance and support to the "aggrieved woman" in writing the complaint of Sexual Harassment. The members are duty bound to be fully aware of the responsibilities and duties under the UGC Regulations, 2015 as well as under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**The Policy Statement:**

SES's Sridora Caculo College of Commerce and Management Studies, Khorlim, Mapusa, Goa is committed to providing a safe environment for the students, teaching & non-teaching staff on the college campus; free from exploitation, intimidation, violence, harassment, including sexual harassment. The college holds in high esteem the dignity of women and strictly believes in promoting gender equality.

SES's Sridora Caculo College of Commerce and Management Studies will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.

No one will be victimized for making such a complaint.

**Formation of the Internal Complaint Committee:**

The Internal Complaint Committee of the SES's Sridora Caculo College has been constituted under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace(Prohibition, Prevention & Redressal) Act, 2013.

**Objectives of the Policy:**

- To ensure compliance of the provisions of Sexual Harassment of Women at Workplace Act, 2013 (POSH Act).
- To ensure that the in-house Grievance Redressal Mechanism as mentioned under the Act is implemented to the full letter and spirit.
- To provide an environment free of gender discrimination.

- To prevent and redress complaints of sexual harassment and for matters connected therewith or incidental thereto.
- To assist the “Aggrieved Woman” to make the complaint relating to any act of Sexual Harassment at Workplace.
- To create and maintain a secure campus environment that will help avert acts of sexual harassment

### **Scope of the Policy:**

1. This policy applies to all students, teaching & non-teaching staff (including contract staff/daily wage staff)

### **2. Definitions:**

#### **Aggrieved Woman:**

Section 2 (a) of the Act mentions as: “Aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

#### **Employee:**

“employee” means a person as defined in the Act (i.e. “employee” means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name)

and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps

#### **Campus:**

Means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI.

### **3. Sexual harassment:**

(i) “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-

- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography”

(ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;

- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

### **Practices:**

#### **1. Constitution of Internal Complaints Committee:**

(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;
- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(2) At least one-half of the total members of the ICC shall be women.

(3) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

#### **2. Process of making complaint of sexual harassment:**

An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing;

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

#### **3. Process of conducting Inquiry-**

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

#### 4. Punishment and compensation-

(1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

(b) suspend or restrict entry into the campus for a specific period;

(c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(d) award reformatory punishments like mandatory counselling and, or, performance of community services.

#### 5. Action against frivolous complaint:

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs.

#### Members of the Internal Complaint Committee

Sr. no.	Name & Designation	Position in the Committee
1.	Dr. Smita Shrivastava, Associate Professor, Department of Commerce, Management and Accountancy	Presiding Officer
2.	Mr. Satyajit Hirve, Associate Professor	Faculty Member
3.	Adv. Ruta Kenkre, Assistant Professor, Department of Law	Faculty Member
4.	Ms. Suchita Sawant	Non teaching staff
5.	Ms. Suchita Joshi	Non teaching staff
6.	Mrs. Alpana Parulekar	External Member
7.	One Student From UG ( L.R)	Student Member



03.05.2024

**Dr. Smita Shrivastava**  
Presiding Officer, IC  
and IQAC Coordinator



03.05.2024

**Prof. Santosh Patkar**  
PRINCIPAL

