

DPU

Dr. D. Y. PATIL VIDYAPEETH, PIMPRI, PUNE
(Deemed to be University)

(Accredited (3rd Cycle) by NAAC with a CGPA of 3.64 on four point scale at 'A++' Grade)
(Declared as **Category - I University** by UGC Under Graded Autonomy Regulations, 2018)
(An ISO 9001:2015, ISO 14001:2015 Certified University)

Internal Committee Policy for **Prevention of Sexual Harassment (PoSH)** of women at workplace



Amended in March 2024

NOTIFICATION

In pursuance of the resolution passed by the **Academic Council** at its meeting held on **15th March, 2024** vide **Resolution No. AC-14 (vi)-24** and by the **Executive Council** at its meeting held on **22nd March 2024** vide **Resolution No. EC-14(vi) -24**.


It is hereby notified for the information of all concerned that Dr. D. Y. Patil Vidyapeeth, Pune has published "**Revised Policy for the Internal Committee for Prevention of Sexual Harassment (POSH) of Women at the Workplace (Amended in March, 2024)**" for the staff of the Vidyapeeth.

This Policy comprises of the following parts:

1. Objectives
2. Scope
3. Constitution
4. Key Responsibilities
5. Grievance Mechanism
6. Disciplinary actions

The "**Revised Policy for the Internal Committee for Prevention of Sexual Harassment (POSH) of Women at the Workplace (Amended in March, 2024)**" will serve as a detailed guideline and will be useful to all concerned. This will come into force with immediate effect.




(Dr. Narendra M. Kadu)
Registrar

Copy to;

1. P.S. to Chancellor for the Kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
2. P.S. to Vice Chancellor for the Kind information of Hon'ble Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
3. P.S. to Pro Vice Chancellor for the Kind information of Hon'ble Pro Vice Chancellor, Dr. D.Y. Patil Vidyapeeth, Pune.
4. Director (IQAC), Dr. D.Y. Patil Vidyapeeth, Pune.
5. Director (Administration: Quality Assurance, Faculty Development & Research), Dr. D. Y. Patil Vidyapeeth, Pune
6. Director (Research), Dr. D.Y. Patil Vidyapeeth, Pune.
7. Controller of Examinations, Dr. D.Y. Patil Vidyapeeth, Pune.
8. Finance Officer, Dr. D.Y. Patil Vidyapeeth, Pune.
9. All the Heads of the Colleges / Institutes of DPU
10. Webmaster for uploading on DPU website.

Encl: As above

INTERNAL COMMITTEE POLICY FOR PREVENTION OF SEXUAL HARASSMENT (POSH) OF WOMEN AT WORKPLACE.

WHEREAS Dr. D. Y. Patil Vidyapeeth, Pune popularly known as "DPU", managed by **Dr. D. Y. Patil Vidyapeeth Society, Pune**, was declared as "Deemed-to-be-University", **under Section 3 of UGC Act 1956** in 2003. To start with, there was one constituent college i.e. Dr. D. Y. Patil Medical College, Hospital and Research Centre, Pune. Later on a few more constituent colleges were established and / or brought under the ambit of the DPU.

AND WHEREAS today the Vidyapeeth has 14 constituent institutions under its umbrella. All the institutions have the approval / recognition of the relevant statutory bodies to offer UG, PG Degree Super-specialty and Ph.D. programmes in relevant and emerging disciplines, specializations and super specializations.

AND WHEREAS as per the guidelines and norms laid down by Hon'ble Supreme Court in Vishakha and others V/s State of Rajasthan and others (JT 1997(7) SC 384).

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2019 sub clause 10.7 and sub-sub Clause No. 10.07.1 and 10.07.2 of the Regulations and also provisions of the Bye-Laws of Dr. D. Y. Patil Vidyapeeth Pune, Bye Law No 1.1.4 clause No. xiii provides that the Board of Management shall be the principal organ of management and the apex executive body of the institution deemed to be university, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of Institution Deemed to be University.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) Regulations, 2023 in Clause Nos. 17 B (a) and also as per the provisions of the Byelaws of Dr. D. Y. Patil Vidyapeeth Pune, Bye Law No.1.2.4 which contains the powers of Academic Council to make recommendations to the Executive Council for matters of academic interest.

AND WHEREAS, under the University Grants Commission (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 [No. F. 91-1/2013(TFGS)], in exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the UGC Act, 1956, it is mandated that Dr. D.Y. Patil Vidyapeeth and its constituent colleges establish an Internal Committee (IC) to ensure the prevention, prohibition, and redressal of sexual harassment. and ensuring compliance with legal protections to maintain a safe and equitable work environment, while upholding gender equality and fostering institutional harmony.

Preamble and Background:

This policy is established to prevent and redress sexual harassment at the workplace, ensuring that "No woman shall be subjected to sexual harassment at any workplace" (Clause 3.1). It reflects the commitment of Dr. D.Y. Patil Vidyapeeth to uphold a safe, equitable, and dignified environment for women employees, students, and visitors.

Introduction:

The **Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013** provides protection to women against sexual harassment at the workplace and ensures a mechanism for addressing complaints. This policy document is designed to enforce these provisions, ensuring that the workplace at Dr. D.Y. Patil Vidyapeeth remains free from any form of sexual harassment.

Dr. D.Y. Patil Vidyapeeth, Pune, acknowledges the profound impact that sexual harassment has on women's dignity, well-being, and career growth. Therefore, in compliance with the **UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**, the Vidyapeeth has established an Internal Committee (IC) to address and resolve complaints related to sexual harassment.

Objective:

The objective of this policy is to create a safe, respectful, and inclusive workplace and academic environment for women. The policy aims to:

- Prevent acts of sexual harassment.
- Protect women from harassment through a fair grievance mechanism.
- Promote gender equity by addressing issues of sexual harassment in a timely and sensitive manner.

Scope:

This policy applies to all women employees, students, contractual staff, and visitors at Dr. D.Y. Patil Vidyapeeth, Pimpri, Pune and its constituent colleges, covering incidents of sexual harassment occurring within its premises or during official events and activities.

This includes:

- **Employees:** Permanent, temporary, probationary, trainees, and contractual employees.
- **Students:** Those enrolled in any academic program at the university.
- **Vendors/Contractors/Visitors:** Individuals who interact with the university or its members.

Definitions:

• Sexual Harassment:

- Any unwelcome act or behaviour
- Physical contact or advances.
- Demand or Requests for sexual favors.
- Making sexually colored remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

- **Distressed Woman:** Any woman, of any age, working, studying, or visiting Dr. D.Y. Patil Vidyapeeth, who alleges to have been subjected to sexual harassment.
- **Workplace:** Includes all locations under the jurisdiction of the Vidyapeeth, including transportation provided by the employer, or other areas considered an extension of the workplace.

Constitution of the Internal Committee (IC):

Dr. D.Y. Patil Vidyapeeth shall establish an Internal Committee (IC) to address and redress complaints related to sexual harassment. The IC shall function as per the Act, 2013 (POSH Act) mandate.

According to the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, the composition of the Internal Committee (IC) is outlined as follows:

1. Presiding Officer:
 - a. The Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university).
 - 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.
 - c. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively.
 - d. one member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
2. At least one-half of the total members of the ICC shall be women.
3. Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
4. The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one –third of the members of the ICC may change every year.
5. Where the Presiding Officer or any member of the Internal Committee:
 - a. Contravenes the provisions of section 16 of the Act; or
 - b. has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - c. he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - d. has so abused his position as to render his continuance in office prejudicial to the public interest,

Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.”

- **Key Responsibilities of the Internal Committee:** The Internal Complaints Committee shall:
 - (a) provide assistance if an employee or a student chooses to file a complaint with the police; 16 THE GAZETTE OF INDIA: EXTRAORDINARY [PART III—SEC. 4]
 - (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant’s rights and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
 - (c) protect the safety of the complainant by not divulging the person’s identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender.
 - (d) ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment; and
 - (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.
- **Grievance Mechanism:**
 - **Complaint Filing:** Any aggrieved woman may file a complaint in writing to the IC within three months of the incident. This period may be extended if justified.
 - **Inquiry Process:**
 - The IC will conduct an inquiry in a confidential, unbiased manner, giving both parties an opportunity to present their evidence.
 - The inquiry should be completed within 90 days.
- **Interim Measures:** During the inquiry, the IC may recommend interim relief, such as granting leave to the complainant or changing the workplace of the respondent.
- **Disciplinary Actions:**

Following the inquiry, the IC may recommend the following actions:

- **For Employees:** Warning, termination, withholding promotion, salary deduction.
 - **For Students:** Suspension, expulsion, withholding results or degrees.
 - **For Visitors/Vendors:** Ban from university premises, termination of contract.
- **Conciliation:**
- Before the inquiry, the IC may, upon request, facilitate conciliation between the parties, provided that no monetary settlement is involved. If conciliation is successful, the complaint will be considered resolved.

- **Confidentiality:**
- The IC will ensure that all aspects of the case, including the identity of the complainant, respondent, and witnesses, remain confidential. Breaching confidentiality will result in disciplinary actions.

- **Protection Against Retaliation:**

Dr. D.Y. Patil Vidyapeeth prohibits retaliation against complainants or witnesses participating in the inquiry process. Any retaliatory actions will be treated as a separate offense and lead to disciplinary measures.

- **False Complaints:**

If a complaint is found to be false or malicious, the complainant may face disciplinary action. However, a complaint will not be treated as false merely because it is unsubstantiated.

- **Awareness and Training:**

The Vidyapeeth will:

- Regularly organize sensitization programs and workshops to educate students and employees about sexual harassment and their rights under this policy.
- Provide training to IC members on handling cases of sexual harassment.

- **Monitoring and Reporting:**

The IC will submit an annual report detailing the number of complaints received, inquiries conducted, and outcomes. This report will be submitted to the Vidyapeeth administration and the appropriate government authority.

Conclusion:

Dr. D.Y. Patil Vidyapeeth's commitment to maintaining a safe and harassment-free environment is both progressive and essential. The establishment of the Internal Committee not only aligns with legal mandates but also reflects the institution's deep-rooted values of dignity, equality, and respect for all its members. By adopting a structured approach toward the prevention and redressal of sexual harassment, the Vidyapeeth ensures that its students, staff, and faculty members are empowered to work and study in an environment that promotes mutual respect and inclusivity.

The institution's proactive perspective on sexual harassment prevention underscores its broader mission to foster an atmosphere of growth, learning, and academic excellence. By addressing these critical issues with sensitivity and diligence, Dr. D.Y. Patil Vidyapeeth reaffirms its role as a responsible educational leader, dedicated to upholding the highest standards of integrity and ethical conduct. This continued focus on gender equity and the well-being of its community members not only enhances the institution's reputation but also strengthens the trust placed in it by its stakeholders.

Date of Implementation: 12/04/2019

Date of Revision: 22/03/2024

Sd/-
Dr. Narendra M. Kadu
Registrar