



**PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI**

INDEX

Criteria No. : 6 – Governance, Leadership and Management

Key Indicator : 6.1 Institutional Vision and Leadership

Metric No. : 6.1.2 (QIM)

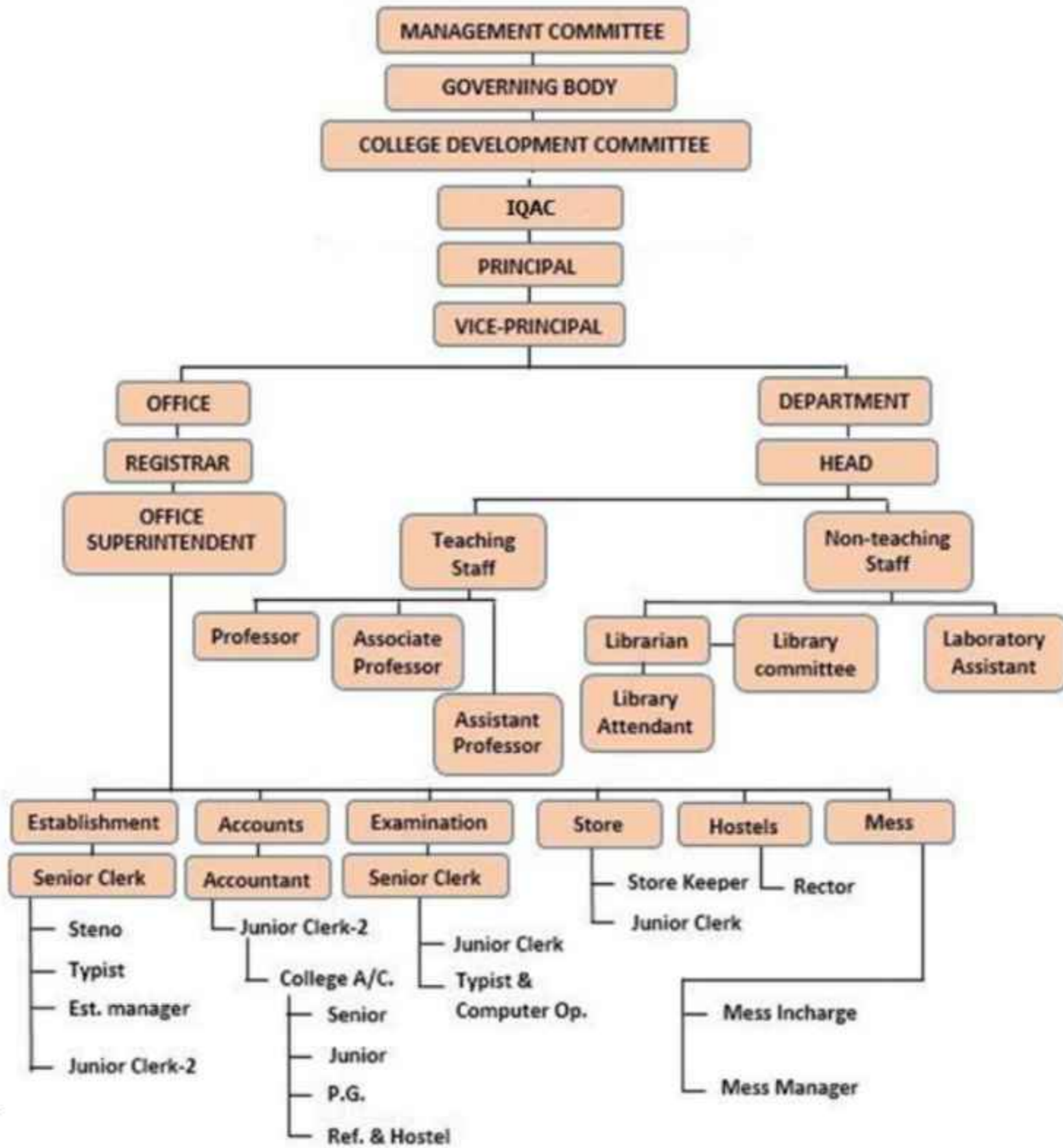
File Name : The effective leadership is visible in various Institutional practices such as decentralization and Participative management.

(Academic Year 2023-2024)

Sr. No	Content
1.	Decentralization Management
2.	List of functional committee for decentralization
3.	Women Empowerment cell taken as an example and MOM
4.	Policy documents for Women empowerment cell
5.	SOP of WEC and IAEC as a sample
6.	Policy Document of PRES Loni for Atrocities Against Women



Principal
Pravara Rural College of Pharmacy
Pravaranagar, Ap.Loni-413 736





PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

LIST OF FUNCTIONAL COMMITTEES/CELLS

Sr.No	Name of the committee/Cell	Students representation
1.	Academic/ Programme Committee	Yes
2.	Admission Committee	
3.	Affiliations Cell (SPPU/PCI/AICTE/DTE)	
4.	Alumni Cell	Yes
5.	Antiragging Committee/Antiragging squad	Yes
6.	Student Development/ Welfare Committee	Yes
7.	Career Guidance / Training & Placement Cell	
8.	Sports & Extracurricular activity Committee	Yes
9.	Code of Conduct & Discipline Committee	Yes
10.	Skill & Entrepreneurship Development Cell	Yes
11.	Student Council	Yes
12.	Examination Committee	
13.	Grievance Redressal Cell	Yes
14.	Hostel Committee	Yes
15.	IAEC	
16.	Institute-Industry Interaction cell	Yes
17.	IQAC	Yes
18.	Library Committee	Yes
19.	Store & Maintenance Committee	Yes
20.	Student Mentoring Committee	Yes
21.	Equal Opportunity Cell (SC/ST/OBC/Minority & Divyanggan)	Yes
22.	NSS	Yes



PRAVARA RURAL EDUCATION SOCIETY'S
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23.	Publicity Committee	Yes
24.	Women Empowerment Cell	Yes
25.	Internal Complaints Committee & Antiharassment Squad	Yes
26.	CDC	
27.	GB	
28.	Research Committee (Promotion & Evaluation)	
29.	Innovation & Incubation Cell	Yes
30.	DIC	
31.	Parent Teacher Association	Yes
32.	Website Committee	
33.	Scholarship Committee (Non Government)	Yes



Principal
Pravara Rural College of Pharmacy
Pravaranagar, Ap.Loni-413 736



Date 26/12/2023

CIRCULAR

All the Staff are hereby informed that the meeting of "Women Development Cell" has been planned on 28 December 2023 for the Girl Students.

Time: 2:00pm

Venue: Seminar Hall, Pravara Rural College of Pharmacy, Pravaranagar

Agenda of the meeting:

Sr.No	Agenda
1	To discuss about the discipline to be followed during college timings
2	To look into complaints received from girl students




PRINCIPAL

(Dr. Sanjay Bhawar)
Principal
Pravara Rural College of Pharmacy,
Pravaranagar



Date 26/12/2023

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(Dr. Sanjay Bhawar)
Principai
Pravara Rural College of Pharmacy,
Pravaranagar



Date 26/12/2023

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PRINCIPAL

(Dr. Sanjay Bhawar)

Pravara Rural College of Pharmacy,
Pravaranagar, Loni

Date: 28/12/2023

Minutes of Meeting:

1. The members of the Women Development Cell were present for the meeting in the seminar hall.
2. The coordinator of the cell welcomed the gathering.
3. It was told to all the girls that once the student enter the college campus will not leave the college or not bunk the lectures until the college academics is completed for the day.
4. No permission will be given to the student unless it is genuine matter.
5. The students were told not to carry mobile phones during lectures or practicals. If found penalty will be issued by the college.
6. The students were asked to follow proper dress code and shoes to avoid accidents in the laboratory as a girl from second year had dropped liquid phenol on her leg.
7. The Co-ordinator of the cell gave vote of thanks.

Action Taken:

1. It was decided that the hostel in charge will first call the parents of the student while signing on the leave form.
2. Any student if for any reason have to go home or hostel have to first write an application to the class teacher and also take sign of Principal Sir.



Name of the event: Meeting women Development cell
28/Dec/2023

Sr.No	Name of the Student	Class	Sign
1)	Weljani Pallavi Sanjay	F.Y.D	Pallavi
2)	Barude Bhakti Ramesh	F.Y.D	Bhakti
3)	Barude Bhakti	F.Y.D	Bhakti
4)	Dokhe Samrudhi	F.Y.D	Dokhe
5)	Tatne Siddhi	F.Y.D	Tatne
6)	Kalyani Pardeshi	F.Y.D	Kalyani
7)	Donawar Soloni	F.Y.D	Soloni
8)	Derkar Shradha	F.Y.D	Shradha
9)	Ghotekar Kavaji	F.Y.D	Kavaji
10)	Kumatkar Rutuja	F.Y.D	Rutuja
11)	Ghigre Vrushali	F.Y.D	Vrushali
12)	Darekar Vaishnavi	F.Y.D	Vaishnavi
13)	Kadam Neeta	F.Y.D	Neeta
14)	Ahote Tej	S.T. Pharm.D	Tej
15)	Dengale Vaishnavi	S.T. Pharm.D	Vaishnavi
16)	Pinjari Aayasha	S.Y. Pharm.D	Aayasha
17)	Warghade Pranjali	S.Y. Pharm.D	Pranjali
18)	Shaikh Tammam	S.Y. Pharm.D	Tammam
19)	Bhusari Pallavi	F.Y.M.P.	Pallavi
20)	Dushing Pratibha	F.Y.M.P.	Pratibha
21)	Dokhe Nikita	F.Y.M.P.	Nikita
22)	Patil Dhanshree	F.Y.M.P.	Dhanshree
23)	Nilakh Minakshi	F.Y.M.P.	Minakshi
24)	Benke Aditi	F.Y.M.P.	Aditi



Name of the event: meeting WEC cell

Sr.No	Name of the Student	Class	Sign
25	Tambe Rupali Narasaheb	First y. B	<u>R</u>
26	Vaishali Laxman ghode	First y B	<u>V.V. Ghode</u>
27	Diksha Rokade	First y B	<u>Diksha</u>
28	patel sania	First y B	<u>Sania</u>
29	Dhawale Arti Ashok	First y B	<u>Arti</u>
30	Sanika Bankar	First y B	<u>Sanika</u>
31	Laware Pallavi	First y B	<u>Pallavi</u>
32	Deshmukh Anushka	First y B	<u>Anushka</u>
33	Kunde Prachi	First y B	<u>Prachi</u>
34	Munbade Arunad	F.Y.B	<u>Arunad</u>
35	Dalvi Deepyani	F.Y.B	<u>Deepyani</u>
36	Priyanka Mahale.	F.Y.B	<u>Priyanka</u>
37	Sweeta Khernar	F.Y.B	<u>Sweeta</u>
38	Kirti Shelke	F.Y.B	<u>Kirti</u>
39	V. Vikhe Vaishnavi	F.Y.B	<u>Vaishnavi</u>
40	Aradhna Patole	F.Y.B	<u>Aradhna</u>
41	Rutuja Joshi	F.Y.B	<u>Rutuja</u>
42	Jondhale Sneha	F.Y.B	<u>Sneha</u>
43	Lohmge Tejal	F.Y.B	<u>Tejal</u>
44	Ghugre priyanka	F.Y.B	<u>Priyanka</u>
45	Bankar Sanika	F.Y.B	<u>Sanika</u>
46	Cholke Akansha	F.Y.B	<u>Akansha</u>
47	Sapte Rutika	F.Y.B	<u>Rutika</u>
48	Dhumse Manisha	F.Y.B	<u>Manisha</u>



Name of the event: Meeting women Development cell

Sr.No	Name of the Student	Class	Sign
49	Gadhore Abanaha	T.Y.BPh	@kano
50	Hale Rutuja	T.Y.B.Pharm	Rudija
51	Vikhe Bhagyashree	T.Y.B.P	Vikhe
52	Shifa sayyad	T.Y.B.P	Sayyad
53	Lahare smita	T.Y.B.Ph	Smira
54	Davankar Pratiksha	T.Y.B.Pharm	PD
55	Jeevapnal karle	T.Y.B.Ph	Karle
56	Gore Arti	T.Y.B.Ph	darti
57	Satke sabhi	T.Y.B.Ph	Satshi
58	gane Prajwal	T.Y.B.Ph	prajwal
59	Gajikwad unmila	T.Y.B.Ph	unmila
60	Bawake Pradnya	T.Y.B.Ph	Bawake
61	Jangle mayuri	T.Y.B.Ph	Mayuri
62	Pawar Anjali	T.Y.B.Ph	Power



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Date: 20/07/2023

OFFICE ORDER

To,
The Women Development Cell,
PRCOP, Pravaranagar

Sub: Constitution of the Women Development Cell.

All the following staff members are hereby informed that you are being appointed as members of The Women Development Cell which is constituted as below.

Sr. no.	Name of member	Designation
1	Dr.Sanjay Bhawar	President
2	Mrs Dhamak Kavita	Co-ordinator
3	Mrs Hemlata Bhawar	Member
4	Mrs. Sunayana Vikhe	Member
5	Ms. Rajashree Ghogare	Member
6.	Mrs. Vandana Badhe	Non Teaching
7.	Ms Shrutika Vikhe	Student representative
8.	Ms Neha Survase	Student representative
9.	Miss Swapnali Gaikwad	Student representative
10.	Miss. Abhidnya Iyer	Student representative
11.	Miss. Cholke Samiksha	Student representative

Copy to IQAC

1. Dr. Sanjay Bhawar
2. Mrs Dhamak Kavita
3. Mrs Hemlata Bhawar
4. Mrs. Sunayana Vikhe
5. Ms. Rajashree Ghogare

6. Mrs. Vandana Badhe
7. Ms. Neha Survase
8. Ms Shrutika Vikhe
9. Miss Swapnali Gaikwad
10. Miss. Abhidnya Iyer
11. Miss. Cholke Samiksha



Principal

PRINCIPAL

Pravara Rural College of Pharmacy
Pravaranagar, A/p.Loni-413716



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Women Development Cell"/ "Women Empowerment Cell"

2023-2024

Sr.No.	Name	Designation
1	Dr.Sanjay Bhawar	President
2	Mrs Dhamak Kavita	Co-ordinator
3	Mrs Hemlata Bhawar	Member
4	Mrs. Sunayana Vikhe	Member
5	Ms. Rajashree Ghogare	Member
6	Mrs. Vandana Badhe	Non Teaching
7	Ms Shrutika Vikhe	Student representative
8	Neha Suravase	Student representative
9	Ms. Swapnali Gaikwad	Student representative
10	Miss. Abhidnya Iyer	Student representative
11	Miss. Cholke Samiksha	Student representative

Role and Responsibilities:

1. To Empower Girl Students, conduct different activities to increase strength and knowledge of girls.
2. To develop multidisciplinary approach for the overall personality development.
3. To build a gender sensitive campus.





PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Date: 20/07/2023

CIRCULAR

All the Staff are hereby informed that the meeting on constitution of "Women Empowerment Cell has been planned today afternoon for Students.

Time: 2:00pm

Venue: Seminar Hall, Pravara Rural College of Pharmacy, Pravaranagar.

Sr. No	Agenda
1	To constitute the Women Development Cell in the College
2	To look further for arrangement of programs under the cell
3	Any other matter with permission of chair



PRINCIPAL

(Dr. Sanjay Bhawar
PRINCIPAL

Pravara Rural College of Pharmacy
Pravaranagar, A/p Loni-413715



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Date: 20/07/2023

NOTICE

All are Students are informed that the meeting constitution of "Women Empowerment Cell has been planned today afternoon for Students.

Time: 2:00 pm

Venue: Seminar Hall, Pravara Rural College of Pharmacy, Pravaranagar

Agenda of the meeting:

Sr.No.	Agenda
1	To constitute the Women Development Cell in the College
2	To look further for arrangement of programs under the cell
3	Any other matter with permission of chair


PRINCIPAL

(Dr. Sanjay Bhawar)



PRINCIPAL
Pravara Rural College of Pharmacy
Pravaranagar, A.P. Loni-431719



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Date:20/07/2023


Minutes of Meeting

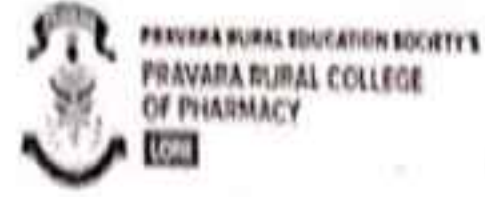
The "Women Empowerment Cell" has been arranged and taken on 20/07/2023 for the Girl Students at 2:00 pm in the Seminar Hall.

Following points were discussed as per agenda.

1. The Co-ordinator of the cell welcomed the Ladies staff and the Girl students.
2. The Girls were explained the meaning and duties and roles and responsibilities of the cell.
3. The girls were asked for their interest to be the members of the cell.
4. Many girls were eager for the participation in the cell.
5. At last the cell was constituted by taking one girl student from each class.
6. The planning for various programmes were done by the cell.
7. The girls were asked for any problems faced by them in the college.
8. Mrs. Dhamak K.V. expressed the vote of Thanks.




(Dr. Sanjay Bhawar)
Principal
PRINCIPAL
Pravara Rural College of Pharmacy,
Pravaranagar, A/p.Loni-413716



A REPORT ON

A SEMINAR ON EDUCATION TOWARDS THE NATION

"FINANCIAL EDUCATIONAL AND AWARENESS SEMINAR-WOMEN EMPOWERMENT"

Date :10 August 2024.


Mode: Online

Time : 2:00- 3:00 pm

Organized by:

PRAVARA RURAL COLLEGE OF PHARMACY, LONI

A/P:- LONI BK, TAL: RAHATA, DIST:- A.NAGAR,413736


Principal
Pravara Rural College of Pharmacy
Pravaranagar, A/p. Loni- 413 736





Key Benefits of the Program:

Participants in the financial awareness program can learn about important financial concepts, such compound interest, diversification and risk management, which can help them make informed decisions about their money and also increased financial literacy.

1. Earn powerful principles to achieve your financial goals and discipline.
2. To enable the participants to manage their basic education of wealth.
3. To make people aware about the financial planning components.
4. To make people understand how to choose the right financial asset classes according to their financial risk profile.

Details of the session:

The Financial Wellness Enhancement Seminar was conducted by online mode on 10 August 2024 Saturday in two sessions at 2-3 pm. The session was conducted by Mr.Rahul Shukla Sir for the female teaching and non-teaching staff and the Girl students of the college. The session was introduced by Mrs. K.B.Vikhe , co-ordinator of Women Empowerment Cell. Principal Dr. Bhawar Sir welcomed the speaker and explained the importance of financial management.

Details of the Event:

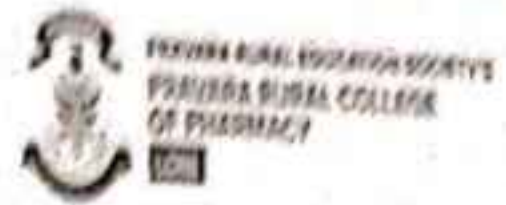
1. Mr.Rahul Shukla Sir discussed about the poor financial wellness of the students and the professionals. He talked the effects of lack of financial education in the schools.
2. He explained what is financial wellbeing. He explained short, medium and long term of financial goal setting.
3. This program offered holistic support and advice to employees so they can meet short-term needs while working toward long-range goals.





4. Mr. Rahul talked about various investment instruments., Equity Investments in Mutual Fund route. He Gave various tips for first time Investors.
5. He also talked about the rights of the investors.
6. The speaker talked on how a high level of financial wellness gives employees the ability to make better, more informed decisions and manage a successful long- term strategy. When employees have a comprehensive understanding of their finances, they can create effective strategies for dividing and potentially automating their paychecks between bill, savings, investments and other commitments.
7. The webinar was designed to help faculty and staff improve upon healthy financial habits, overall financial literacy, investing and saving goals, proper financial insurance protection, and retirement income security.
8. The speakers interacted with staff and students and made them aware that how to develop skills sets for getting jobs, management of money, investment plans in business: How wealth is important where to invest money. The students have exhibited enthusiasm in learning and upgrading their awareness.
9. The purpose of webinar is to enrich knowledge on wealth awareness. Employees will be equipped with the skills, knowledge and tools necessary to develop and support successful financial outcomes. In fact, studies show that people who regularly plan ahead for emergencies and other irregular expenses are 10 times more likely to be considered financially healthy than those who don't, regardless of income or other demographics.
10. Finally at the end Mrs Kavita Vikhe, Incharge Women Empowerment cell gave the vote of thanks.





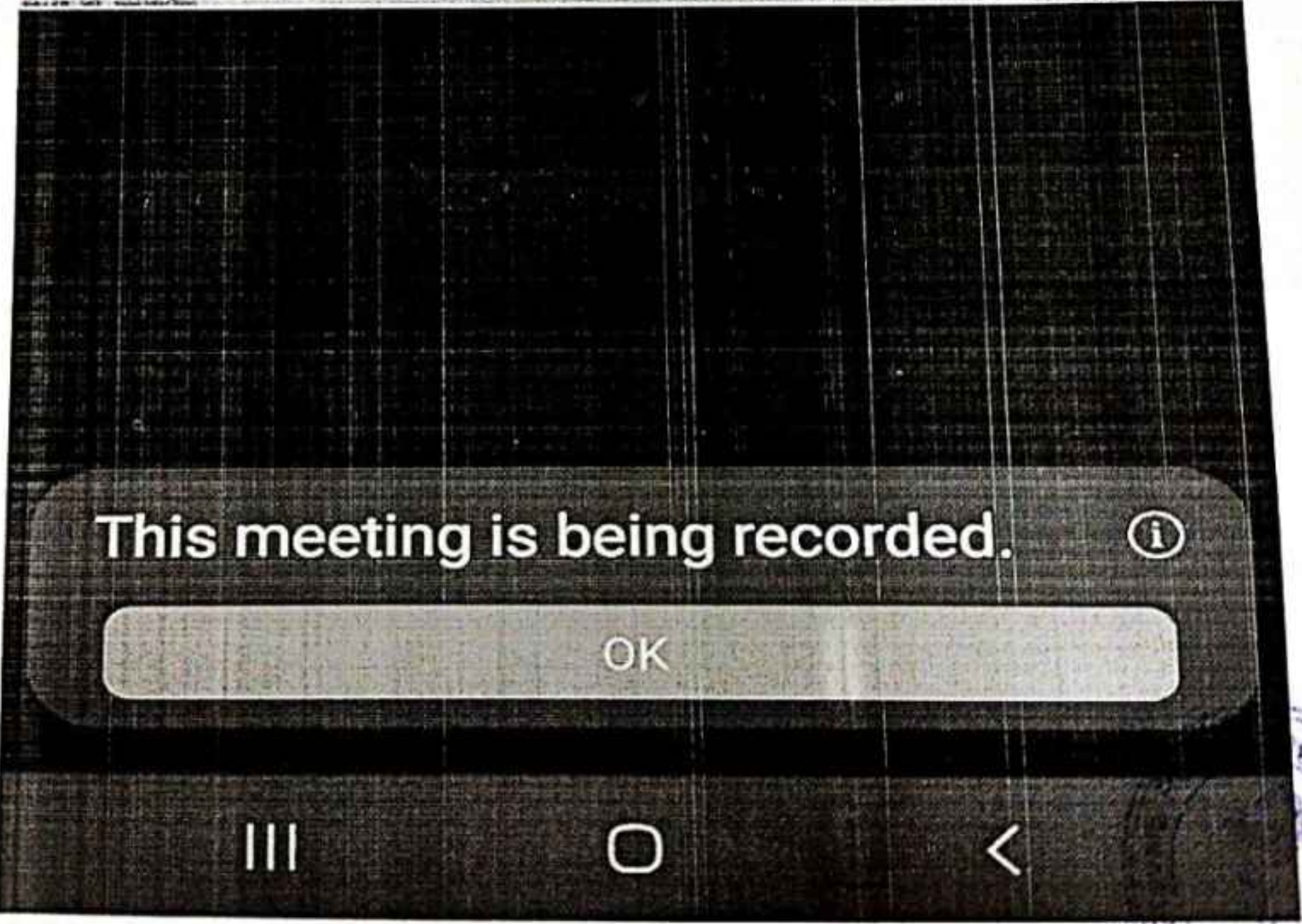
Metrics:

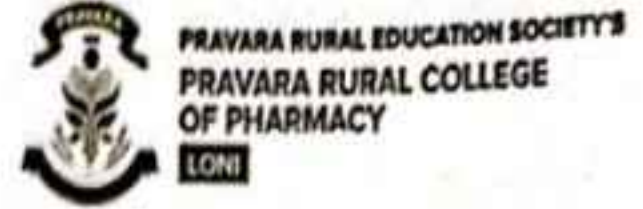
Number of staff and students:51 students

Staff :10

Photo Gallery







Date 13/10/2023


CIRCULAR

All the Staff are hereby informed that the Women Development Cell has scheduled a Webinar on WEALTH AWARENESS ON 14th October 2023, Saturday for the Ladies Staff and Girls of the College. Programme Powered by- SEBI, AMFI, UTI

Time: 12:00PM and 3:00 PM

Mode: Online




PRINCIPAL
Pravara Rural College of Pharmacy
Pravaranagar, Atp. Loni-43716
Dr. Sanjay Bhawane

Webi



PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Date 13/10/2023

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PRINCIPAL
Pravara Rural College of Pharmacy,
Pravara

Dr. Sanjay Bhawar





PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

A REPORT ON
A SEMINAR ON EDUCATION TOWARDS THE NATION
"FINANCIAL EDUCATIONAL AND
AWARENESS SEMINAR-WOMEN
EMPOWERMENT"

Date :14 Oct 2023.

Mode: Online


Time : 12:00-1:00 pm and 3:00-4:00 pm

Organized by:

PRAVARA RURAL COLLEGE OF PHARMACY, LONI

A/P:- LONI BK, TAL: RAHATA, DIST:- A.NAGAR,413736




PRINCIPAL
Pravara Rural College of Pharmacy
Pravaranagar, A/p, Loni-413719

Page 1 of 9



Key Benefits of the Program:

Participants in the financial awareness program can learn about important financial concepts, such as compound interest, diversification and risk management, which can help them make informed decisions about their money and also increase financial literacy.

1. Earn powerful principles to achieve your financial goals and discipline.
2. To enable the participants to manage their basic education of wealth.
3. To make people aware about the financial planning components.
4. To make people understand how to choose the right financial asset classes according to their financial risk profile.

Details of the session:

The Financial Wellness Enhancement Seminar was conducted by online mode on 14 October 2023 Saturday in two sessions at 12-1 pm and 3-4 pm. The session of 12 pm was conducted by Mrs. Gauri Geet Mam for the female teaching and non-teaching staff and the Girl students of the college. The session was introduced by Mrs. K.V.Dhamak, co-ordinator of Women Empowerment Cell. Principal Dr. Bhawar Sir welcomed the speaker and explained the importance of financial management. The Second session from 3-4 pm was conducted by Mr. Rahul Shukla Sir. Both the sessions had good attendance.

Details of the Event:

1. Mrs. Gauri Geet discussed about the poor financial wellness of the





- students and the professionals. She talked the effects of lack of financial education in the schools.
2. She explained what is financial wellbeing. She explained short, medium and long term of financial goal setting.
 3. This program offered holistic support and advice to employees so they can meet short-term needs while working toward long-range goals.
 4. Mr. Rahul talked about various investment instruments., Equity Investments in Mutual Fund route. He Gave various tips for first time Investors.
 5. He also talked about the rights of the investors.
 6. The speaker talked on how a high level of financial wellness gives employees the ability to make better, more informed decisions and manage a successful long- term strategy. When employees have a comprehensive understanding of their finances, they can create effective strategies for dividing and potentially automating their paychecks between bill, savings, investments and other commitments.
 7. The webinar was designed to help faculty and staff improve upon healthy financial habits, overall financial literacy, investing and saving goals, proper financial insurance protection, and retirement income security.
 8. The speakers interacted with staff and students and made them aware that how to develop skills sets for getting jobs, management of money, investment plans in business: How wealth is important where to invest money. The students have exhibited enthusiasm in learning and upgrading their awareness.





9. The purpose of webinar is to enrich knowledge on wealth awareness. Employees will be equipped with the skills, knowledge and tools necessary to develop and support successful financial outcomes. In fact, studies show that people who regularly plan ahead for emergencies and other irregular expenses are 10 times more likely to be considered financially healthy than those who don't, regardless of income or other demographics.

10. Finally at the end Mrs Kavita Dhamak Incharge Women Empowerment cell gave the vote of thanks.

Metrics:

Number of staff and students: 99 students session I

50 in session II

PHOTO GALLERY





12:27 45%

Close Participants (99)

Search

- K Kavita Vikhe (me)
- Team Advisors (Host)
- GG Gauri Geet (Co-host)
- PG Punam Ghorpade
- AG Aarti Gore
- A Abhinaya Iyer
- AS Aditi Shinde
- AS Afroznaaz Shaikh
- AP Akanksha Pansare
- AP Anjali Pawar
- AJ Ankita Jadhav
- AP Ankita Pawar

Invite

12:28 45%

REC

POOR FINANCIAL WELLNESS OF PROFESSIONALS STARTS WITH LACK OF FINANCIAL EDUCATION IN SCHOOLS

Students often do not discuss finances at home

Our curriculum does not include financial education

Young adults are losing the important habit of saving and financial planning

BSE

Gauri Geet's screen





Primary vs Secondary Markets

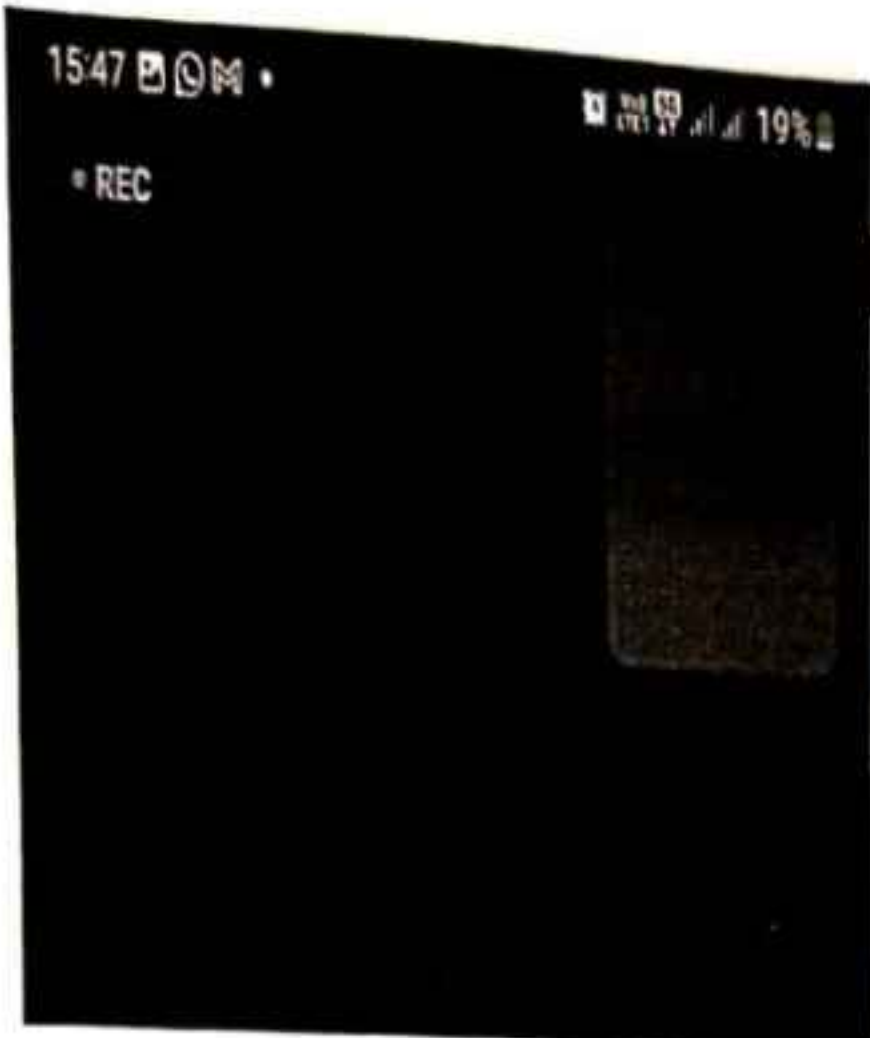
Feature	Primary Market	Secondary Market
Definition	Securities issued first time to public	Trading of already issued and listed securities
Also called as	New issue market	Post issue market
Price determination	By issuer Company in consultation with Merchant Bankers	By supply and demand forces of the market
Key intermediaries	Merchant Bankers and RTAs	Stock Brokers and DPs
Purpose	Raise capital for expansion, diversification, etc	Trading of securities Providing liquidity to investors Raising further capital for expansion



Tips for First Time Investors

- Fix an investment goal
- Choose the right fund type
- Shortlist and choose one mutual fund
- Diversify your portfolio
- Go for SIPs instead of lump-sum investments
- Keep KYC documents updated
- Open a Net Banking Account
- Seek advice from a mutual fund expert





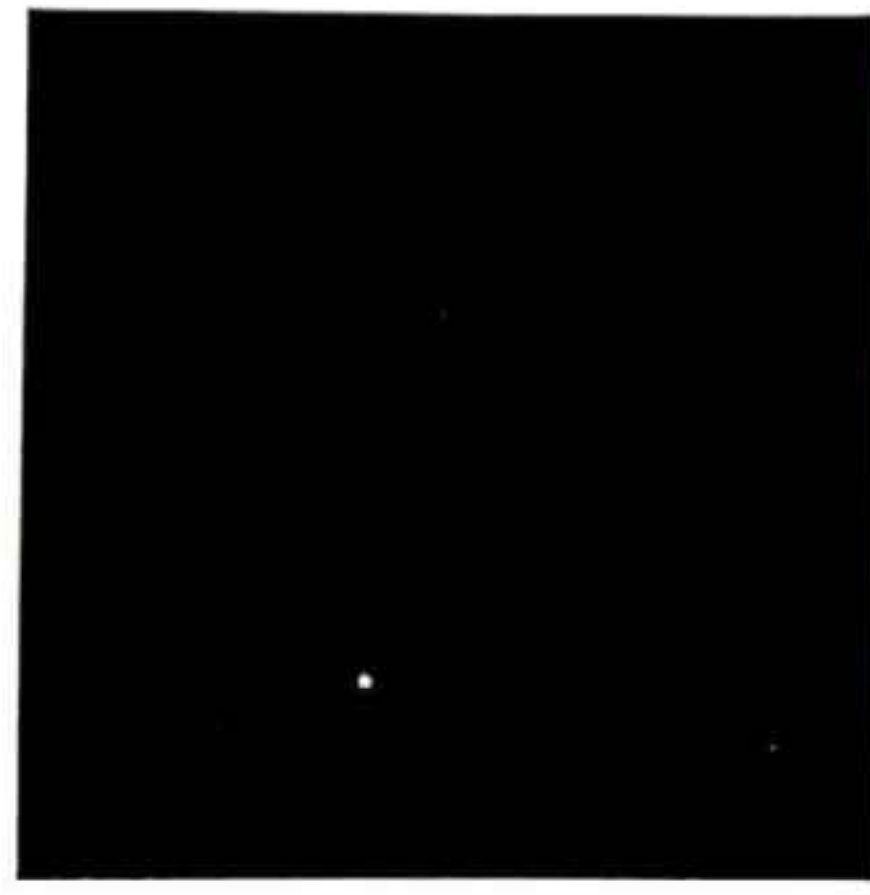
Close Participants (50)

Search

- KV Kavita Vikhe (me)
- Team Advisors (Host)
- RS Rahul Shukla (Co-host)
- AS Aditi Shinde
- AJ Ankita Jadhav
- AP Ankita Pawar
- AS Apurva Shelke
- AN Asmita Nikumbh
- BP Bhakti Patil
- DR Dighe Rajashree
- DJ Divya Jadhav
- GV Gavhane Vaishnavi

Know your Rights

- As a shareholder, you are part-owner of the company
- Right to receive all corporate benefits whenever declared
- Right to receive Annual Reports, Audited Financial Statements
- Right to receive notices of General Meetings and other notices
- Right to attend company meetings
- Right to contribute in key corporate governance meetings through postal ballot / e-voting
- Right to raise grievances, if any, against the company (using SCORES, etc)



Invite





PRAVARA RURAL EDUCATION SOCIETY'S
PRAVARA RURAL COLLEGE
OF PHARMACY
LONI

Women Development Cell Policy Document

Preamble:

The Women Development Cell has been constituted to develop a congenial environment to contribute in the growth of women. The cell empower women and develop a kind of personality and confidence through knowledge sharing and training programs.

The main objective of the cell is to improve women's sense of self-worth, making women aware of their rights to have and to determine choices, their rights to have access to opportunities and resources, their rights to have power to control their own rights both in and outside home.

Applicability:

The policy shall extend and apply to Girl students, employees of the campus and women in general.

Objectives :

The objectives of the women development cell shall be:

1. To provide a safe, and happy environment for the girls and women employees.
2. To make women aware of their social and legal rights and thus empower them to stand against any discrimination.
3. To develop personality and incubate leadership quality in women leading to a fulfilling lives.
4. To organize activities and programmes to achieve the above said objectives.

Definitions

- A. "Cell"- means Women Development Cell constituted under the provisions of these guidelines.
- B. "Employee" means every person in the employment of the Pravara Rural College of Pharmacy to which these guidelines are applicable, including any teaching/non-teaching staff or officers, temporary, part time, and visiting persons, visiting faculty members engaged in any duties .
- C. "Student" includes any person who is enrolled for any course with the University to which these guidelines are applicable includes B. Pharm, M.Pharm students.

Policy Content and Guidelines

The main functions shall include:

1. Organizing workshops and seminars that will result in women empowerment of both within the campus and outside the campus.
2. Spreading awareness about issues affecting women like health and fitness, finances and investment etc.





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3. Assisting Cell for Prevention of Sexual Harassment (CPSH) for dealing with complaint and conducting an inquiry.

4. Monitor the timely conduction of activities under WDC.

Composition of WDC

The composition of WDC shall be as under:

Sr No	Position
1	Chairperson
2	Ladies Staff
3	Ladies Staff
4	Ladies Staff
5	Ladies Staff
6	Non teaching staff
7	External Teaching Representative
8	Girls representative
9	Girls representative
10	Girls representative
11	Girls representative

Meetings:

The Committee will meet at least four times a year. The chair of the Committee may convene additional meetings, as he/she deems necessary.

- A minimum of 6 members of the Committee will be present for the meeting to constitute a quorum.

Execution of Activities:

- A minimum of 4 activities (Workshops/Seminars/Awareness Camps/Training Programmes) will be conducted in an academic year.

- The activity will be planned and executed by WDC, supported by Department Coordinators.

- A detailed report of each activity will be documented.



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Women Empowerment/ Women Development Cell

Standard operating procedures (SOPs) Of Women Empowerment/ Women Development Cell is for provide a safe, secure and growing environment for the girls and to become responsible citizen of the society.

Implementation of SOP:

Introduction

The Management feels happy and gratified to offer girl students a commodious and comfortable place which is meant to serve, to create, to provide each girl student and women an ideal environment for overall development. Women development cell provide best opportunity to promote students development as a well-groomed and balanced person who is firmly rooted in values of integrity, purity of conduct and compassion which are the essential qualities of the human beings.

The Cell has both the faculty and girl students representative of the College as its members and works with an aim to create a gender sensitized community within campus as well as in the society. It has been organizing varied academic, technical, medical, cultural and social events for the upliftment of women and spread the real importance of gender equality in the society through College students.

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Objectives

- Helping female students live a balanced life where they neither lurk into depression nor take the abode of aggression.
- To develop self-confidence in female /girls
- To stress upon the development of women / female students in every sphere.
- To organize events and activities for women empowerment.
- To create an environment that will help women / female students realize their full potential and give their best.

Constitution

Women Empowerment/ Women Development Cell is constituted as per guidelines decided in Governing Body meeting held in 2014-15. Cell constitution should include

Chairman: Senior most lady teacher of college /Principal

Members: female faculty representative and student representative

Frequency of meeting

Once in three month and when if any complaint came from any female or need to organize events and activities for women empowerment

Tenure of the cell: the committee shall have tenure of one year

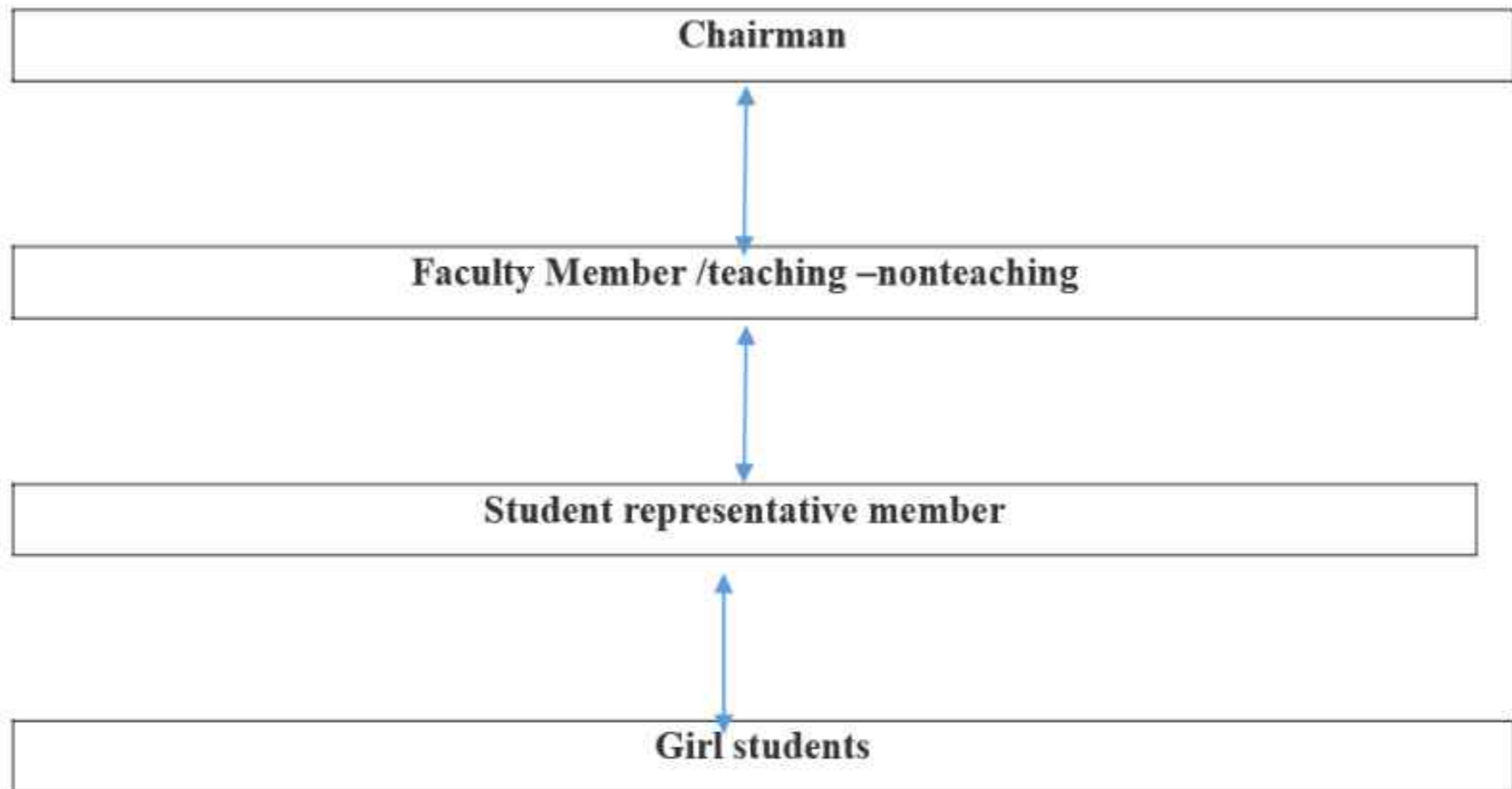
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Duty and responsibility of cell

- To organize events and activities for women empowerment.
- To look into complaint received from any girl student or staff

Administration




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Standard Operating Procedures (SOP) for IAEC

1. Objective:

The motto of Prevention of Cruelty to Animals (PCA) Act 1960 as amended in 1982, is to prevent infliction of unnecessary pain or suffering on animals. The Central Government as enumerated under PCA Act 1960 has constituted a Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) which is duty bound to take all such measures as may be necessary to ensure that animals are not subjected to unnecessary pain or suffering before, during or after the performance of experiments on them. For this purpose, the Government has made "Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998" as amended during 2001 and 2006, to regulate the experimentation on animals.

The objective of this SOP is to contribute to the effective functioning of the Institutional Animals Ethics Committee (IAEC) so that a quality and consistent ethical review mechanism for research on animals is put in place for all proposals dealt by the Committee as prescribed by the CPCSEA under PCA Act 1960 and Breeding of and Experimentation (Control and Supervision) Rules 1998, as amended in 2001 and 2006.

2. IAEC has been designed to secure the following objectives:

- (a) Every experiment shall be performed by or under the supervision of a person duly qualified in that behalf, that is, Degree holders in Veterinary Science or Medicine or Laboratory Animal Science of a University or an Institution recognised by the Government for the purpose and under the responsibility of the person performing the experiment;
- (b) That experiments are performed with due care and humanity and as far as possible experiments involving operations are performed under the influence of some anaesthetic of sufficient power to prevent the animals from feeling pain;
- (c) That animals who, in the course of experiments under the influence of anaesthetics, are so injured that their recovery would involve serious suffering, are ordinarily medically allowed to death while still under influence of anaesthetic;
- (d) That experiments on animals are avoided wherever it is possible to do so.
- (e) That experiments on larger animals are avoided when it is possible to achieve the same results by experiments on small laboratory animals like guinea-pigs, rabbits, mice, rats etc;

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- (f) That, as far as possible, experiments are not performed merely for the purpose of acquiring manual skill;
- (g) That animals intended for the performance of experiments are properly looked after before, during and after experiments;
- (h) That suitable records are maintained with respect to experiments performed on animals

3. Functions of IAEC

As defined in "Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998"

"Institutional Animals Ethics Committee (IAEC)" means a body comprising of a group of persons recognized and registered by the Committee for the purpose of control and supervision of experiments on animals performed in an establishment which is constituted and operated in accordance with procedures specified for the purpose by the Committee;

The primary duty of IAEC is to work for achievement of the objectives as mentioned above. IAEC should focus mainly on ensuring ethical and methodical handling of animals during and after experiments, so that they have less suffering.

IAEC will review and approve all types of protocols for research involving small animal experimentation before the start of the study. For approval of experimentation on large animals, the case is required to be forwarded to CPCSEA in prescribed manner with recommendation of IAEC.

IAEC is required to monitor the research throughout the study and after completion of study, IAEC shall obtain the periodic reports on research development and shall ensure visit to animal house facility and laboratory where the experiments

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are conducted. The committee has to ensure compliance with all regulatory requirements, applicable rules, guidelines and laws.

4. Composition of IAEC

Institutional Animals Ethics committee shall include eight members as follows:

A. IAEC members from the establishment (05 members):

- i. One biological scientist
- ii. Two scientists from different biological disciplines
- iii. One veterinarian involved in the care of animal
- iv. One scientist in charge of animal facility of the establishment concerned

The Chairperson of the Committee and Member Secretary would be nominated by the establishment from amongst the above five members. However, if the establishment wants to propose its administrative head, who is from non-scientific background, as Chairperson, then six members of IAEC may be proposed.

Having a Veterinarian in IAEC is mandatory for judging level of care and handling of Laboratory animals in a given protocol.

B. Nominees from the CPCSEA:

- i. Main Nominee (01)
- ii. Link Nominee *
- iii. Scientist from outside the Institute (01)
- iv. Socially Aware Nominee (01)

*Link Nominee shall substitute the main nominee in case main nominee

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conveys his unavailability in writing to the chairperson of the IAEC in advance as per described procedure.

The CPCSEA shall endeavour that nominees appointed by CPCSEA in any private establishment should not be from the establishments which is having the same objectives as to the establishment where the nominees are being nominated, so as to avoid the conflict of interest between the establishments. In addition to the above IAEC members, a specialist may be co-opted of the relevant field while reviewing special project using hazardous agents such as radioactive substance and deadly micro organisms.

5. The minimum qualification for the IAEC Members is as below:

- i. B.V.Sc. or ii. M.Sc. (Zoology/ Animal Sciences/ Animal Biotechnology), or iii. M.Sc. / M.Tech (Life Sciences, Biological Sciences/ Biochemistry/ Biotechnology/ Biomedical Engineering) with experience in animal handling and animal research. or
- iv. M. Pharm. with experience in animal handling and animal research, or
- v. MD/ MS with research experience in laboratory animal handling.

6. The qualification for Nominee(s) of CPCSEA is as under:

I. The minimum qualification for Nominee should be:

- i. B.V.Sc. or ii. M.Sc. (Zoology/ Animal Sciences/ Animal Biotechnology), or iii. M.Sc. / M.Tech (Life Sciences, Biological Sciences/ Biochemistry/ Biotechnology/ Biomedical Engineering) with experience in animal handling and animal research. or
- iv. M. Pharm. with experience in animal handling and animal research, or
- v. MD/ MS with research experience in laboratory animal handling.

II. The minimum qualification for Socially Aware nominee should be at least Graduate from any subject. Preference will be given to those with a background in Biological Sciences.

7. Upper age limit for the Nominees of CPCSEA:

The upper age limit for the Nominees of CPCSEA is 65 years. However, the nominees who are already working in the IAECs and are above 65 years of age will be

allowed to be continued till the end of their tenure in the present IAECs.

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*Link Nominee shall substitute the main nominee in case main nominee conveys his unavailability in writing to the chairperson of the IAEC in advance as per described procedure.

The CPCSEA shall endeavour that nominees appointed by CPCSEA in any private establishment should not be from the establishments which is having the same objectives as to the establishment where the nominees are being nominated, so as to avoid the conflict of interest between the establishments.

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5. The minimum qualification for the IAEC Members is as below:

- i. B.V.Sc. or
- ii. M.Sc. (Zoology/ Animal Sciences/ Animal Biotechnology), or
- iii. M.Sc. (Life Sciences/Biological Sciences/ Biochemistry/ Biotechnology) with experience in animal handling and animal research or
- iv. M. Pharm. with experience in animal handling and animal research or
- v. M.D. (Microbiology and Pharmacology) with experience in animal handling and animal research.

6. The qualification for Nominee(s) of CPCSEA is as under:

I. The minimum qualification for Nominee should be:

- i) B.V.Sc. or
- ii) M.Sc. (Zoology/ Animal Sciences/ Animal Biotechnology), or

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iii) M.Sc. (Life Sciences Biological Sciences/ Biochemistry/ Biotechnology) with experience in animal handling and animal research. or

iv) M. Pharm. with experience in animal handling and animal research or

v) M.D. (Microbiology and Pharmacology) with experience in animal handling and animal research.

II. The minimum qualification for Socially Aware nominee should be at least Graduate from any subject. Preference will be given to those with a background in Biological Sciences.

7. Upper age limit for the Nominees of CPCSEA:

The upper age limit for the Nominees of CPCSEA is 65 years. However, the nominees who are already working in the IAECs and are above 65 years of age will be allowed to be continued till the end of their tenure in the present IAECs.

8. Authority under which IAEC is constituted and duration:

The IAEC of an establishment is constituted by CPCSEA at the time of registration for a period of 5 years. During these 5 years, revision in IAECs may be made in deserving cases with the approval of CPCSEA. The IAEC would be reconstituted at the time of renewal, duly approved by CPCSEA, for another 5 years.

The establishments are required to send names of 5 members at the time of constitution and at every reconstitution. It is mandatory that atleast half of the members of IAEC are new at the time of reconstitution.

9. IAEC requirements:

a. The duration of appointment is for a period of 5 years (coterminous with registration).

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- b. The committee is required to be reconstituted at the time of renewal of registration, and at least half of the internal IAEC members is required be replaced at the time of renewal.
- c. A member can be replaced in the event of death or long-term non-availability or for any action not commensurate with the responsibilities laid down in the guidelines deemed unfit for a member.
- d. A member can tender resignation from the committee with proper reasons to do so.
- e. All members should maintain absolute confidentiality of all discussions during the meeting and sign a confidentiality form.
- f. Conflict of interest should be declared by members of the IAEC.
- g. IAEC is required to formulate a SOP for its working requirements and follow it in all the meetings.
- h. Foreign Nationals shall not be allowed as member of the IAECs of any establishments.

10. Quorum requirements:

The minimum of six members shall be required to form quorum of the IAEC meetings. All decisions shall be required to be undertaken in the meetings of IAEC and not by the method of circulation of project proposals. Presence of main nominee of CPCSEA nominee is a must. It shall be a must for the establishment to invite all nominees of IAEC for attending the meeting and the meeting notice shall invariably be issued by Registered Post atleast 15 days before the date of the meeting. Link nominee can attend in case main nominee conveys his unavailability in writing to the Chairperson of IAEC. Socially aware member's presence is compulsory in all cases referred to CPCSEA and their presence is mandatory atleast in one meeting of IAEC of the establishment in a calendar year. It shall be the duty of establishment to inform to CPCSEA about the continuous absence of nominees of CPCSEA in a calendar year.

11. Conduct of business:

The Chairperson of the IAEC shall be responsible for conducting atleast two meeting of IAEC in a calendar year with the help of the Member Secretary of IAEC. If for reasons beyond control, the Chairperson is not available, or has conflict of interest an ad-hoc Chairperson will be elected from amongst the present members, who will conduct the business of the meeting. The Member Secretary of IAEC is responsible for organizing the meetings, maintaining the records and communicating with all concerned. He/she will prepare the minutes of the meetings and get it approved by the Chairperson after NOC from all members before communicating to the

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researchers with the approval of the appropriate authority. A copy of minutes is required to be sent to Member Secretary CPCSEA within 15 days of the meeting, otherwise, the meeting will not be considered valid.

12. Participation by Investigators / experts in IAEC.

IAEC may call upon subject experts who may provide special inputs of selected research protocols, if need be. They are required to give their specialized views but not to take part in the decisions making process which will be made by the members of the IAEC only. Investigators whose proposals are to be discussed can also be called to present their case to the IAEC.

13. Application Procedures:

- a. All proposals should be submitted in the prescribed application form, the details of which are given under Documentation.
- b. All relevant documents as per checklist should be enclosed with application form
- c. Required number of copies of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator (PI) and Co-investigators / Collaborators should be submitted to IAEC.

14. Review procedures:

- a. The meeting of the IAEC should be held on scheduled intervals as prescribed in the concerned SOP of the IAEC and additional meetings may be held if there are reasons to do so.
- b. The proposals will be sent to members at least 15 days in advance.
- c. Decisions will be taken by consensus after discussions. Negative view point's should be recorded in the minutes. CPCSEA shall consider only those decisions which are arrived with consensus. In case consensus is not arrived and the case merits special attention of CPCSEA, such cases may be forwarded to CPCSEA with approval of the chairman of the IAEC of the establishment alongwith the detailed reason for forwarding the matter to CPCSEA and points of consideration for CPCSEA.
- d. Researchers will be invited to offer clarifications, if needed.
- e. Independent consultants/Experts will be invited to offer their opinion on specific Research proposals, if needed.

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f. The decisions of the IAEC will be minuted and Chairperson's approval shall be taken in writing with signature of all the IAEC members present.

15. Decision-making of IAEC of the Establishment:

- a. Members will discuss all the related issues concerning the welfare of animals before arriving at a consensus decision.
- b. A member should withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises and this should be informed to the chairperson prior to the review of the application and the same should be recorded in the minutes.
- c. Decisions of IAEC shall be valid where the quorum of IAEC is complete.
- d. Only members of IAEC can vote for the decision. The experts / investigators / invitees may only offer their opinions.
- e. In case of research protocols on small animals, the IAEC of the establishment shall be empowered to grant approval for experiment on animals considering the welfare of the animals. For carrying out the experiment on large animals, approval of CPCSEA is a must and IAEC may only recommend the research protocol for consideration of CPCSEA. Specific suggestions for modifications in the research protocol and reasons for rejection should be clearly indicated.
- f. In cases of conditional decisions on research protocol, suggestions for subsequent review and the procedure for having the application reviewed may be specified clearly.
- g. Modified proposals may be reviewed by an expedited review through identified members.
- h. Procedures for appeal by the researchers should be clearly defined by the respective IAEC.

16. Communicating the decision

- a. Decisions of the IAEC will be communicated by the Member Secretary in writing to CPCSEA within 15 days of conduct of the meeting.
- b. Suggestions for modifications in research protocols, if any, should be dealt by IAEC but minuted and sent to CPCSEA.
- c. Reasons of rejection of the research protocol should be informed to the researchers in writing.
- d. The schedule / plan of ongoing review by the IAEC should be communicated to the PI.

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17. Follow up procedures

- a. Reports of Research Protocols/ Project completion report should be submitted for consideration of IAEC of the establishment at prescribed intervals for review and it should not exceed the timeline of the research as mentioned in the Form B.
- b. Final report should be submitted to the IAEC of the establishment at the end of study.
- c. All Serious Adverse Events (SAE's) and the interventions undertaken should be intimated to IAEC.
- d. Protocol deviation, if any, should be informed with adequate justifications to IAEC and in case of large animals, it should be intimated to CPCSEA immediately for consideration of CPCSEA. The procedural deviations in research protocol shall be treated as a fresh research protocol by CPCSEA.
- e. Any new information related to the study should be communicated to IAEC immediately.
- f. Premature termination of study should be notified to the IAEC with reasons along with summary of the data obtained so far.
- g. Change of investigators / sites should be informed and approval of IAEC should be undertaken first.

18. Record keeping and Archiving:

- a. IAEC shall maintain the Curriculum Vitae (CV) of all members of IAEC including training programs in animal ethics attended.
- b. Copy of all study protocols with enclosed documents, progress reports shall be maintained by IAEC.
- c. Minutes of all meetings duly signed by the Chairperson and the members shall be maintained by IAEC.
- d. Copy of all existing relevant national and international guidelines on animal ethics and laws along with amendments shall be maintained by IAEC.
- e. Copy of all correspondence with members, researchers and other regulatory bodies shall be maintained by IAEC.
- f. Project completion report of the approved projects shall be maintained by IAEC.

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- g. Record of Breeding of animals, supply etc, if breeding of animals is undertaken shall be maintained by IAEC.
- h. Record of import of animals with species, source, quantity, usage etc shall be maintained by IAEC.
- i. Record of all Contract research, if conducted at the institute shall be maintained by IAEC.
- j. Record of rehabilitation of large animals, if done, shall be maintained by IAEC.
- k. All documents should be archived for period as prescribed in the SOP formulated by the IAEC of concerned establishment.

19. Updating IAEC members:

- a. All relevant new guidelines and amendments to the Rules and Act pertaining to CPCSEA should be brought to the attention of the members.
- b. Members should be encouraged to attend national and international training programs / workshops / conferences in research ethics for maintaining quality in ethical review and be aware of the latest developments in the area.

20. Reporting to CPCSEA:

- a. IAEC is required to send a copy of minutes of IAEC meeting to CPCSEA within 15 days.
- b. Inspection report of animal house with photographs by IAEC members is required to be sent once in a calendar year. If action is required, the facility must provide ATR within 30 days.

21. Reimbursement to CPCSEA representative

CPCSEA representative(s) on the IAEC or authorized person(s) sent for inspection of the establishment(s) or otherwise by CPCSEA for any other purpose are required to be paid Rs. 2000/- each as sitting fees/visiting fee per day (or as revised from time to time) along with the reimbursement of actual expenditure incurred in this regard (if not provided by the establishments / organizations).

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Institutional Animal Ethics Committee

Registration No:- 1942/PO/Re/S/17/CPCSEA

DATE OF REGISTRATION:- 01/02/2017 REGISTRATION VALID TILL:- 24/02/2027

No.	Name	Designation
1.	Dr. Sanjay B Bhawar	Chairperson
2.	Dr. Ziyaurrhman.A.R	Main Nominee
3.	Dr. C.D.Upasani	Link Nominee
4.	Dr. Aman B Upaganlawar	Scientist from outside the institute
5.	Dr. Sujata Magdum	Socially aware Nominee
6.	Dr. Ravindra S Jadhav	Scientist from different discipline
7.	Dr. Vishal C. Kedari	Scientist from different discipline
8.	Dr. V. M Vikhe	Veterinarian
9.	Dr. Santosh B. Dighe	Member Secretary (Biological Scientist)



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Pravara Rural Education Society, Pravaranagar

A/P-Loni Kd, Tal-Rahata, Dist-Ahmednagar, (MS), Pin-413713

ISO 9001:2000 Certified/ Adarsha Shikshan Sanstha Award (Govt.of Maharashtra)

Socl.Reg.No.Bom-94, Ahmednagar Dated 13.3.1964

Fax : 02422-273704

B.P.T. Reg.No. F-52/Ahmednagar dated 11.8.1964

Email : secretary_pres@rediffmail.com

Ph. : 02422 - 273527, 273700, 273698

Website : www.pravarares.org.in

No.12 - Policy document on Atrocities against Women

1) Introduction :

Atrocity against women is a technical term used collectively to refer violent acts exclusively committed against women. This type of violence targets a specific group with the victim's gender as a prime motive. Women are considered to be the decent half of the society. Sometimes they fall victim to atrocities and the criminal instincts of people at working places or in educational institutions. Therefore, the administration of the institute has a greater role in achieving security and safety of working women.

In 1997, the Supreme Court recognized and addressed the issue of sexual harassment at the workplace. Through this policy document it is extended to students as well.

According to the Supreme Court order, sexual harassment is any unwelcome behaviors such as:

- a) Physical contact and advances.
- b) Demand or request for sexual favors.
- c) Sexually colored remarks.
- d) Display of pornography.
- e) Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

Examples:

- a. Denial of payment or official approval in the absence of sexual favors.
- b. Pornographic pictures/messages displayed on desks or sent by email.
- c. Remarks made about personal appearance and dress.
- d. Colored jokes shared that make others present feel uncomfortable.

2) Objectives :

- a) To look into the complaints received from the women about the atrocity against them.
- b) To achieve social security and safety of women in the institution.
- c) To make the women aware of the legal provisions/ acts regarding the atrocity against them so as to enable them to deal with the atrocities inflicted to them.
- d) To seek solution to the problem being faced by the victim.
- e) To report the cases of atrocity against women to the concerned department of the Government.
- f) To initiate training programmes for self defence.

3) Cell at Institute level against atrocity against women and harassment of women :

The structure of the cell to consider cases of atrocities against women in the institute shall be constituted as below:

- a) Chairman – Senior most lady teacher of the college /institute.
- b) Members – Four lady staff members out of which one is from non-teaching staff and Rector of ladies hostel.
- c) Member Secretary – One lady member.

- 4) **Frequency of meeting of cell:** Once in a three months and as and when a complaint regarding atrocity against women is received by the head of the institution or chairman of the cell.
- 5) **Quorum for meeting:** The quorum shall be three.
- 6) **Tenure of the cell:** The tenure of the cell shall be three years.
- 7) **Functions of cell:** The function of the cell shall be as under:
- To deal with the cases of atrocity against women in the institute.
 - To provide a neutral, confidential and supportive environment for women and members of the institute including students.
 - To ensure the fair and timely resolution of sexual harassment complaints.
 - To provide information regarding counseling and support services on the campus of institute.
 - To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault.
 - To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
 - To inform the campus community of their right to a respectful work and learning environment so as to create a campus that is free of sexual harassment. Thus simple respect for all on the campus' should be the focus of the cell.
 - To report the cases of the harassment to the Principal with recommendations for further actions.
- 8) **The Cell shall achieve these goals through:**
- Dissemination of Information:**
The dissemination of information shall be carried out through production, distribution and circulation of printed materials, posters and handouts.
 - Awareness Workshops:**
The cell shall organize awareness workshop about sexual harassment for faculty, non-teaching staff and students. The aim is to develop nonthreatening and non-intimidating atmosphere of mutual learning.
 - Counselling :**
Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue. Therefore the cell shall carry out effective counselling of the victims through an expert.
- 9) **Functioning of the Cell:** The written complaint may be submitted signed or otherwise to the cell in a complaint box maintained for the purpose.
- The cell will call the complainant for a personal meeting, usually within a week from the submission of the written complaint.
 - The members of the Cell will discuss the complaint within a week.
 - If the case falls outside the purview of the Cell, the complainant will be informed about the same by the appropriate authority within a week.
 - If the case comes under the purview of the Cell, an enquiry committee will be set up immediately. The Committee will submit a report and recommend the nature of action to be taken by the appropriate authority within a week.
 - All proceeding of the cell should be kept confidential.

Prepared by

1) Prof. N.G. Nikam, Principal, Polytechnic, Loni

2) Shri. V.V. Bhate, Principal, ITI, Loni

Vishaka Guidelines

against

Sexual Harassment at Workplace

Guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384)

HAVING REGARD to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

TAKING NOTE of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

Duty of the Employer or other responsible persons in work places and other institutions

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) **Physical contact and advances;**
- b) **A demand or request for sexual favours;**
- c) **Sexually coloured remarks;**
- d) **Showing pornography;**
- e) **Any other unwelcome physical, verbal or non-verbal conduct of sexual nature**

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- A. Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- B. The Rules/Regulations of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- C. As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- D. Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

Criminal Proceedings

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

Complaint Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

Complaints Committee

The complaint mechanism, referred to above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

Worker's Initiative

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.

These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.