



Nagar Yuwak Shikshan Sanstha's

Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

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Ref : YCCE/ Adm./2016-17/06(C)

Date : 01.07.2016

OFFICE ORDER

Sub. - Constitution of Sexual Harassment Redressal Committees (SHRC)

The institutional Sexual Harassment Redressal Committee for Prevention of Sexual Harassment of women at the workplace has been constituted from academic session 2016 - 17 :-

SEXUAL HARASSMENT REDRESSAL COMMITTEE :-			
SN	Name of the Member	Deptt.	Designation
1	Dr. Ms. Ujwalla Gawande	Information Tech.	Chairman
2	Dr. S.R. Khandeshwar	Civil Engg.	Member
3	Prof. Mrs. Prachi Palsodkar	Electronics Engg.	Member
4	Mrs. Archana Vaidya	NGO Nominee	Member
5	Mr. Prakash V. Gawande	NGO Nominee	Member

The above committee is valid for a period of 2 years i.e. upto 30th June, 2018.

Procedure for dealing with a complaint relating to sexual harassment :-

- Any complaint relating to sexual harassments at the workplace may be made by the aggrieved person to the Sexual Harassment Redressal Committee (SHRC).
- Such complaint shall be made at the earliest point of time and in any case within 15 days from the date of occurrence of the incident complained of.
- The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener.
- Where the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the Institution and hand over the same in person or in a sealed cover. Upon receipt of such complaint the head of the Institution shall retain the original complaint with himself and send to the SHRC a gist of the complaint containing all material and relevant details other than the name of the complainant and other details which might disclose the identity of the complainant.
- The SHRC shall take immediate necessary action to deal with the complaint and may make necessary inquiry to ascertain the genuineness thereof.
- On being satisfied about the substance of the complaint, the SHRC shall hold an enquiry in accordance with the principles of natural justice and by affording reasonable opportunity of hearing to the employee against whom the complaint of sexual harassment has been lodged.
- The SHRC shall, after such enquiry, submit its report to the Competent Authority.
- In case the SHRC holds the employee, against whom the complaint of sexual harassment was made, guilty, it shall include in the report its recommendation as to the penalty to be imposed on such employee.
- The Competent Authority, upon receipt of the report from the SHRC shall afford to the employee against whom penalty is recommended, an opportunity of being heard.
- Upon such hearing, the Competent Authority shall proceed to impose any punishment, whether the one recommended by SHRC or a modified one, on such employee.

(DR. U.P. WAGHE)
PRINCIPAL

To,

- All above Members
- Registrar
- Director (R&D)
- COE/ Dy. COE
- All HODs : CE /ME/EP/ET/CT/EE/IT/Phy/ Chem. / Maths
- B.E. First Year Coordinator
- Library In-charge

- Dean (Acad. Matters)/ Dean (P&D)/ Dean (PTDP)
- Director (Training & III)/ (Placement)
- In-charge (S.A.)
- Workshop Superintendent
- Administrative Officer
- Mr. Manish Hadap, System Analyst