

DR. A. D. SHINDE COLLEGE OF ENGINEERING, BHADGAON

Affiliated to Shivaji University, Kolhapur

**POLICY ON PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL
HARASSMENT AT WORKPLACE (POSH)**

Policy No.: DADSCOE/POSH/01/2026

Approved By: Governing Body/Management

Version: 1.0

Review Period: As required or whenever applicable statutory provisions are amended

1. PURPOSE

Dr. A. D. Shinde College of Engineering is committed to providing a safe, respectful, inclusive and gender-sensitive environment free from sexual harassment for all women employees, students and other persons associated with the Institution.

This Policy establishes a mechanism for the **prevention, prohibition and redressal of sexual harassment** at the workplace and promotes a safe and dignified working and learning environment.

2. OBJECTIVES

The objectives of this Policy are to:

1. Prevent sexual harassment at the workplace.
2. Prohibit any form of sexual harassment.
3. Provide a fair, accessible and confidential mechanism for receiving and addressing complaints.
4. Create awareness regarding rights, responsibilities and appropriate workplace behaviour.
5. Promote a gender-sensitive and respectful institutional environment.
6. Protect complainants and witnesses from victimisation or retaliation.

3. SCOPE

This Policy applies to:

- Teaching and non-teaching employees.
- Students and research scholars.
- Contractual, temporary and outsourced staff.
- Interns, trainees and apprentices.
- Visitors and persons providing services to the Institution.
- Any person interacting with the Institution in connection with institutional activities.

The Policy applies to conduct occurring on the institutional premises as well as during official activities, educational programmes, meetings, training, conferences, field visits, tours, transportation provided by the Institution and other work-related or educational activities.

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment includes any unwelcome act or behaviour of a sexual nature, whether directly or by implication, including:

- Physical contact and advances.
- Demand or request for sexual favours.
- Making sexually coloured remarks.
- Showing pornography or sexually explicit material.
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Circumstances associated with sexual harassment may also include promises or threats relating to employment, academic opportunities, preferential treatment, detrimental treatment, or creation of a hostile or intimidating environment.

5. INTERNAL COMMITTEE (IC)

The Institution shall constitute an **Internal Committee (IC)** in accordance with the applicable provisions of the POSH Act, 2013 and Rules.

The Committee shall include:

1. A Presiding Officer who shall be a woman employed at a senior level.
2. At least two employee members committed to the cause of women or having appropriate knowledge/experience.
3. One external member from an NGO, association or person familiar with issues relating to sexual harassment/women's rights, as prescribed.
4. The required representation and tenure shall be maintained as per applicable law.

The names and contact details of the Internal Committee shall be appropriately displayed and communicated within the Institution.

6. FUNCTIONS OF THE INTERNAL COMMITTEE

The Internal Committee shall:

- Receive and register complaints of sexual harassment.
- Conduct inquiry in accordance with the prescribed procedure.
- Maintain confidentiality of complaints and proceedings.
- Provide appropriate assistance to complainants.
- Recommend appropriate action based on the findings of the inquiry.
- Organise awareness and sensitisation programmes.

- Promote awareness regarding the POSH Policy and legal provisions.
- Prepare and maintain required records and reports.
- Submit statutory reports to the appropriate authority wherever required.

7. COMPLAINT PROCEDURE

A woman who alleges that she has been subjected to sexual harassment may submit a written complaint to the Internal Committee within the period prescribed under the POSH Act.

The complaint may be submitted through the designated institutional mechanism/official email/physical submission to the Internal Committee.

Where the complainant is unable to make a written complaint, reasonable assistance shall be provided in accordance with applicable law.

Complaints shall be handled promptly, sensitively and confidentially.

8. INQUIRY PROCEDURE

The Internal Committee shall conduct the inquiry in accordance with the POSH Act, 2013 and applicable Rules.

Both the complainant and respondent shall be given a fair opportunity to present their respective statements and evidence.

The Committee shall maintain impartiality and follow the principles of natural justice throughout the proceedings.

The inquiry shall be completed within the period prescribed by law, and the findings and recommendations shall be submitted to the appropriate authority as required.

9. CONFIDENTIALITY

The identity of the complainant, respondent, witnesses and other persons involved in a complaint, as well as the details of the proceedings and recommendations, shall be kept confidential to the extent required by law.

Information relating to a complaint shall not be disclosed or circulated unnecessarily.

10. PROTECTION AGAINST RETALIATION

The Institution shall not tolerate retaliation, intimidation, victimisation or adverse treatment against a complainant, respondent or witness for participating in proceedings under this Policy.

Any such conduct may be dealt with in accordance with applicable institutional rules and law.

11. AWARENESS AND PREVENTION

The Institution shall undertake appropriate measures to prevent sexual harassment, including:

- Displaying the POSH Policy and relevant information at appropriate locations.
- Conducting awareness and sensitisation programmes.
- Informing employees and students about the Internal Committee and complaint mechanism.

- Promoting respectful and gender-sensitive behaviour.
- Including relevant information in institutional communication and orientation programmes wherever appropriate.

12. FALSE OR MALICIOUS COMPLAINTS

A complaint shall not be considered false or malicious merely because it could not be substantiated.

Where the Internal Committee, after following due process, establishes that a complaint was knowingly and deliberately made with malicious intent or based on fabricated evidence, appropriate action may be recommended in accordance with applicable law and institutional rules.

13. RECORDS AND REPORTING

The Internal Committee shall maintain appropriate records of complaints, inquiries, actions taken, awareness programmes and other activities as required under applicable law.

The Institution shall prepare and submit the required annual/statutory reports to the competent authority within the prescribed period.

14. RESPONSIBILITIES OF THE INSTITUTION

The Institution shall:

- Provide a safe and respectful workplace.
- Constitute and support the Internal Committee.
- Provide reasonable facilities and assistance for inquiry.
- Ensure awareness of the POSH Policy.
- Support timely implementation of recommendations of the Internal Committee, subject to applicable law.
- Protect confidentiality and prevent retaliation.
- Cooperate with statutory authorities wherever required.

15. RESPONSIBILITIES OF EMPLOYEES AND STUDENTS

Every member of the Institution is expected to:

- Maintain professional and respectful conduct.
- Refrain from sexual harassment or any unwelcome sexual behaviour.
- Respect the dignity and rights of others.
- Cooperate with the Internal Committee when required.
- Maintain confidentiality regarding complaints and proceedings.

16. POLICY DISSEMINATION

This Policy shall be made available through appropriate institutional channels, including:

- Institution website, wherever applicable.
- Notice boards.
- Employee/student orientation programmes.
- Institutional circulars and communications.
- Other appropriate awareness and communication platforms.

17. REVIEW AND AMENDMENT

This Policy shall be reviewed periodically and may be amended whenever necessary to remain consistent with amendments to the POSH Act, Rules, applicable government directions or institutional requirements.

18. APPROVAL AND EFFECTIVE DATE

This Policy shall come into effect from the date of approval by the competent authority of the Institution.

Approved By: Dr. Dinkar V. Ghewade

Designation: Principal

CONTACT DETAILS OF INTERNAL COMMITTEE

Presiding Officer: Mrs. Pooja S. Shiragavi

Designation: Assistant Professor

Official Contact: 8380049000

Internal Committee Email: principal@adshindecoe.edu.in



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