

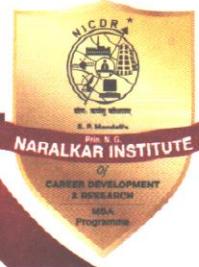
S. P. Mandali's

# Prin. N. G. Naralkar Institute

## Of Career Development & Research

### MBA Programme

(Approved by AICTE, GOM and Affiliated to SPPU) DTE Code: MB 6966 Choice Code: 696610110  
536, Shaniwar Peth, Pune - 411 030. Web: [www.naralkarinstitute.edu.in](http://www.naralkarinstitute.edu.in) E-mail : [admin.office@naralkarinstitute.edu.in](mailto:admin.office@naralkarinstitute.edu.in)  
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Ref :

Date :

### POSH Policy Document

#### Preamble:

SPM's Prin. N. G. Naralkar Institute of Career Development & Research aims to create a healthy and safe environment free from discrimination and harassment. NICDR is committed to conducting and governing itself with ethics, transparency and accountability and has zero-tolerance to any incident of sexual harassment in the Institute in any manner whatsoever. NICDR is committed to fostering an environment free from fear and threat of reprisals, prejudice and bias in any manner whatsoever.

Accordingly, NICDR has framed this Policy for Prevention of Sexual Harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules framed thereunder as well as Institute's Code of Conduct and other Policies respecting diversity and equality in respect of hiring, promotions, conditions of service, etc.

#### Objectives:

1. To clearly define and outright forbid any form of sexual harassment, creating a zero-tolerance policy against it.
2. To foster a workplace and academic environment that is free from discrimination, respectful, and empowering for all members, especially women.
3. To provide a confidential, accessible, and impartial mechanism for individuals to report incidents of sexual harassment
4. To ensure a timely and unbiased inquiry process and to provide clear procedures for resolving complaints
5. To create a safe, respectful, and inclusive environment where all individuals feel secure and are treated with dignity.

**Scope:** This policy applies to all women employees, students, contractual staff, and visitors at SPM's Prin. N. G. Naralkar Institute of Career Development & Research, Pune 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 Institute.

Vendors/Contractors/Visitors: Individuals who interact with the institute or its members.

### **Definitions**

**Sexual Harassment:** Sexual Harassment includes, but is not restricted to any one or more of the following unwelcome acts or behavior whether directly or by implication, namely,

- a) Physical contact and advances; or
- b) Demand or request for sexual favors; or
- c) Making sexually colored remarks or jokes, letters, messages, calls; or
- d) Showing pornography, lurid stares, stalking/cyber-stalking; or
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

**Aggrieved Woman:** Any woman, of any age in the Institute would mean and include women faculty members, women staff, women students, women vendors, women workers and labourer, women residents and women visitors, who alleges to have been subjected to any act of sexual harassment by the Respondent within the Institute.

**Complainant:** Any student members, faculty, staff, residents, members of committees and boards, vendors and service providers and anyone visiting the Institute or an Aggrieved Woman who alleged to have been subjected to any act of Sexual Harassment by the Respondent within the Institute.

**Respondent:** A person against whom a complaint of sexual harassment has been made by the Aggrieved Woman.

### **Constitution of the Internal Committee (IC):**

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:

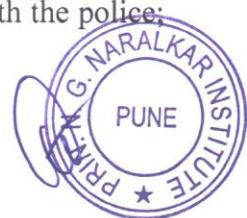
- a. Contravenes the provisions of section 16 of the Act; or
- b. has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- c. he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending 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;

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(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:** Naralkar Institute 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 Institute will:

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

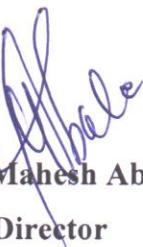
**Monitoring and Reporting:** Naralkar Institute submits quarterly report of ICC to Office of Shikshan Prasarak Mandali detailing the number of complaints received, inquiries conducted, and outcomes.

#### **Conclusion:**

Naralkar Institute'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 Institute 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.



Dr. Shital Deshmukh  
Chairman- ICC



Dr. Mahesh Abale  
Director

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#### **ZERO TOLERANCE POLICY (ZTP) AGAINST SEXUAL HARASSMENT**

- We are committed to provide safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment.
- We 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, up to and including dismissal from employment. Further accused can face legal actions like FIR.
- All complaints of sexual harassment will be taken seriously and treated with respect and in confidence.
- In this organization no one will be victimized for making complaint for sexual harassment.
- In case of Physical, Verbal or any other Sexual Harassment, immediately complaint to following authorities

Dr. Mahesh Abale (Director)- 9923191480

Dr. Shital Deshmukh (Chairman, ICC)- 9156477175

Dr. Shital Deshmukh

Chairman- ICC



Dr. Mahesh Abale

Director