ज्ञानं सविज्ञानम्
DPES
Dhole Patil Education Society

DHOLE PATIL COLLEGE OF PHYSIOTHERAPY

Approved by Govt. of Maharashtra,
Affiliated to Maharashtra University of Health Science, (MUHS) Nashik

Campus - Near EON IT Park, Kharadi, Dhole Patil College Road, Wagholi,Pune - 412207., India. Tel. : +91-20-66059900 Email : dholepatilphysiotherapy@gmail.com Web. : www.dpcop.in

Ref. No.: DPCOP/AY 2023-24/SHC/ICC/008 Date : 12/01/2024

SEXUAL HARASSMENT PREVENTION
Vishaka / Internal Complaints Committee

The Dhole Patil Education society's Dhole Patil College of Physiotherapy declares and constitutes the Sexual Harassment Prevention Committee as per the directions of Government of Maharashtra for prevention of sexual harassment, prohibition and redressal at workplace of Dhole Patil college of Physiotherapy.

Sr.No	Committee Members	Designation
1	Mrs. Uma S. Dhole Patil (Hon. Secretary)	Presiding Officer
2	Mr. Sagar U. Dhole Patil (Hon. Chairman)	Member
3	Dr. Anuraddha Iyer	External Member
4	Dr V.L. Bhujadi	Member cum Advisor
5	Mrs. Sujitha V. Khatavkar	NGO-Member
6	Dr. N. Gunasekaran	Principal
7	Dr. Priyanka Patil	Member- Teacher Representative
8	Dr. Ankita Shukla	Member- Teacher Representative
9.	Mrs. Madhavi Repal	Member- Admin
10.	Mr. Alkesh Wadhe	Student representative
11.	Ms. Aditi Waware	Student representative
12.	Ms. Prerna Jadhav	Student representative

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Principal

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Date : 12/01/2024

Sexual Harassment Prevention Committee -SOP

Objective:

To establish guidelines for the effective functioning of the Sexual Harassment Prevention Committee, ensuring a safe and respectful working or academic environment free from sexual harassment.

Roles and Responsibilities:

Presiding Officer (Chairperson):

Preside over committee meetings and ensure the effective functioning of the committee.

Facilitate the resolution process and ensure compliance with policies and legal requirements.

Internal Members:

Act as a bridge between the committee and employees/students.

Participate in the investigation process and contribute to the decision-making.

External Members:

Provide an unbiased and external perspective on the complaints.

Offer expertise in legal matters and sexual harassment prevention.

Senior Management Representative:

Advocate for the implementation of preventive measures within the organization.

Contribute to decision-making and policy formulation.

Legal Advisor:

Provide legal guidance on sexual harassment-related matters.

Assist in the development and review of policies.

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Staff/Student Representative:

Act as a representative voice for employees or students.

Provide insights and perspectives on the organizational climate and any concerns related to harassment.

Procedure for Reporting:

Establish a confidential and accessible reporting mechanism.

Ensure that all employees or students are aware of the procedure for reporting complaints.

Maintain confidentiality throughout the reporting and investigation process.

Investigation Process:

Conduct a prompt and impartial investigation upon receiving a complaint.

Provide both parties with an opportunity to present their side of the story.

Collect relevant evidence and statements from witnesses.

Document the findings and make recommendations for appropriate action.

Disciplinary Action:

Recommend disciplinary actions based on the severity of the offense.

Ensure compliance with legal requirements and organizational policies.

Implement corrective and preventive measures.

Awareness Programs:

Conduct regular awareness programs on preventing sexual harassment.

Provide training to employees or students on their rights and responsibilities.

Review and Reporting:

Periodically review the effectiveness of the prevention measures and policies.

Submit reports to the management highlighting the activities and outcomes of the committee.

Effective Date:

This Standard Operating Procedure comes into effect on 01/01/2024.

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