



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

ESTD : 1980
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STANDARD OPERATING PROCEDURES (SOP)

INTERNAL COMMITTEE

Sexual harassment as defined in the Sexual harassment of women at workplace (prevention, prohibition and redressal) Act, 2013 includes any one or more of the following 'Unwelcome' acts or behaviour : (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non- verbal conduct of sexual nature. This would also include online harassment via internet, SMS and social network sites. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment; (ii) implied or explicit threat of detrimental treatment; (iii) implied or explicit threat about present or future employment status; (iv) interference with work or creating an intimidating or offensive or hostile work environment; or (v) humiliating treatment likely to affect health or safety.

1. At L. S. Raheja College of Arts and Commerce, the Internal Committee is committed to providing a work and study place which is free of any sexual harassment.
2. It is to be noted that all female members of L.S. Raheja College of Arts and Commerce – students, teaching and non-teaching staff (permanent, contractual and temporary) will come under the purview of this policy.
3. Any instance of sexual harassment will be dealt with promptness and sensitivity.

4. The college will respect the confidentiality of the individuals reporting and the accused of the sexual harassment to the maximum extent possible.
5. Intentionally providing false information will lead to disciplinary action and a penalty will be levied on the complainant.
6. The process of the complaint or inquiry is as follows:
 - a. An aggrieved student/woman of the staff should give a written complaint either in person or through post or email. It should be submitted to the 'Internal Committee'(IC) within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint, her legal heirs may do so.
 - b. On receipt of the complaint, the IC will proceed to make an inquiry in accordance with the service rules or in their absence, in accordance with rules under the Act. The inquiry will be completed within 90 days. The inquiry report will be submitted within 10 days from the date of completion of the inquiry.
 - c. If the IC finds that the allegations against the respondent are proven, it will submit a report to the Principal to take action for sexual harassment as misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act.
 - d. The college management will act on the recommendations of IC within 60 days of the submission of the inquiry report.
 - e. Appeal against the decision of the IC is allowed within 90 days of the recommendation.

For a detailed information please refer to the Handbook on Sexual Harassment of Women at workplace by Ministry of Women & Child Development

Preventive measures:

- a. The Internal Committee will meet regularly. Minutes of the Meeting of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Principal.



- b. At the end of the academic year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished.
- c. Sensitization programmes/workshop/webinar/seminars/competitions will be conducted in order to achieve the following goals:
1. To sensitize employees about their rights to have a safe and healthy work environment in the college premises.
 2. To sensitize girl students about their rights to have a safe and healthy study environment.
 3. To create awareness that the internal committee would assist complainants if required to file a complaint.

Members of the Internal Committee:

Name of the Member	Designation
Dr. Akshata Kulkarni	Presiding Officer
CA. Mr. Hrishikesh Wandrekar	Memb
Ms. Divya Kanchan	Memb
Mrs. Rupal Kore	Memb
Mrs. Ragini Samant	Memb
Advocate Mrs. Smita Patil	External Member
Ms. Ashwita Chandran	Student Member
Ms. Yashvi Chheda	Student Member
Ms. Shruti Samant	Student Member

**A Woman with A VOICE is, by definition a STRONG WOMAN
– Melinda Gates**


PRINCIPAL