



**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND
MANAGEMENT STUDIES**



GENDER POLICY

**With effect from the Academic Year 2011-2012 onwards
Revised in the Academic Year 2020-2021**

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HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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GENDER POLICY

PREAMBLE

To fulfill its mission and vision, we are committed to advancing gender equity within the organization and in all its programmes.

As a long term commitment towards this objective, and to follow relevant Supreme Court guidelines on the matter, it has been decided by management of the institution to have a formally written and approved Gender Policy that would ensure the rights and safety of women employed by the organization.

OBJECTIVES

- To promote equal opportunities for male and female staff and create a gender sensitive working environment at the workplace.
- To promote and ensure gender equity and equality (in terms of rights and access to resources, responses and services) in strategies, projects and programmes to reflect the efforts and aspirations of the poor and disadvantaged target communities
- To act as an effective deterrent against gender discrimination and harassment both in workplace and in programme intervention areas.

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Elements of Gender Policy:

The word “**gender**” refers to the socially determined ideas and practices of what it is to be female or male.

The term “**gender analysis**” is the systematic gathering and examination of information on gender differences and social relations in order to identify, understand and redress inequities based on gender.

“**Gender discrimination**” is the systematic, unfavorable treatment of individuals on the basis of their gender, which denies those rights, opportunities or resources.

In order to achieve that goal two other terms needed to be defined and differentiated. They were “gender equality” and “gender equity”.

Gender equality denotes women having the same opportunities in life as men, including the ability to participate in the public sphere.

Gender equity denotes the equivalence in life outcomes for women and men, recognizing their different needs and interests, and requiring a redistribution of power and resources.

Both are indispensable and need to be incorporated into the Gender Policy which recognizes that women’s rights are human rights and that women experience injustices solely because of their gender.

The policy would try to eliminate harassment on the basis of gender which is any act or threat by men or male-dominated institutions that inflicts physical, sexual, or psychological harm on a woman or girl because of their gender.

Thus the basic elements of gender policy will be, in the immediate term;

1. To study the present system to determine the gender balance (or imbalance), i.e. conducting a gender analysis,
2. To promote equity and equality between men and women,
3. To create a gender sensitive and conducive working environment,

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4. To eliminate harassment and discrimination on the basis of gender, and
5. To ensure fairness and equity as a right for all in the outcomes of development, through processes of social transformation.

To achieve this, the organization has set up a **Women Development Cell (WDC)** in order to promote gender equality

Policy Content and Guidelines WDC would function in consonance with the guidelines of "SAKSHAM" provided by UGC.

The main functions of WDC

1. Organizing workshops and seminars that will result in women empowerment both within the campus and outside the campus.
2. Spreading awareness about issues affecting women like health and fitness, finances and investment etc.
3. Assisting Cell for Prevention of Sexual Harassment (CPSH) for dealing with complaint and conducting an inquiry.
4. Collaborate with various organizations active in the field of women empowerment.
5. Monitor the timely conduction of activities under WDC and submit the reports of the same to the University.

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Composition of WDC

SR NO	MEMBERS PROFILE	MEMBERS
1.	Ex-Officio President	
2.	Convener CWDC:	
3.	Member CWDC:	
4.	Member CWDC:	
5.	Member CWDC:	
6.	Non-academic staff:	
7.	NGO Representative	
8.	Student's Council:	
9.	One member from SC/ST/DT/NT/SBC/OBC	

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Meetings:

- The meeting agenda will be linked to the objectives of WDC and annual action plan. However the committee will also assess the current needs and develop the agenda accordingly.
- The Committee will meet at least three times a year.
- The chair of the Committee may convene additional meetings, as he/she deems necessary.
- A minimum of 4 members of the Committee will be present for the meeting to constitute a quorum.

Execution of Activities:

- A minimum of 4 activities (Workshops/Seminars/Awareness Camps/Training Programmes) will be conducted in an academic year.
- The activity will be planned and executed by WDC, supported by Department Coordinators.
- A detailed report of each activity will be submitted to the university.

Sample list of activities are as following:

Workshops/ seminars/ awareness camps on issues like:

Personality Development

Women Fitness

Legal Literacy

Leadership

Entrepreneurship Development

Performing skits and road plays for creating awareness in society.

Organizing Group discussions,

- Speech,
- Debate,
- Essay writing,
- Extempore,
- Posters etc

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- on current issues to sensitize students

Arranging lectures of highly qualified and successful Women.

Providing basic amenities for hygiene

- (soaps, hand towels etc),
- Education (copies, pen, pencil etc.),
- Old clothes, and other supplies through the University departments.

Any complaints of Sexual harassment received by WDC would be directed to the IC and full assistance would be provided to find justice in the case.

A) Improving Staff Composition/Representation

- Reviewing the existing organizational structure, functioning, problems in relation to gender imbalances among staff and the work environment and taking steps to address them so as to improve staff composition.
- Giving top priority to recruiting and retaining adequate women staff at all levels to ensure gender balance in staffing patterns.
- Ensuring equal opportunities among staff, irrespective of gender, in working conditions, for personal growth, in promotion benefits, and training.
- Ensuring equitable representation and participation of men and women in the Executive Board, Senior Management Team, and various functional committees of the organization.

B) Capacity Building of Staff on Gender Issues

- Facilitating staff capacity building processes and trainings to enhance perspectives and conceptual clarity on gender issues
- Ensuring that all training (internal and external) facilitated by the organization are gender sensitive.

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- Conducting gender trainings for both men and women; and ensuring participation of women in all the field level meetings and trainings.

C) Building a Gender Sensitive Workplace

- Providing a safe and secure workplace for women staff, free from sexual harassment/discrimination with a Gender Complaints Committee in existence to deter and prevent harassment through dissemination of information/rules and also for investigating into cases of sexual harassment/discrimination when they are reported and ensuring justice.
- Extending work related concessions and relaxations for women staff depending upon the situations and requirements.
- Overall, appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at workplaces and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

E) Organizational Policies and Systems to Reflect Gender Needs.

- Making all HR systems and policies gender-sensitive and responsive, and integrating gender indicators into staff performance appraisal systems.
- Incorporating and explicitly mentioning gender sensitivity as an essential element in the tasks/job profiles in all terms of reference, including TORs for external consultants.
- Ensuring that the conceptual clarity and sensitivity on gender issues will be one of the important selection criteria in recruitment processes and capacity building efforts of staff.
- In all programmes gender segregated data will be ensured.

F) Ensuring Women Participation/Empowerment in Intervention Areas.

- Strategic orientation to staff in the field based programs and advocacy initiatives towards increasing women's access, control and ownership over the natural resources, processes and organizations.

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- In case benefits accrue to women in various plans and policies of the Government, care should be taken by the staff to ensure that these benefits actually pass on to the eligible women and are not usurped by other male members of the family or outsiders who seek to benefit from such plans and policies by utilizing the women.
- Efforts should be made to integrate gender concerns into the scaling up of and mainstreaming developmental programs.
- Ensuring equal wages for equal work for both men and women and also ensuring gender friendly facilities in their workplace, like day care centre, provision for women supervisors, separate rest areas and toilets, so that women members may participate and perform in work areas without feeling disadvantaged or insecure in any manner.
- Making special efforts to constantly identify vulnerable women/women headed families and provide them the necessary support and guidance to voice their needs and assert their rights over and access to resources, responses and services.
- Building awareness and sensitivity within the men in the target communities and mobilizing their support towards gender balance in all walks of life.

Operational strategy:

- Open discussion on issues of gender among Executive Board members, amongst the staff members especially during monthly/annual meetings or arranging for special meetings involving external facilitators, if necessary.
- Organization of regular training programs, orientations on gender issues and integration of issues of gender in existing programs.
- Formation of Committee against Sexual Harassment to ensure free and fearless working environment for all employees including women at various levels including community level.
- Steps to be taken to ensure proper ventilation of gender related issues by the employees and the community members.

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The organisation already has a Sexual Harassment Committee that is responsible to deal with the complaints of sexual harassment in accordance with the guidelines laid down by the Supreme Court of India relating to sexual harassment of female workers at work places.

ANNEXURE 1:

Gender Complaints Committee Memorandum of Understanding among the Workers'

The implementation of the guidelines in Vishaka has to be not only in form but substance and spirit so as to make available a safe and secure environment to women at the workplace in every aspect and thereby enabling the working women to work with dignity, decency and due respect.

Sexual harassment has been defined as such; "For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) sexually-coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature."

As per the judgement of the Supreme Court an Internal Committee has been formed to tackle issues of sexual harassment of and discrimination against women employees at work place and against female

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Scope

If any worker/functionary (as defined above in the title) is alleged of making sexual harassment/discrimination on the basis of gender within the organisation or outside the organisation then the Internal Complaints Committee (formed by the organisation) will look into the issue in all seriousness.

The Internal Complaints Committee can also look into cases where an outsider indulges in sexual harassment towards a woman employee or discriminates against her within the workplace and work area or during the adequate discharge of duties by the woman employee including official travel during duty.

The Internal Complaints Committee will be headed by a woman and not less than half of its members will be women.

The Internal Complaints Committee can also hear cases of lack of gender sensitive policies/facilities at the workplace or in intervention areas and take steps to address such problems.

Eligibility for Filing a Complaint

All the allegations of sexual harassment/discrimination by a working associate/ project staff/programme associate/functionary or volunteer/consultant may be filed before the Internal Complaints Committee.

If any employee is alleged of making sexual harassment/discrimination within the organisation or outside the organisation, and a complaint is made, then the Complaints Committee will look into the issue with all seriousness.

In case of the involvement of an outsider the complainant may also take recourse to other measures available according to the laws of the land.

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Such external investigation will run parallel to the organizational procedures, and the committee is committed to support the process.

This committee and its actions do not impinge on the fundamental rights of the victim as laid down in the Constitution of India and any rights available under the Protection of Human Rights Act, 1993.

As is laid down by the Court, “In case of third-party harassment, where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person-in-charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.”.

Tenure of the Complaints Committee & Quorum

The tenure of the Complaints Committee will be of one year.

If somebody resigns or is terminated, the vacancy will be immediately filled, within a month, by calling a staff meeting.

Reconstitution of the Complaints Committee for any reason shall be immediately informed to all concerned by way of circulars/notices.

Three (3) will be the quorum.

If the quorum is not there at any meeting it shall be adjourned for not more than three days.

If at the subsequent meeting a quorum is still not there the meeting shall proceed with those who are present.

The proceedings or such a meeting cannot be challenged on the ground in absence of quorum.

Membership

The entire worker's/staff who can make allegations or the allegations could be made against them by the insiders or the outsiders can elect/select the members.

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The Internal Complaints Committee members will be selected or elected by all the members.

The members can be staff/functionary and a prominent outsider who has knowledge/expertise on the issue of sexual harassment/gender discrimination to prevent the possibility of undue pressure or influence from within the organisation.

Five people will be selected/ elected to the Internal Complaints Committee where three people will be female and two will be male.

Attendance of the meetings

If any member of the Complaints Committee remains absent in the regular meetings for three consecutive periods it will be considered to be negligence of duties and accordingly action will be taken as per RCDC determined rules and regulations.

Resignations

The resignation of a Complaints Committee member from the committee will not be accepted unless it is a reasonable one as decided by the Complaints Committee.

Meeting of the Complaints Committee

The meeting will be convened by the Chairperson soon after getting the complaint. Otherwise it will sit four times in a year.

Chairperson

A woman member will be the Chairperson who has equal decision making rights as others.

Function of the Complaints Committee

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a) To ensure the proper functioning of the Complaints Committee and implementation of guidelines within the organization.

b) To keep the offices/employees informed about what may constitute sexual harassment/discrimination as per Supreme Court guidelines as modified from time to time so as to constitute awareness about the same and thereby also prevent cases of sexual harassment/discrimination by acting as a deterrent.

This may be by way of circulars/notices, IEC material displayed in office spaces/work areas, and awareness during visits by committee members to offices/work areas.

c) To encourage all employees to report cases of sexual harassment/ discrimination that they may observe in the work place/work area involving employees of the organisation.

d) To form an Inquiry Committee to investigate the matter of complaint received by the complainant.

e) To investigate into general complaints about sexual harassment/ discrimination so as to identify victim(s) and encourage them to report to the Committee.

f) The activity report and findings of the Complaints Committee will be shared with RCDC on a six monthly basis.

Disqualification of the Convener and Members

The Chairperson or any member may be disqualified if he or she is alleged to be involved in the sexual harassment, moral turpitude or serious criminal charges pending against his or if found guilty of sexual harassment/discrimination. If one of the members becomes a victim or accused he/she will be disqualified from the proceedings of that particular case on the grounds of conflict of interest.

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Penalties

Any employee found guilty of sexual harassment/discrimination or aiding/abetting the same shall be liable to any of the following penalties.

- a) Warning, reprimand or censure along with a written apology with a commitment not to repeat the offense towards the subject and in general.
- b) Fines as decided upon by the Committee.
- c) Stopping one increment or more in salary.
- d) Suspension for a period as determined by the Committee.
- e) Transfer from the place of posting as decided by the Committee. The victim can also seek and get a transfer so as to be out of the influence of the accused.
- f) Demotion/termination of service as decided by the Committee.
- g) In case the complaint is found by the Committee to be false/ vindictive after investigation, the complainant is liable to be cautioned and/or punished as decided by the Committee.
- h) In case of a woman employee complaining against an outsider, the Committee may decide to instruct/allow the employee to complain to the local administration to get redressal if the employee so desires or if the nature of the complaint is of a more serious nature.
- i) In case a community member is found guilty, whether against a female member of the community, or towards a female staff member, points a, b and h can be considered.

It may also be prudent to let the Gram Panchayat or the local administration decide if both the accused and the victim belong to the community and the complaint is of sexual harassment or the discrimination is of a serious nature.

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The Complaints Committee's role in such a case will be to take cognisance of the complaint and support and allow the victim to decide upon the procedure to be followed from options available to her/him which she/he feels would allow her/him justice.

Penalties need to be ratified by the Head of the Organization as per the HR Policy of the organization.

It is up to the Committee, in consultation with the Head of the Organization, to combine two or more of the above penalties if deemed necessary.

The amount collected as fine will be used for achieving the aims and objectives of these guidelines.

Procedure to be adopted

To maintain transparency in investigation and recommendation

a) Any women employee has the right to lodge complain regarding the sexual harassment/discrimination against a male employee or an outsider with any of the members of the Complaints Committee.

A female community member complaining against another community member(s) can also complain to the Complaints Committee for facilitation of the case.

b) Complaints may be oral or/subsequently in writing.

c) Complainant will be assured full confidentiality.

d) Complaints Committee will nominate the two/three members within them who will constitute the Inquiry Committee.

e) At least one of the Inquiry Committee members shall be a woman.

f) No person against whom a complaint is made shall be part of the Inquiry Committee.

g) If the Inquiry Committee decides after getting the consent of the complainant, the accused will be asked, the response of which will be recorded in the complaint register.

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- h) The accused will be given 15 days for replying to the show cause notice.
- i) The Inquiry Committee will prepare a charge sheet and hand over the explanations by the accused to both the accused and the complainant with allegations by hand with proper documents or by Registered Post within five days of deciding the inquiry.
- j) Where every effort will be made to give adequate time to both the complainant and the accused.
- k) Sufficient opportunities will be extended to examine and all witnesses notified by both the parties.
- l) All the proceedings of the Inquiry Committee will be recorded and both the parties in token of authenticity shall endorse the same together with the statement of witness thereof. In case of refusal to endorse the same by either party, endorsement to the effect may be made by the Chairperson.
- m) The inquiry will be finished within 90 days of the filing of the complaint.
- n) The report of the Inquiry Committee will be forwarded to the management which will issue its order to the complainant and accused with a copy to the Inquiry Committee.

Provision for Appeals

If the complainant is dissatisfied in the process she or he has all the rights to approach the Head of the Organization/ or go to the court of law or seek other modes of redressal which are available under the laws of the land.

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PROCEDURE FOLLOWED IN OUR COLLEGE:-

OBJECTIVES

- To provide an environment to ascertain equity and equality for all genders
- To provide infrastructure for safety and development for all genders
- To sensitize and educate staff and students for gender related issues and provisions

POLICY

- The Institution provides equal opportunities for male and female staff and creates a gender sensitive working environment at the workplace.
- The Institution promotes and ensures gender equity and equality (in terms of rights and access to resources, responses and services).
- The Institution acts as an effective deterrent against gender discrimination and harassment both in workplace and in programme intervention areas.
- The Institution provides cameras installed at each floor and classrooms.
- The Institution provides medical centers with trained full time medical professionals.
- The Institution provides a day care facility in the college.
- The Institution provides a separate Girls Common room and a vending machine for sanitary napkins.
- The Institution provides a grievance box regarding any complaints/suggestions/harassment of any kind.
- The Institution provides female security guards deployed on each floor in college.
- The Institution provides a counseling center and to appoint a female counselor who is equipped for handling gender-related issues.

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- The Institution conducts various awareness programs every year focusing on gender parity, gender discrimination issues, women empowerment, women rights, cyber security etc.
- The Institution educate and prevent sexual harassment at workplace and promote general wellbeing of students and staff of all genders.
- The Institution promotes Sensitization through University Curriculum.
- The Institution promotes Sensitization by Student Participation through various talk shows and other activities.
- The Institution provides a teacher for mentoring students.
- The Institution conducts a gender audit to understand the diversity of students and staff to develop plans for gender sensitization.

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