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JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

WOMEN GRIEVANCE REDRESSAL CELL POLICY

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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WOMEN'S GRIEVANCE REDRESSAL CELL POLICY

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Record No.: ZEAL/POLY/EOMS/POLICY-02

Revision: 00

Date: 01/09/23

This is to state that the following expert team has formed, reviewed and recommended the **Women's Grievance Redressal Cell** for Zeal Polytechnic, Narhe, Pune.

The Policy is published and implemented after approval from Governing Body (GB).

Member 1

Member 2

Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



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Women's Grievance Redressal Cell

1. Introduction-

As per the guidelines of Vishakha Judgment of the honorable Supreme Court and notification received from The Ministry of Women and Child Development, Govt. of India, for effective implementation of "The Sexual Harassment of Women at institute (Prevention, Prohibition and Redressal) Act, 2013" Women Grievance Redressal Cell is constituted at Zeal Polytechnic Narhe, Pune.

A safe workplace is a woman's legal right. We, at our Institute ensure a person's right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty.

Sexual harassment constitutes a gross violation of women's right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as 'natural' male behavior or 'harmless flirtation' which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. It erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods.

It is important as well to ensure that the emphasis is on prevention rather than punitive action.

2. Objectives-

- To resolve issues pertaining to girls or women sexual harassment.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, staff and faculty members.
- To provide a platform for listening to complaints and redressal of grievance.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To improve personality along with the academic development of students.



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- To provide assistance to the Faculty/college for taking preventive steps in the matter of gender discrimination and sexual harassment.

3. Functions of cell-

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed;
- To advise complainants of the informal and formal means of resolution as specified by the Cell;
- To ensure the fair and timely resolution of sexual harassment complaints;
- To provide information regarding counselling and support services on the campus;
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
- The Cell seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do then we can create a campus that is free of sexual harassment. Simple respect for all on the campus community is thus the focus.

4. Grievance Procedure-

- Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a Complaint addressing the coordinator of the Women's Grievance Redressal Cell or through the college website.
- The complaint will be afforded full confidentiality at this stage.
- After receiving the complaint, the Coordinator shall convene the meeting of the cell.
- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
- In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then



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alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behavior and non-occurrence of it. In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.

5. Procedure for investigation-

- If the complainer wishes to proceed beyond a mere a warning to the accused, the accused shall be given in writing by the investigation committee an opportunity to explain within one week why he should not be, for good and sufficient reasons, be punished for the act of sexual harassment on his part.
- If the written explanation of the accused is not found to be satisfactory or if he does not provide any written explanation, the investigation committee will decide whether the offence deserves a minor penalty or a major penalty.
- In the event that the investigation committee deciding that the accused be imposed a minor penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision.
- If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major penalty, it shall make recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.
- If a person is charged with physical molestation or rape on college / society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.
- Punishment for sexual harassment
 1. Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government rules.
 2. A student guilty of sexual harassment shall be liable for any of the following penalties:
 - a) Warning or reprimand.
 - b) Suspension from Zeal Polytechnic Narhe, Pune for a period of one month.
 - c) Debarment from appearing for the examination for a period up to three years.



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- d) Rustication from Zeal Polytechnic Narhe, Pune as the case may be.
- e) Any other punishment as defined by the government act.

6. Protection against Victimization-

The committee noted and approved the policy on Protection against Victimization of the Women's Grievance Redressal Cell as following.

- a. In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears.
- b. In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainer, if it is otherwise so authorized.