

Standard Operating Protocol

Women's

Welfare & Grievance

Committee

Women's Welfare and Grievance Committee

The committee is established in Maharashtra institute of Dental Sciences & Research, Latur in order to promote a healthy working environment for all female staff and students. The committee follows “**Vishakha guidelines**” for preventing sexual harassment at work place.

PURPOSE :

- 1] Women's Welfare and Grievance Committee was established in order to keep the healthy working atmosphere among the female staff and students of our college.
- 2] To inform the women students about their legal rights and to endeavor towards the empowerment of the women through the promotion of gender equality and programmes concerning women welfare.
- 3] To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- 4] To provide confidential and supportive environment for members of the campus community who might likely have been sexually harassed; advises complainant of the informal and formal means of redressal and ensures the fair and timely redressal of sexual harassment complaints.
- 5] To provide information regarding counseling and support services on the campus and promotes awareness about sexual harassment through educational initiatives.

SCOPE:

It applies to all teaching and nonteaching female staff and students of MIDSR Dental College Latur.

RESPONSIBILITY:

Chairperson and all members of committee

The Committee Members :

The committee is comprised of 14 members with following designations

Chairperson

The **Chairperson** is responsible for making sure that each meeting is planned effectively.

To provide leadership in Presiding of meeting

To ensure that all members of committee should function properly.

To prepare agenda for meeting in coordination with committee convener.

Discussing the important issues with Principal (regarding events, budget of event, and complaints)

Convener

To prepare agenda in co ordination with chairperson

To prepare the budget for a particular event

To take notes of the minutes of each meeting

Faculty representatives:

Two representatives female teaching staff.

Helps in Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.

Administrative representative:

To ensure and maintain the healthy working atmosphere among all nonteaching staff. And to take note of their complaint; which will be further kept as an agenda for the next meeting.

Student representatives:

Three student representatives, two from undergraduate sections and one from post graduate section are included. Student members keep an eye in

the campus for maintaining discipline and security.

Non-Teaching staff representative:

Helps in coordinating all nonteaching staff.

Responsible for keeping records of all events, meetings and reports of committee meetings held.

To circulate and inform about meetings, reports of the meeting to all members of committee.

Women Empowerment Initiatives:

Various competitions held (poster completion/ rangoli competition) on occasion of International women's day in college campus helps in creating awareness about women empowerment among patients visiting to the campus.

Committee has designed and conducting an online as well as offline course on gender sensitization for undergraduate and postgraduate students. Course is designed in such a manner to cover all aspects of gender sensitization following the guidelines of National Women's Commission. As a part of this course student performs street plays an activity to create awareness among the patients visiting to campus.

Sop of women welfare and grievance and Redressal

Committee conducts four scheduled meetings yearly and if required emergency meeting will be conducted with the prior permission of Principal. Before every meeting all members are informed regarding the date, venue and tentative agendas of the meeting. A record file for related circulars, documents, and reports of meeting are maintained and kept with clerk of committee in the office.

Women welfare

- Various day celebrations by arranging competitions like Essay Writing, Debut, Poster Presentation, Rangoli Competition for students.

1. International women's day -8th march

2. Gender sensitization

(a) Measures taken for Women Safety and Security

- Well-trained security guards stationed across the security checkpoints at all entries and exits during day and night throughout the campus.
- Extensive surveillance network with 24x7 monitored control rooms.
- Administrative/discipline committee members including student members keep an eye in the campus for maintaining discipline and security.
- Strict implementation of Anti-Ragging, Anti-Smoking and inhibition on alcohol consumption in campus.
- Awareness campaigns on women safety and gender sensitivity through street plays (path-natya), rallies and camps by NSS and NCC student volunteers.
- Separate hostels for men and women with dedicated wardens.
- The Institute is the preferred destination of parents for education of their female wards as evidenced by the Stakeholder Feedback.

(b) Measures taken for Counseling

- Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.
- Grievance Redressal Committees for staff and students
- Gender sensitization campaign in campus, rural areas of Latur district during camps that include the following aspects:
 - Women's rights
 - Human rights

- Gender justice
- Gender equality
- Gender sensitization workshops
- Campaigns against female feticide.
- Medical Counseling, Moral Counseling, Career Counseling, Village Counseling, Vocation Counseling through medical camps.

(c) Common Room:

- Girls common room has been allocated.

(d) Day Care Center:

Institution provides supervision and care of infants and young children during the daytime, particularly so that their parents can hold jobs. Institute has “Kaushlya palnagar ” a day care centre located inside the campus in order to support female staff. Female staff appointed to run and maintain this centre in clean and proper manner.

SOP- Grievance Procedure for sexual harassment following POSH guidelines.

"POSH Guidelines" typically refer to the policies and procedures established by organizations to prevent, address, and redress instances of sexual harassment in the workplace. These guidelines are especially common in jurisdictions that mandate a formal framework for preventing sexual harassment, such as under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 in India.

1. Policy Statement

MIDSR Dental College is firmly committed to creating and maintaining a safe, respectful, and inclusive environment for all students, faculty, staff, and visitors. We uphold a zero-tolerance approach to sexual harassment in any form. Recognizing that every individual deserves to work, learn, and thrive without fear of unwanted behavior or discrimination, our institution is dedicated to preventing, addressing, and redressing incidents of sexual harassment promptly and effectively at the workplace in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act).

2. Scope

This policy applies to all employees, students, faculty, staff, contractual workers, interns, and visitors of MIDSR Dental College. It covers incidents occurring within the campus, including classrooms, laboratories, clinics, and any official college-related activities outside the premises.

3. Definition of Sexual Harassment

As Per the POSH Act, 2013, Sexual harassment includes:

- Unwelcome physical contact and advances
- Demand or request for sexual favors
- Making sexually colored remarks
- Showing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature
- Creating a hostile or intimidating environment based on gender

4. Internal Complaints Committee (ICC)

The ICC shall be responsible for handling complaints related to sexual harassment and ensuring a fair redressal mechanism. The composition of the ICC is as follows:

- **Presiding Officer** – Dr. Gauri Ugale
- **Faculty Members** – Dr. Sneha Chole, Dr. Shital Nagime, Dr. Priyanka Mundhe.
- **Non-Teaching Member** – Mr. Balaji Bansode
- **External Member** – Mrs. Urmila Bhanderge
- **Student Representatives** – Dr. Rutuja Shivpurkar, Miss. Sejal Khatod

5. Roles and Responsibilities of ICC

We believe that a safe academic and work environment is the cornerstone of excellence in education and healthcare.

The ICC have the following roles and responsibilities:

- **Receive Complaints:** Accept and acknowledge complaints related to sexual harassment.
- **Conduct Inquiry:** Investigate complaints fairly and confidentially, ensuring compliance with due process.
- **Ensure Confidentiality:** Protect the identity of the complainant, respondent, and witnesses.
- **Recommend Action:** Suggest appropriate disciplinary measures based on findings.
- **Provide Interim Relief:** Recommend temporary measures such as leave, transfer, or changes in work assignments for the complainant's safety.
- **Prevent Retaliation:** Ensure that no victimization occurs against complainants or witnesses.
- **Maintain Records:** Keep detailed records of complaints, investigations, and outcomes.
- **Conduct Awareness Programs:** Organize regular sensitization and training sessions for employees and students on preventing sexual harassment.
- **Submit Annual Reports:** Provide an annual report to the management and relevant authorities detailing the number of cases received, actions taken, and compliance measures.

6. Procedure for Filing Complaints

- Any aggrieved person can file a written complaint with the ICC within **three months** from the date of the incident.
- Complaints can be submitted in person or via email to the designated ICC email ID.
- The ICC may extend the time limit if justified.

7. Inquiry Process

- Upon receiving a complaint, the ICC shall conduct a fair and confidential inquiry within **90 days**.
- Both parties will be given an opportunity to present their case.
- The ICC recommend interim relief to the complainant if necessary.
- The final report shall be submitted to the management within **10 days** of concluding the inquiry.

8. Actions & Recommendations

Depending on the severity of the misconduct, the ICC may recommend:

- Written warning.
- Disciplinary action, including warning, suspension, or termination.
- Counseling or training for the respondent.
- Monetary compensation as per the POSH Act provisions.
- Legal action as per applicable laws.
- Any other measures to ensure a safe working environment.

9. Confidentiality & Non-Retaliation

- The identity of the complainant, respondent, and witnesses should be kept confidential.
- Any Retaliation against a complainant or witnesses will be treated as misconduct and will invite strict disciplinary action.

10. Awareness & Training

- Regular training and awareness workshops on **POSH** compliance for students & staff.
- The ICC policy & **POSH guidelines** displayed prominently on notice boards, digital platforms, and on the college website.
- Encouraging an open and respectful culture through sensitization programs.

11. Review & Compliance

- The ICC will submit an annual report to the college management and relevant authorities detailing the number of cases received, actions taken, and compliance measures.
- The management will periodically review the effectiveness of POSH policies and suggest improvements.

12. ICC Contact Details

For any complaints or queries related to sexual harassment, individuals may contact the ICC at:

- **Email:** womens@mitmidsr.edu.in
- **Contact:** 9130009068,9359046304,8180926414
- **Office Location:** MIDSR dental college,Latur

This SOP aims to foster a safe and inclusive learning and working environment in the MIDSR dental college, ensuring compliance with the POSH Act, 2013.