

## CRITERIA VII: INSTITUTIONAL VALUES AND BEST PRACTICES

### Key Indicator 7.1-Institutional Values and Social Responsibilities

#### GENDER EQUALITY

#### 7.1.2 ANNUAL GENDER SENSITIZATION ACTION PLAN

The institute has a healthy figure of 55% male and 45% female teaching staff, promoting the gender equity. Equal remuneration and wider role in governance and decision making has given. To further sensitize the staff members, institute conducts frequently training programs on safety, security and even personal counseling. Institute facilitates sufficient girl's common rooms and female staff rooms. Various college committees like:

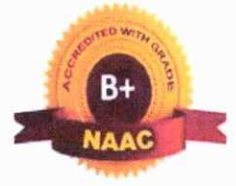
- 1) Anti-ragging committee,
- 2) Discipline committee,
- 3) Nirbhaya – Grievance redressal cell,
- 4) Vishakha committee

are formed in college which are actively working and looks after the safety and security of students and staff. Meetings of these committee members are held periodically to discuss the problems if any and respective actions are taken if required.

#### ROLES AND RESPONSIBILITIES:

1. To organize activities particularly on issues pertaining to 'Gender Sensitization', 'Violence Against Women' and legal provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' for general awareness and make their campus adequately gender sensitive.
2. To promote the staff and students to take participation in various programmes organized by Women redressal Cell include Women's Day celebrations, orientation/ induction programme etc.
3. To provide a forum for discussion and interaction with eminent ladies of society who are maestro in their field.





4. To organize Seminars on women and Indian culture in matters of dressing, festivals, and traditions.
5. To provide maternal leave to women.

### **GRIEVANCE REDRESSAL CELL**

This committee is formed with the authority to settle any type of grievances raised by the students, teachers and non-teaching staff of the college. The students are ought to lodge their grievances to their respective tutors, and they in turn intimates the matter to the committee for necessary action. Students are not encouraged to file a petition to the Principal, initially/ directly. They have to avail the avenue provided by the grievance redressal cell and then the Principal, if the grievances are not redressed.

1. Any woman either student/employee who feels and is being sexually harassed directly or indirectly may submit a written complaint of the alleged incident to any member of the Women Grievance Redressal Committee, with her signature preferably within 7 days of occurrence of incident and not later than 90 days.
2. The committee will meet at least twice in a year and also whenever the complaint registered to resolve the grievances depending upon the seriousness of the complaint.
3. To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
4. 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 letter or filing the complaint on the Principal's desk.
5. The complaint will be kept afforded with full confidentiality at this stage.
6. After receiving the complaint, the chairman shall call the meeting of the cell.
7. The chairman will appoint investigation committee, coordinator will convene the meeting.
8. The investigation committee shall then decide the course of action to get proceed.
9. The complaint will stand dropped if according to the committee, the complaint





has not been able to disclose the 'prima-facie': an offence of sexual harassment by the complainer or her representative.

10. 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 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 preceded within the manner prescribed hereafter.
11. The committee will submit report once in 6 months, noting all the grievances addressed and action will be taken accordingly.



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