

Sr. No. :

Date :

O. R. No. :

06/12/2021

OfficeOrder

Sub.:Constitution of committee for prevention of sexual harassment of women employee in the institute. (Women Cell)

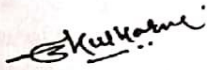
As per the guidelines of the Hon. Supreme Court of India and Government of Gujarat the following committee is hereby constituted for prevention of sexual harassment of women employee in the institute.

Sr.No.	Name of the member	Designation	Position in committee	ContactNo.
01	Dr. Gopal R Kulkarni	Principal	Chairman	9714540222
02	Dr. TejalbenZaveri	Asst. Prof	Member	9723706167
03	Mrs. Vaishaliben Patel	Asst. Prof	Member	9925223916
04	Mrs. Namaswini S Padhy	Asst. Prof	Member	9723705176
05	Mr. Nilamben K Patel	Jr. Clark	Member	9723706171
06	Dr. Jaksan D Patel	Asso. Prof	Member secretary	9898111376

In case of any complaint/suggestion, women employees in the institute will submit directly to the committee Chairperson or Member Secretary her grievance. Committee should immediate look into the complaint and conduct an inquiry and submit its detailed report to the undersigned within 15 days.

Committee should also conduct at least one meeting of their members every quarter and forward their suggestions/ advice to the undersigned.

This committee will be come into effect from the date of the issue of this order until further orders.



Principal
Merchant Engineering College,
Basna

Copyto:

- Hon.Chairman/Hon.Secretary
- NoticeBoard
- The websiteofcollege
- Personalconcerned.

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CODE OF CONDUCT FOR PROTECTION AGAINST HARASSMENT OF WOMEN

Whereas it is expedient to make the code of conduct at the workplace etc. to provide protection and safety to women against harassment it is hereby provided as under:

1. The code provides a guideline for behavior of all employee, including management, and the owners of the organization to ensure a work environment free of harassment and intimidation
2. "Harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, causing interference with work performance or creating an intimidating, hostile or offensive work environment, or the attempt to punish the complainant for refusal to comply to such a request or is made a condition for employment. The above is unacceptable behavior in the organization and at the workplace, including in any interaction or situation that is linked to official work or activity outside the office.
3. An informal approach to resolve a complaint of harassment may be through mediation between the parties involved and by providing advice and counseling on a strictly confidential basis.
4. A complainant or a staff member designated by the complainant for the purpose may report an incident of harassment informally to her supervisor, or a member of the inquire committee, in which case the supervisor or the committee member may address the issue at her discretion in the spirit of this code. The request may be made orally or in writing.
5. If the case is taken up for investigation at formal level, a senior manager from the office or the head office will conduct the investigation in a confidential manner. The alleged accused will be approached with the intention of resolving the matter in a confidential manner;
6. If the incident or the case reported does constitute harassment of a higher degree and the officer or a member reviewing the case feels that it needs to be pursued formally for a disciplinary action, with the consent of the complainant the case can be taken as a formal complaint;
7. A complainant does not necessarily have to take a complaint of harassment through the informal channel. She can launch a formal complaint at any time;
8. The complaint may make formal complaint through her in charge, supervisor, CBA nominee or worker's representative, as the case may be, or directly to any member of the inquiry committee. The committee member approached is obliged to initiate the process of investigation. The supervisor shall facilitate the process and is obligated not to cover up or obstruct the inquiry;
9. Assistance in the inquiry procedure can be sought from any member of the organization who should be conducted to assist in such a case;
10. The employer shall do its best to temporarily make adjustments so that the accused and the complainant do not have to interact for official purposes during the investigation period. This would temporarily changing