	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel	No.	AIKTC/SOP/WDGC/ 01	
		Rev.	00	
	STANDARD OPERATING PROCEDURE FOR WOMEN DEVELOPMENT & GRIEVANCE CELL	Date	09/04/2023	
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1. PURPOSE:

- 1.1. To promote general well-being and prevent harassment of female students, teaching and non-teaching women staff of the campus.
- 1.2. To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place.
- 1.3. To create social awareness about the problems of women and in particular regarding gender discrimination.
- 1.4. To organize seminars and workshops for the creation of general awareness for the orientation of students, teachers and non-teaching staff for their active and sustained participation in the activities of the cell.

2. SCOPE: All Female students, teaching and non-teaching female staff members of all the schools and departments/sections of the Campus.

3. RESPONSIBILITY:

Sr.No.	Name	Designation
1.	DIRECTOR, AIKTC	Chairperson
2.	PROFESSOR (From any School /Department)	Controller
3.	Teaching Faculty (Civil Dept.SoET)	Coordinator
4.	Teaching Faculty (School Of Architecture)	Coordinator
5.	Teaching Faculty (School Of Pharmacy)	Coordinator
6.	Teaching Faculty (HAS Dept.)	Coordinator
7.	Dean, School Of Pharmacy	Member
8.	Dean, School Of Architecture	Member
9.	Dean, School Of Engineering & Technology	Member
10.	HOD Department of Computer Engineering- (SoET)	Member
11.	HOD Department of Mechanical Engineering- (SoET)	Member
12.	HOD Department of Electrical Engineering- (SoET)	Member
13.	HOD Department of Electronics & Computer Science	Member
14.	HOD Department Of Humanities & Applied Sciences	Member
15.	Registrar AIKTC	Member
16.	Practicing Doctor (Women)	NGO Member
17.	LBRARIAN	Member
18.	ADMIN	Member



Centre Controller





Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.



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4. DEFINITION:

Cell- Cell means Women Development Cell constituted under the guidelines of university of Mumbai.

Sexual Harassment- Sexual Harassment means unwelcome sexually determined behaviour (whether directly or by implication). Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

NGO- Includes any non-governmental organization operating on a secular non-profit basis and involved in enhancement of the status of women and children.

5. ABBREVIATION:

ICC: Internal Complaint Committee

WDC: Women Development Cell

WDGC: Women Development and Grievances Cell

NGO: Non-government Organization

6. PROCEDURE:

6.1. Developmental Procedure:

1. Preparation of Academic calendar of events to be conducted in that particular year.
2. Regular meetings shall be held to discuss about organizing seminars, workshops or events for the creation of general awareness among female students, teachers and non-teaching staff after post circulation of agenda.
3. Minutes of the meeting shall be recorded.
4. Distribution of work among the coordinators for smooth conduction of the event.
5. Taking feedback from the faculty members and students for improving the quality of events organized.
6. Making detailed report on the event after completion.

6.2. Procedure for Acceptance and Addressal of complaints:

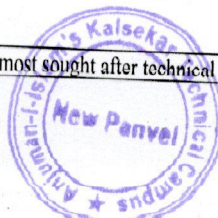
1. Any women employee/female student of the college shall have the right to lodge a complaint with any of the members of the cell.
2. The complaint shall be taken in written and signed by the person making the complaint.
3. The complaint shall be brought to the notice of the ICC immediately within 2-3 working days by the complainant.
4. The complaint should be genuine with proof and witness.
5. The complaint shall be afforded full confidentiality at all stages.
6. A complaint file shall be maintained by ICC which shall be a confidential document.
7. After receiving the complaint within not more than 10 working days, the member of the cell to whom the complaint is made, shall communicate the same to the chairperson of the cell.
8. Within a period of 2 weeks from the date of such communication, the chairperson shall convene a meeting of the complaints committee.
9. The complaints committee shall then decide whether the complaint deserves to be proceeded with or stand dropped based on the nature, category and gravity of the complaint.


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10. If the complaints committee decides to proceed with the complaint, then they shall go for proceeding with the inquiry committee.
11. From within the cell a 5-member complaints committee or inquiry committee shall be appointed for investigations into the complaint of sexual harassment.
12. The complaints committee shall afford fair and reasonable opportunity to the delinquent to defend himself/herself and shall ensure observance of the principles of natural justice.
13. The enquiry committee shall complete the enquiry into a complaint of sexual harassment within three months from the date of appointment of the committee.
14. When the matter shall come to conclusion a concluding remark shall be made in the complaint file.

7. REFERENCES:

- 7.1 Women Development Cell Manual of University of Mumbai.
- 7.2 Handbook on Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013, Government of India, Ministry of Women and Child Development.
- 7.3 Office Order vide No. AIKTC/Admin/2023/40 dated 31/03/2023

8. RECORDS:

- 8.1 Notice
- 8.2 Minutes of Meetings
- 8.3 Records and reports of various programs and events
- 8.4 Feedback
- 8.5 Complaint file
- 8.6 Case Papers

Roona and Shakti

Centre Controller



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Director