



AIMSPHY/253/2024

Date:- 22/07/2024

## VISHAKHA COMMITTEE

### Standard Operating Procedure (SOP)

The Internal Complaints Committee (ICC) for Women Anti Sexual Harassment in AIMS College of Physiotherapy, Dombivli is constituted according to 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013'. Along with this Act, the Internal Complaints Committee seeks to adhere to the spirit of Vishakha guidelines preceding this legislation in order to address the issue of sexual harassment at workplace for ensuring gender equality. The Internal Complaints Committee aims to look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue. The Act has outlined the constitution of the committees, the process to be followed for making a complaint and conducting inquiry into the complaint in a time-bound manner.

#### **What is Sexual Harassment?**

According to the Supreme Court order, sexual harassment is any unwelcome words or actions of sexual nature as:

An act of sexual harassment includes any one or more of the unwelcome acts or behaviour, whether directly or by implication:

1. Physical contact and advances; or
2. A demand or request for sexual favors; or
3. Making sexual colored remarks; or
4. Showing pornography; or
5. Any unwelcome physical, verbal or non-verbal conduct of a sexual nature or

The following circumstances, among other circumstances, if it occur or are present in relation to or connected with any act or behavior of sexual harassment, may also amount to sexual harassment;

1. Implied or explicit promise of preferential treatment in her employment; or
2. Implied or explicit threat of detrimental treatment in her employment; or

- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment

The committee 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

**The Committee seeks to achieve these goals through:**

- **Complaint Redressal:** As per the act 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013', appropriate action will be taken once the complaint is filed.
- **Dissemination of Information:** through production, distribution and circulation of materials, posters and handouts etc. to AIMS Foundation community.
- **Awareness Workshops:** for faculty, non-teaching staff and students with an aim to develop nonthreatening and non-intimidating atmosphere of mutual learning.
- **Counseling** – Confidential counseling service is an important service as the sexual harassment cases are rarely reported and are a sensitive issue. Counseling provides a safe space to speak about the incident and how it has affected the aggrieved woman.

**Who can file the Complaint to the Internal Complaint Committee?**

Any student, service provider, teaching, non-teaching staff may lodge a complaint against a student, service provider, teaching, non-teaching staff.

**Aggrieved party**

Means the person who alleges to have been subjected to any acts of sexual harassment by the respondent.

**Respondent**

Means the person against whom the aggrieved woman has made a complaint.

**Internal Complaints committee (ICC)** In accordance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and as per MUHS guidelines.

**Roles and Responsibilities**

**Student including Employees** It is the responsibility of the student/ employees to:

3. Implied or explicit threat about her present or future employment status; or
4. Interference with her work or creating and intimidating or offensive or hostile work environment for her; or
5. Humiliating treatment likely to affect her health or safety.

### **Anti-sexual harassment policy**

#### **Purpose:**

The purpose of this policy is to specify the guidelines for reporting acts of Sexual Harassment at AIMS College of Physiotherapy, Dombivli and to provide the procedure for the resolution and redressal of complaints of Sexual Harassment in line with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. AIMS College of Physiotherapy, Dombivli is committed to creating a healthy, conducive working environment that enables the students and employees (Teaching and Non-teaching) to carry out their work without any fear of gender bias, prejudice and sexual harassment. The institute is also committed to foster an environment of mutual respect and dignity of all its students and employees. Keeping this in view, all the employees/students must be sensitive to acts of conduct which may be considered offensive by fellow personnel and must refrain from engaging in such conduct. The institute will not, under any circumstances, condone or tolerate any such acts that may constitute to sexual harassment in the institute. AIMS College of Physiotherapy, Dombivli abides by the "Vishakha Guidelines" and "The Sexual Harassment of Women" at Workplace (Prevention, Prohibition and Redressal) Act, 2013" ensuring protection against sexual harassment/ gender inequality.

#### **Scope**

The policy is applicable to all the employees/ students (teaching and non-teaching staff including contractual and support staff), part-time personnel or any other party. This policy will be applicable within or outside institute premises, on study tour, field visit, etc.

#### **Objectives of the Committee**

The Internal Complaints Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of the Institution . Its mandates are:

To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed

- To advice complainants of means of resolution as specified by the legislation
- To ensure fair and timely resolution of sexual harassment complaints
- To provide counseling and support services on campus

- Refrain from committing any which may amount to sexual harassment at the institute
- Report incidents of sexual harassment without fear or favor
- Create an environment conducive for growth and development without fear of
- Harassment Seek advice and clarifications from the ICC as and when required

### **All Committee Members**

- Ensure that there is no hostile working environment in the institute.
- Ensure that all the staff of the section/department are aware of the purpose of the policy.
- Report any complaint or grievance received, immediately to the concerned authorities.
- Ensure that no victimization of the aggrieved party takes place at the institute where the
- Supposed action is said to have taken place.

### **About Inquiry process**

The Internal Complaints Committee shall make enquiry into the complaint in accordance with the provisions of the Service Rules applicable to the respondent. For the purpose of the enquiry, if the respondent is a non-teaching employee of the university, provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and provisions of the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, are applicable, and if the respondent is a teacher, provisions of the Teachers' Statutes are applicable. If the Respondent is a student, an enquiry shall be made as per provisions of Ordinance 157 as regards maintenance of discipline and good conduct by students.

### **Confidentiality**

Given the sensitive nature of sexual harassment and its impact on the victim as well as the person against whom such allegations are leveled, AIMS College of Physiotherapy, Dombivli is committed to maintaining strict confidentiality in relation to such complaints and the resultant inquiry. The identity and address of the aggrieved person, respondent and witnesses if any, all proceedings, including the statements and other materials, recommendations of the ICC, shall be treated as strictly confidential and the members shall not divulge the details to any other employee within AIMS College of Physiotherapy, Dombivli or to any person outside the institute. The ICC should emphasize the necessity for confidentiality to other employees involved in such discussions and the consequence of possible disciplinary action in case of transgression.

### Miscellaneous

The ICC shall maintain records of such cases and communicate with the MUHS to which the institute is affiliated every academic year or as and when required AIMS College of physiotherapy, Dombivli shall conduct necessary communications and training across the institute, with respect to this policy.

Members of the Internal Committee of Women Anti Sexual Harassment Cell at AIMS College of Physiotherapy, Dombivli:

	Members	Name	Designation	Mob. No.
1.	Chairperson	Mrs. Sheetal Choughule	CEO, AIMS Foundation, AIMS College of Physiotherapy	9619688339
2.	Member Secretary	Dr. Abhijit Satralkar	Principal	9890134388
3.	Member of NGO	Mr. Swapnil Kamble	Member	9819335055
4.	Faculty Member	Dr. Sheetal Bamhane	Associate Professor	9096514552
5.	Faculty Member	Dr. Samika Wagh	Assistant Professor	8976515071
6.	Faculty Member	Dr. Anisha Gulati	Assistant Professor	9082403547
7.	Administrative Member	Mrs. Harshala Padgal	Accountant	8850151417
8.	Non-Teaching Member	Mrs. Archana Jadhav	Librarian	9702689130
9.	Students Representative	Esha Shrivardhankar	Ist Year B.P.Th. (2023-24)	9136206468
		Neha Verma	Ist Year B.P.Th. (2023-24)	9579332735

  
**VICE PRINCIPAL**  
AIMS College of Physiotherapy  
At-AIMS Foundation, Vadavli  
Dombivli(E)



  
**PRINCIPAL**  
AIMS College of Physiotherapy  
At-AIMS Foundation, Vadavli  
Dombivli (E)

Date: 03/02/2026

**Internal Complaints Committee (Vishaka / POSH Committee)**

The AIMS College of Physiotherapy declares & constitutes the POSH committee as per the direction of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) ACT, 2013 (POSH) for the Academic Year 2025 - 26.

MEMBERS	NAME	DESIGNATION	MOB. NO/
Chairperson	Mrs. Sheetal Choughule	CEO, AIMS Foundation, AIMS College of Physiotherapy	9619688339
Member Secretary	Dr. Abhijit Satralkar	Principal	9890134388
Member of NGO	Mr. Swapnil Kamble	Representative of an NGO involved in Youth Activity	9819335055
Faculty Member	Dr. Sheetal Bamhane	Associate Professor	9096514552
	Dr. Samika Wagh	Assistant Professor	8976515071
	Dr. Mudita Chavan (PT)	Assistant Professor	9987316877
Administrative Member	Mrs. Harshala Padgal	Accountant	8850151417
Non-Teaching Member	Mrs. Archana Jadhav	Librarian	9702689130
Student Representatives	Esha Shrivardhankar	1st Year <u>B.P.Th.</u> (2023-24)	9136206468
	Neha Verma	1st Year <u>B.P.Th.</u> (2023-24)	9579332735
	Anoushka Tripathi	1st Year <u>B.P.T.</u> (2024-25)	8830392809
	Vaidehi Mhatre	1st Year <u>B.P.T.</u> (2024-25)	9076281736
	Seema Shaikh	1st Year <u>B.P.T.</u> (2025-26)	8452900363
	Afsheen Ansari	1st Year <u>B.P.T.</u> (2025-26)	9076286896

  
**VICE PRINCIPAL**  
AIMS College of Physiotherapy  
At-AIMS Foundation, Vadavli  
Dombivli(E)



  
**PRINCIPAL**  
AIMS College of Physiotherapy  
At-AIMS Foundation, Vadavli  
Dombivli (E)