



L C I T

# LCIT SCHOOL OF PHARMACY

(Under the aegis of Shree Shree Vidya Sagar Ji Maharaj Education Trust)  
Vidya Sthali, Chichirda Road, Village-Bodri, Bilaspur, Chhattisgarh, India 495 220  
Phone: 7440217555 Fax: 07752 - 217555 E-mail: principallcit.sop@gmail.com Web: www.lcit.edu.in

---

## OFFICE OF THE PRINCIPAL

---

Ref. No: LCIT SOP/Office/Notice/103

Date: 05.01.2024

### NOTICE

#### GENDER SENSITIZATION AND SEXUAL HARASSMENT PREVENTION CELL

The Cell for Gender Sensitization and Prevention against Sexual Harassment at Workplace at LCIT School of Pharmacy, Bilaspur (CG) had its inception in 2018. The Cell was formed in accordance with the guidelines on sexual harassment prevention in the workplace, issued by the Honorable Supreme Court of India in 1997 and in accordance with the VISHAKHA guidelines of Supreme Court and endorsed in SAKSHAM report of the University Grants Commission.

The cell aims to sensitize and create awareness about gender justice among the academic and non-academic community in this educational institution. The cell has organized seminars, and interactive sessions with eminent speakers and activists and aims to conduct many such seminars and workshops for the benefit of all stakeholders of this institution. The members of the said cell had also propagated their ideas in such events.

The Cell is responsible for looking into any complaints filed by students and staff about sexual harassment if any happening inside the college premises. According to the Honorable Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually Colored remarks
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

#### **Objectives**

- To resolve the issues pertaining to sexual harassment
- To provide a platform for listening to complaints and redressal of grievances
- To foster healthy relationship with opposite gender
- To equip students, faculty and staff with the knowledge of their legal rights and redressal of their grievances
- To facilitate speedy delivery of justice, through organizing meetings at regular intervals

#### **Activities**

- Conducting gender awareness programme
- Organising women empowerment programmes
- Programmes in the nearby community to sensitize gender equality
- Observing International Women's Day
- Creating Awareness against Gender Biasness, Domestic Violence
- Prevention and redressal of sexual harassment

#### **Members of the Cell**

Dr. Mrs Shruti Rathore  
Ms. Lalita Sandey  
Ms. Somprabha Madhukar

### **Programmes conducted by the Gender Cell**

- Observation of International Women's Day.
- Conducted Seminar on 'Gender Sensitization and the Constitution of Gender Cell in accordance with the Saksham Guidelines at workplace'.
- Screening of a Short film on gender biasness.
- Engaging Students to prepare charts and posters on Gender Sensitization Women Empowerment and prevention of domestic violence.
- Conducted Seminar and attended seminar on domestic violence.
- Displayed Charts, books and posters time to time received from various NGO's participation and awareness in prevention of gender biasness
- Formation of the Internal Complaints Committee.

### **"Reconstitution of Internal Complaint Committee"**

The Internal Complaint Committee of LCIT School of Pharmacy, Bodri, Bilaspur has been reconstituted w.e.f. 05.01.2024 in accordance with the directives of Hon'ble Supreme Court of India and the committee is established as per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016 and Saksham Guidelines. Now this committee is reconstituted as per norms to ensure safety, security, and dignity of women's at workplace. For any complaints regarding above below member can be consulted.

#### **Objectives:**

- ICC aims to fulfill the directives of the Honorable Supreme Court of India, and concerns expressed by the University Grants Commission (UGC) about ensuring safe environment for women students and employees in educational institutions.
- ICC tries to promote an environment free of sexual harassment and other acts of gender based discrimination at the University that ensures gender equality and equal opportunities.
- ICC aims to prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the Institution.
- Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
- If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

#### **Who can approach ICC for help?**

Any female employee (faculty, student or staff) of LCIT School of Pharmacy.

#### **Definition of Sexual Harassment:**

"Sexual harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:  
Physical contact and advances

- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography,
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

#### **What are the possible actions that can be taken against the respondent?**

Warning, written apology, Bond of good behavior, adverse remark in the confidential Report, stopping of increments/promotion, suspension, dismissal, any other relevant actions.

### if harassment occurs what should be done?

When an incident of sexual harassment occurs, the victim or third-party may submit a written complaint in person at the Internal Complaints Committee of this College. The complaint will be kept CONFIDENTIAL.

### Inquiry process:

1. The inquiry shall be completed within a period of **ninety days** from the date of the complaint.
2. On completion of the inquiry, the ICC shall provide a report of its findings to the Executive Authority of the Higher Education Institution within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
3. If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the Executive Authority of the HEI.
4. Executive Authority of the HEI shall act upon the recommendation within thirty days of receiving it unless an appeal against the findings has been filed within that time by either party.

### Members of the Cell

1	Presiding Officer	Ms. Somprabha Madhukar <a href="mailto:somprabha.madhukar@lcit.edu.in">somprabha.madhukar@lcit.edu.in</a>	Chairperson	8889282136
2	Two faculty members	Ms. Nisha Verma <a href="mailto:nisha.verma@lcit.edu.in">nisha.verma@lcit.edu.in</a> Ms. Ashwani Tanwar <a href="mailto:Ashwani.tanwar@lcit.edu.in">Ashwani.tanwar@lcit.edu.in</a>	Member	9009135800 7748092750
3	Two non-teaching employees	Dr. Asha Sao <a href="mailto:Asha.sao@lcit.edu.in">Asha.sao@lcit.edu.in</a> Mrs. Sandhya Dubey <a href="mailto:Sandhya.dubey@lcit.edu.in">Sandhya.dubey@lcit.edu.in</a>	Member	9098748735 9770671716
4	A member from NGO or a person familiar with Sexual harassment issues	Shree Surya Pushpa Foundation, Telipara CG Mr. Gaurav Shukla <a href="mailto:info@shreesuryapushpafoundation.in">info@shreesuryapushpafoundation.in</a>	Member	8770852203
5	Three Student nominees (if the matter involves students)	Ms. Khushi Pandey <a href="mailto:Khushi.kv.pandey@gmail.com">Khushi.kv.pandey@gmail.com</a> Ms. Muskan Dhruwanshi <a href="mailto:dhruwanshimuskan@gmail.com">dhruwanshimuskan@gmail.com</a> Ms. Richa Rathore <a href="mailto:rathorericha74@gmail.com">rathorericha74@gmail.com</a>	Member	9630318677 7415502619 7470688665

- Term of members – 3 yrs (1/3<sup>rd</sup> of the members may change every year).
- Quorum of meeting including chairperson – 3 times in a year (excluding special invitee)
- Report with recommendation – within 10 days from the date of receipt of the complaint and enquiry shall be completed within 90 days.


### Additional Information:

For any additional information on UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 refer to

- Handbook On Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for Employers / Institutions / Organisations/ Internal Complaints Committee / Local Complaints Committee; Government of India, Ministry of Women and Child Development, November 2015 (Available online)
- [https://www.ugc.ac.in/pdfnews/7203627\\_UGC\\_regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf)

### COPY TO -

1. SECRETARY, LCITGOI, BSP (C.G.)
2. DIRECTOR, LCITGOI, BSP (C.G.)
3. ALL MEMBERS OF ICC, LCITSOP, BSP (C.G.)
4. TRANSPORT INCHARGE, LCITSOP, BSP (C.G.)
5. HOSTEL SUPERINTENDENTS, BOY'S/GIRL'S LCITGOI (C.G.)
6. ALL NOTICE BOARDS.

  
Principal  
LCIT School of Pharmacy  
Near High Court  
Bilaspur (C.G.)