

**STANDARD OPERATING PROCEDURE
FOR
COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT
(LMCP/SOP/CPSH/4.0)
L. M. COLLEGE OF PHARMACY**

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| SOP No: | LMCP/SOP/CPSH/4.0 |
| Name of SOP | COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT |
| Prepared by: | Name: Mr. Mittal Dalal Designation: Co-ordinator; COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT |
| Reviewed by: | Name: Dr. Sunita Goswami Designation: Chairperson; COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT |
| Approved by: | Name: Dr. Mahesh T. Chhabria Designation: Principal, L. M. College of Pharmacy |
| Issued by: | Name: Dr. Anuradha Gajjar Designation: Co-ordinator, IQAC |
| Responsibility for Updating | Committee for Prevention of Sexual Harassment |
| Revision due date | 01 August 2026 |

1.0 Purpose:

The primary purpose of the CPSH are to Prevent Sexual Harassment at the workplace The stated objectives are as follows:

- a. To develop a policy against sexual harassment of women.
- b. To develop a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence.
- c. To create a secure physical and social environment to discourage any act of sexual harassment
- d. To support the commitment of the institute to provide an environment, free of gender-based discrimination as per Article 14 of the Constitution of India. i.e. "*Zero Tolerance*" policy
- e. To ensure the implementation of the Rules in letter and spirit through proper reporting of the complaints and their follow-up procedures.

To promote a social and psychological environment to raise awareness regarding prevention of sexual harassment.

2.0 Scope:

This policy shall apply to all students, academic staff and non-teaching staff on active roles of L. M. College of Pharmacy, as also to residents, service providers and outsiders, on the institute campuses, to the extent specified in these rules and procedures.

3.0 Responsibility:

The members in the Committee for prevention of Sexual Harassment (Prevention, Prohibition and Redressal) at L. M. College of Pharmacy Ahmedabad, are as under:

Constitution of Committee for Prevention of Sexual Harassment at Institute Level:

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| Chairperson | Dr. Sunita Goswami, Head, Department of Pharmacology, L. M. College of Pharmacy, Ahmedabad. Email: sunita.goswami@lmcp.ac.in Mobile No: 9426173209 |
| Members (faculty) | 1. Mr. Mittal Dalal (Co-ordinator) 2. Dr. Pooja Jayaprakash 3. Dr. Vishwa Mehta 4. Dharmishtha Parmar |

The Internal Complaints Committee comprising of Faculty, Non teaching staff, students and external members will be responsible for receipt and resolution of any complaint of sexual harassment at the institute.

5.0 References:

1. The Sexual Harassment of Women at Workplace, (Prevention, Prohibition and Redressal) Act, 2013.
2. Judgement of hon'ble Supreme Court in the matter of Vishaka & Others v/s. State of Rajasthan & Others reported in 1997 (6) SCC 241
3. Committee for Prevention of Sexual Harassment
4. University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 dated 02.05.2016
5. Gujarat Technological University, The Committee against Sexual Harassment Against Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal): Rules and Procedure

5.0 Procedure:

5.1 Procedure for registering complaint

- a. Any employee or student or complainant shall have the right to file a complaint concerning any sexual harassment against complainee as the case may be. An Aggrieved Person is required to submit a written complaint to the ICC within three months of the date of incident and in case of a series of incidents within the period of three months from the date of last incident in the prescribed form-I.
- b. On receipt of the complaint from the complainee, the ICC will convene a meeting within a period of 5 working days to make preliminary enquiry/fact finding enquiry to verify the facts of the complaint. On the basis of preliminary enquiry, the ICC may decide to proceed with the complaint and register the complaint.

5.2 The Inquiry Process of ICC

- a. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- b. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

- c. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Principal. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- d. An appeal against the finding or recommendation of ICC may be filed by either party before principal within a period of thirty days from the date of recommendation.

5.3 Disciplinary Actions / Penalties

- a. Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI or Institute/Institute, if the offender is an employee.
- b. Where the respondent is a student, depending upon the severity of the offence, the Institute may
- 1) Withhold privileges of the student, such as access to the library, auditoria, halls of residence, transportation, scholarships, allowance, and identity card;
 - 2) Suspend or restrict entry into the campus for a specific period.
 - 3) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants,
 - 4) Award reformatory punishments like mandatory counseling and performance of community services.

6.0 Formats, Register and any other internal documents:

1. Constitution of Internal Complaints Committee – Annexure 1
2. Format for Complaint – Annexure 2

7.0 Change History:

1. Constitution of committee due to Superannuation, voluntary retirement or demise of members.
2. Change in name of committee from Committee against Sexual Harassment (CASH) to Committee for prevention of Sexual Harassment (CPSH)

| | Prepared by | Reviewed by | Approved by | Issued by |
|-------------|--------------------|--------------------|------------------------|---------------------|
| Name | Mr. Mittal Dalal | Dr. Sunita Goswami | Dr. Mahesh T. Chhabria | Dr. Anuradha Gajjar |
| Designation | Co-ordinator, CPSH | Chairperson, CPSH | Principal, LMCP | Co-ordinator, IQAC |
| Signature | | | | |