



Academic Year – 2019-2024

# PREVENTION OF SEXUAL HARRASSMENT POLICY

## POSH Policy for Teaching and Non Teaching Staff of IIMS

### Preamble

The International Institute of Management Science (IIMS) is committed to fostering a safe, inclusive, and equitable environment where every student can learn, grow, and thrive free from fear, discrimination, or harassment.

Recognizing the importance of safeguarding the dignity and rights of all individuals, IIMS firmly upholds a zero-tolerance approach toward sexual harassment in any form. This policy is a reflection of our dedication to creating a campus culture rooted in mutual respect, gender sensitivity, and accountability.

The Prevention of Sexual Harassment (POSH) Policy aims to prevent, prohibit, and address incidents of sexual harassment involving staff, ensuring a transparent and robust mechanism for redressal. It aligns with the principles enshrined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and extends its coverage to safeguard the well-being of every member, regardless of gender.

### Objective:

To establish a safe, respectful, and inclusive working environment for Teaching and Non Teaching Staff at the International Institute of Management Science (IIMS), ensuring the prevention, prohibition, and redressal of sexual harassment in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

### Scope of the POSH Policy:

This policy is applicable to all faculty members, including permanent, temporary, ad hoc, and visiting faculty. This policy covers incidents occurring within the campus premises or in any location related to work or work related activities, including online forums.

### Definitions:

- **Sexual Harassment:** Includes any unwelcome act or behaviour such as:
  - Physical contact and advances.
  - Demand or request for sexual favours.
  - Sexually coloured remarks.
  - Showing pornography.
  - Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

---

## YASHASWI EDUCATION SOCIETY'S INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE

DTE CODE  
6775

AICTE APPROVED | ISO 21001 CERTIFIED | SPPU AFFILIATED | NAAC ACCREDITED  
A: IIMS, OPPOSITE ELPRO, CHINCHWAD, PUNE - 411 033. P: 020 2735 3733  
E: IIMS.INFO@YASHASWIGROUP.IN W: WWW.IIMS.AC.IN

AISHE CODE  
C - 41595



- **Aggrieved Person:** Any teaching or non-teaching staff who alleges to have faced sexual harassment.

#### **Internal Complaints Committee (ICC):**

An Internal Complaints Committee (ICC) is constituted to handle complaints of sexual harassment involving students:

- **Composition:**
  - Presiding Officer: A senior woman faculty member.
  - At least two Teaching and Non-Teaching Staff with a background in law, social work, or gender studies.
  - One external member from an NGO or association committed to women's rights.
- **Tenure:** Members serve for a period of three years.
- **Responsibilities:**
  - Address and resolve complaints in a time-bound manner.
  - Submit an annual report to the management and appropriate authorities.

#### **Complaint Procedure:**

1. **Filing a Complaint:**
  - Any aggrieved person can submit a written complaint to the IC within three months of the incident.
  - The IC may extend the filing period if justified by circumstances.
2. **Inquiry Process:**
  - A preliminary investigation is conducted to establish the validity of the complaint.
  - Both parties are given an opportunity to present their case.
  - Witnesses and evidence are examined to reach a conclusion.
3. **Timeframe:**
  - Inquiry to be completed within 90 days of receiving the complaint.
  - Final report to be submitted within 10 days of completion of the inquiry.
4. **Outcomes and Penalties:**
  - If the complaint is substantiated, disciplinary action will be taken, ranging from a written apology to termination of employment.
  - If found malicious, appropriate action will be taken against the complainant.

#### **Support Measures:**

- Counseling services for affected individuals.
- Immediate relief measures, including adjustment of duties, if necessary.

#### **Training and Awareness Programs:**

- Organize annual POSH workshops for faculty members.
- Display the POSH policy prominently on campus and online platforms

#### **Monitoring and Reporting:**

- The ICC will document all complaints, inquiries, and actions taken.

---

## **YASHASWI EDUCATION SOCIETY'S INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE**

**DTE CODE  
6775**

AICTE APPROVED | ISO 21001 CERTIFIED | SPPU AFFILIATED | NAAC ACCREDITED  
A: IIMS, OPPOSITE ELPRO, CHINCHWAD, PUNE - 411 033. P: 020 2735 3733  
E: IIMS.INFO@YASHASWIGROUP.IN W: WWW.IIMS.AC.IN

**AISHE CODE  
C - 41595**



- An annual report summarizing the number of complaints and their resolution will be submitted to the management.

**Prohibition Against Retaliation:**

- Strict measures to ensure that complainants or witnesses are not subjected to any form of retaliation or victimization.

**Contact Information:**

Teaching and Non-Teaching Staff can contact the ICC via email or in person to report complaints or seek clarifications

Prepared by -

Name	Signature	Date
Dr Vandana Mohanty IQAC Co-ordinator		01.10.2019

Approved by-

Name	Signature	Date
Dr Shivaji Mundhe Director, IIMS		1/10/2019
Mr. Vishwesh Kulkarni President-Yashaswi Group		3-10-2019

**YASHASWI EDUCATION SOCIETY'S  
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE**

DTE CODE  
6775

AICTE APPROVED | ISO 21001 CERTIFIED | SPPU AFFILIATED | NAAC ACCREDITED  
A: IIMS, OPPOSITE ELPRO, CHINCHWAD, PUNE - 411 033. P: 020 2735 3733  
E: IIMS.INFO@YASHASWIGROUP.IN W: WWW.IIMS.AC.IN

AISHE CODE  
C - 41595