



## **WOMEN CELL** SVNIT, SURAT

**WELCOMES YOU**



SARDAR VALLABHBHAI  
NATIONAL INSTITUTE OF TECHNOLOGY  
SURAT -395007, GUJARAT, INDIA

**Mission:** Promoting safety and gender equality in SVNIT

**Vision:** Creating awareness among the stakeholders of SVNIT about gender discrimination and sexual harassment by organizing workshops/seminars/counselling activities

**SVNIT, Surat aims to create a conducive environment for all members of the campus community and enhance self-esteem and self confidence among female students, faculty and staff. The institute is giving constant efforts to ensure safety and dignity of women and other stake holders of the institute. Women Cell is committed to increase awareness of females related social issues, health, employment and gender related matters, for achieving gender parity in society as a whole and SVNIT in particular.**

The office of the Women Cell is meant for awareness, counselling activities, receiving the complaints from the stakeholders of the Institute. The cell is working towards gender sensitization by the following activities:

### **The Women Cell committee is to look after**

1. Cases of women harassment, ragging of girls in the campus, complaints made in any case of sexual harassment whether it is through words, expression or direct physical activity.
2. Effort shall be made to create an atmosphere where every teacher, staff and student can work freely without any mental pressure and gender bias
3. Organizing awareness programs, camps, seminars, workshops etc.
4. Frequent meetings with females of SVNIT including staff and students
5. Annual report to higher authority, MHRD etc.

A [link](#) to the office order of the constitution of the Women Cell. The Cell draws members from female faculty members from each academic departments and will invite staff and student representatives as 'member invitee' as and when required.

# **GUIDELINES**

## **1. PURPOSE AND CONTENT OF THE GUIDELINES**

This document on **Guidelines** for functioning of the Women Cell is prepared with the following aims:

1. To assist the Cell in carrying out its functions and activities
2. To sensitize all the constituencies towards the Constitutional and Supreme Court mandate of prohibition of gender discrimination and sexual harassment at work place;
3. To inform all about functioning of the Women Cell of SVNIT
4. To publicise the well documented objectives, definitions, documentation and dissemination methods, dealing with cases, complaint redressal procedure, punitive actions, etc.

These Guidelines are applicable to all SVNIT stakeholders.

### **1.1 OBJECTIVES**

Following are the objectives of the Women Cell:

1. To prevent gender discrimination and sexual harassment, by promoting gender amity amongst all SVNIT stakeholders.
2. To make recommendations to the authority for changes/elaborations in the norms, Standing orders and Bye-Laws etc, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of sexual harassment by and of stakeholders of SVNIT.
3. To deal with cases of sexual harassment while maintaining secrecy, in a time bound manner, aiming at ensuring support services to the victimized person/complainant.
4. In case of complaint received, Women cell has to do the initial investigations, inform the initial findings to the authority and if required handover the case to appropriate committee including ICC through proper channel for further investigation

### **1.2 DEFINITIONS**

#### **1.2.1 Gender discrimination**

Sexual differences are biological differences and gender differences are socially or culturally constructed. Sexual and gender stereotypes are supported by sexist attitudes. Sexism is a prejudice or discrimination on the grounds of sex, especially against women. Sexism is an attitude or mindset, which justifies male control over women, headship for the man and subordination for women, and

such attitude often justifies discrimination and violence against women. It restricts perception of dignity and worth of women, denies their contribution to society, and makes their rights and opportunities conditional, resulting in their vulnerability.

### **1.2.2 Sexual Harassment**

According to the Code of Conduct at Work Place prepared by the National Commission for Women in 1998, sexual harassment includes such unwelcome sexually determined behaviour by any person either individually or in association with other persons or by any person in authority with sexual undertones (whether directly or by implication) including

- physical contact and advances
- a demand or request for sexual favors
- making sexually colored remarks
- showing pornography or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

#### **Power of position may be abused by perpetrators of sexual harassment through**

- implied or explicit promise of preferential treatment
- implied or explicit threat of detrimental treatment
- creating an offensive work-environment

Apart from the grave criminal offense of *Rape*, following acts are also punishable under law:

- *Voyeurism*: watching or capturing an image of a woman engaged in a private act
- *Stalking*: following a woman, contacting (or attempting to contact) a woman despite a clear indication of disinterest by the woman; monitoring the use of the internet by a woman

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***Punishments for these acts may lead to academic suspension/termination, or suspension/ termination/dismissal from service.***

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#### **Note: What to do and not to do, in case you were harassed**

- Do not blame yourself.
- Do not feel ashamed. Clearly and firmly tell the harasser that you find his behavior

- inappropriate/offensive.
- Speak-up! Do not ignore the harassment, hoping that it will stop on its own.
  - Keep a detailed record (dates, times, places, names of harasser(s) and witnesses) of all incidents related to the harassment.

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### **Commonplace myths about acts of sexual harassment and violence**

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- Certain dresses provoke sexual harassment and violence
- Any act that happens with a woman at a place where she has gone willingly, must be consensual
- Any act under the influence of alcohol or drugs does not amount to sexual harassment or violence
- It is sexual harassment only if it is committed by stranger(s).
- If the act is not reported immediately, then it did not happen or was consensual.

### **1.2.3 Gender amity**

Gender amity includes gender sensitivity and gender justice

**Gender sensitivity** is awareness and insight into the state of the other sex, with reference to historical roots of sexist stereotyping, discrimination and violence. It leads to empathy, which is the expression of placing of credence on what women feel and experience. Gender sensitivity helps to develop non-judgmental attitude to women. It leads to acceptance or appreciation of the individuality and dignity of women.

**Gender justice** is ensuring sexual equity and equality, non-hierarchy and non-discrimination, and protective safeguards.

**Stakeholders**—Students/ faculty/staff/personnel of this institute/ working for this institute will be the stakeholders

**Victim** –Complainant

**Accused-** Alleged Perpetrator

### **1.3 DOCUMENTATION AND DISSEMINATION**

- Dissemination of Information – through production, distribution and circulation of printed materials, posters and handouts. Translate these guidelines in Hindi, Gujarati; disseminate them in English, Hindi and Gujarati among all the students and employees as appropriate
- Provide everyone with names and contact details of the Women Cell members
- Review and revise these guidelines as and when necessary. A summary may be put up on web-site.
- Keep confidential all the details of the cases handled that would include the complaint, the inquiry report, advises given by the advisory member and the recommendations made by the Women Cell to the appropriate committee.
- Prepare an annual report, summarizing the activities of the Women Cell.

### **1.4 DEALING WITH CASES**

- Receiving the complaints of gender discrimination/sexual harassment, make an initial investigations into the case.
- Provide support services to the victimized and recommend early action to the Director
- Consult or refer the victim/complainant to a lawyer, doctor and/or a counsellor, as the need may be,
- Provide information/consultation to anyone who wants to discuss issues relating to gender discrimination/sexual harassment whether a complaint has been lodged or not.
- Follow the Complaint redressal procedure (as described below)

#### **1.4.1 Complaint Redressal Procedure**

##### **Procedure for the Complaint**

- A complaint of gender discrimination/sexual harassment may be lodged with any member of Women's Cell in writing by the complainant.
- Under special circumstances an individual, who may be a friend/colleague/teacher/parent of the complainant, may make a written complaint on behalf of the complainant.
- A written complaint to the Women Cell may be addressed to the Chairperson of the Women cell. If a written complaint is made to the Director, Dean, Registrar or any of the Women Cell members, the complaint shall be forwarded to the Chairperson of the Women Cell.

##### **Immediate Action**

- The member of the Women Cell, to whom the complaint has been made, should immediately provide initial support and consultation to the victim/complainant if needed.
- During the pending inquiry, the complainant shall be protected against the accused. For example, if the complainant is a student and the accused a teacher,

the accused will not act as an examiner to this student. If the complainant is a student and the accused his/her supervisor, the student's placement may be changed or his/her supervisor may be changed. If the complainant and the accused are both employees, either may be temporarily transferred. If the accused is an outsider, he/she may not be allowed to enter the Institute, during this period etc.

**Counselling** – Confidential counselling service is an important service as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

### **1.5 PUNITIVE ACTION MAY BE RECOMMENDED**

An employee guilty of sexual harassment shall be liable to any of the following punitive actions:

- Suitable censure/warning.
- Withholding of increments.
- Reduction to lower service, grade or post.
- Compulsory retirement.
- Removal from service, or
- Dismissal from service.

A student guilty of sexual harassment shall be liable to any of the following punitive actions:

- Suitable censure/warning.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Suspension/expulsion from the hostel.
- Rustication from the Institute for a period up to a certain period
- Expulsion from the Institute.

## **2. CONSTITUTION OF THE WOMEN CELL**

### **General Requirements**

While constituting the Women Cell, the following requirements need to be met:

- Representative members from all the constituencies of the Institute should be in the Cell.
- Chairperson should be a woman.
- A socially aware person (possibly an NGO member) has to be on the committee.
- At least 50% of the members should comprise of females.
- Members should have personal integrity and gender sensitivity.

### **Disqualification**

A person shall be disqualified from being nominated to the Women cell if there is a complaint of gender discrimination/sexual harassment against him/her.

## **Tenure**

The tenure of the Women Cell committee will be for three years.

## **Meetings**

The Women Cell members shall meet at least twice a year. The meetings may be chaired by the Chairperson of the cell and the Member-Secretary will be responsible to call the meeting and take the minutes and circulate them. The notice of the meeting may be circulated at least a week in advance. The quorum for the meetings will be presence of 50% members. In emergency situations, the meetings may be called at a shorter notice and held with fewer members, after an explanation for doing so. In the absence of the Chairperson, the members present shall appoint a female member to act as the Chairperson for the said meeting. In the absence of the Member-Secretary, another member may be appointed by the members present to take the minutes. 'Member Invitee' will be invited from staff or student representative as per requirement in special circumstances.

## **Panel of Advisors**

The Director may nominate a gender sensitive panel of advisors, comprising of the following experts, identified in consultation with the members of Women cell.

- Representative of a voluntary organization, dealing with the issue of sexual harassment
- A woman lawyer
- A woman doctor and
- A woman counsellor
- The advisors may be consulted and the cases of sexual harassment may be referred to them, as and when necessary.

## **3. RESPONSIBILITIES OF THE WOMEN CELL**

- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed
- To do number of awareness activities preferably one per semester
- To advice complainants of the informal and formal means of resolution as specified by the Cell
- To ensure the fair and timely resolution of sexual harassment complaints
- To provide information regarding counselling and support services on our campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault;
- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment.
- **ETHICAL RESPONSIBILITIES TOWARDS THE COMPLAINANTS AND THE ACCUSED**

Women Cell shall be ethically responsible to the complainants and the accused and shall do its utmost to provide justice for each complaint to the best of its ability.

**Oath** The beginning of each meeting will be with an oath that all the discussions during the meeting/ investigation details/ name of victim/complainant etc. will not be shared with anyone and will be kept confidential.

### **References:**

(1) [Handbook on Sexual Harassment of Women at Workplace \(2015\) by Ministry of Women and Child Development, GOI;](#)

(2) Web-pages of Women's Cells at IITK, IITB

### **Help from Women's Cell**

The Women's Cell can help any woman on campus who may be in distress. The complaints will be received by the Women's Cell. If the woman wants, the Cell may facilitate access to the security section, or arrange meetings with appropriate counsellors and/or the chairperson, ICC.

**For contacting the Women's Cell: Chairperson: Phone: 9898057727**

### **CURRENT MEMBERS AND THEIR CONTACT DETAILS:**

Name Dr Upena D Dalal (ECED) (Chairperson)

Email: udd@eced.svnit.ac.in

Phone: 9898057727, 0261-2201753

Name Dr Shruti Shukla (AMD)(Member Secretary)

Email: sdv@amd.svnit.ac.in

Phone:0261-2201812

Name Dr Anandita Chowdhury (EED)(Member)

Email: ac@eed.svnit.ac.in

Phone:0261-2201564

Name Dr Mausumi M (CHED)(Member)

Email: mmu@ched.svnit.ac.in

Phone:0261-2201645

Name Dr Sankita Patel (COED)(Member)

Email: sjp@coed.svnit.ac.in

Phone:0261-2201588



Name Dr Urvashi Kaushal (AMHD) (Member)  
Email: k.urvashi@amhd.svnit.ac.in  
Phone:0261-2201764

Name Dr Beena Baloni(MED)(Member)  
Email: pbr@med.svnit.ac.in  
Phone:0261-2201994

Name Mrs Geetaben Shroff (NGO) (Member)  
Email: gloveindia@gmail.com  
Phone: 9879011193

Name Mrs Nila Desai (Advisory Senior Member, Retired)  
Email: nyd@eced.svnit.ac.in  
Phone: 0261-2333219

#### 4. POSTER FOR THE DISPLAY IN INSTITUTE PREMISE:

**PREVENTION OF  
SEXUAL HARASSMENT  
IN THE PREMISES**

**WHAT CONSTITUTES SEXUAL HARASSMENT?**

- OFFERING BENEFITS**  
for a sexual favour
- UN-WANTED**  
sexual advancements
- THREATS**  
or retaliation to "no"
- VISUAL CONDUCT**  
suggestive gestures
- VERBAL CONDUCT**  
derogatory comments
- PHYSICAL CONDUCT**  
body position or touching

**RAISE VOICE AGAINST IT**

**SAFE ENVIRONMENT IS EVERYONE'S RIGHT**

**The Act**  
Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Vishaka Guideline, 1997.

**SEXUAL HARASSMENT COMPLAINT FORM**  
ALL INFORMATION WILL BE KEPT CONFIDENTIAL

**IDENTIFY AND STOP SEXUAL ABUSE**

**Don't Hesitate** to complain to: **Women Cell**  
Room No. 202, New CRC, SVNIT, Surat  
Contact: [www.svnit.ac.in/womencell](http://www.svnit.ac.in/womencell)  
Email for Complain : [womencell@svnit.ac.in](mailto:womencell@svnit.ac.in)

SVNIT believes in gender equality.

**VISION OF WOMEN CELL**  
Promoting Safety and Gender Equality in SVNIT.

**MISSION OF WOMEN CELL**  
Creating awareness among the Stake Holders of SVNIT about gender discrimination & sexual harassment by organizing workshops/seminars/counselling activities.

0261-2201994

## 5. PAST ACTIVITIES

- Women's week celebrations 2015, Self defense workshop 2016
- International Women's Day, March 08, 2017: "Women are invincible"  
[Photo Gallery](#)
- [TEQIP sponsored awareness programs details](#)

## 6. RESOURCES

### [Laws, Acts, and the Constitution](#)

### [Some support organizations](#)

### [Policies of some other educational institutes](#)

### [Some Articles](#)

### [Some Judgements and Orders](#)

## **Laws, Acts, and the Constitution**

The Government of India has constituted the following Acts for ensuring the safety of women:

1. [The Sexual Harassment of Women at Workplace \(Prevention, Prohibition, and Redressal\) Act, 2013](#) (Dec 9, 2013). The Act

- defines sexual harassment
- makes both perpetrators and their institutions accountable
- prioritizes protection of women against sexual harassment at workplace
- mandates that employers have a complaint redressal mechanism: the Internal Complaints Committee

Link to [CCS conduct rules](#)

2. [The Criminal Law \(Amendment\) Act, 2013 \(Apr 2, 2013\)](#). The Act

- identifies sexual harassment as a criminal offense
- recognizes voyeurism and stalking as criminal offenses, in addition to

- acid-attacks and rape
- quantifies punishment for perpetrator(s)

The [Constitution of India](#), through Articles 14, 15, 16, 19(1)(g), and 21, guarantees to women, fundamental rights for equality, freedom, and a safe (working) environment free from harassment and discrimination.

Other relevant legal documents: [Vishaka Guidelines against Sexual Harassment at Workplace](#)

### **Some support organizations**

1. National Commission for Women ([NCW](#)) complaints and investigation cell ([success stories](#))
2. [Human Rights Law Network](#)

### **Policies of some other educational institutes**

1. [IIT Bombay](#)
2. [IIT Kanpur](#)

### **Some Judgements and Orders related to Sexual Harassment Cases** [Indian Kanoon](#)

### **Some Judgements and Orders**

[Judgement ADJ](#), [Judgement M.K. Lele](#), [Judgement Seema Lepcha](#)