

Address: Institutional Area, Babu Vignana Marg, Gangohi, Dist. Saharanpur, 247141 (U.P.) India
M - 7820648021, 8520995260, 81331-334100 | E-Mail - principal.kvams@shophituniversity.ac.in | Web - www.amc.ac.in

Ref. No. KSVAMC/NT/03/2023

Date: 10.01.2023

NOTIFICATION

The following Gender Harassment/Women Grievance committee is being constituted for prohibition and reversal of sexual harassment of women employee and students as per UGC guidelines.

S. No.	Member Name	Designation
1.	Prof. Trupti Acharya	Chairperson
2.	Dr. Meenalshi Chaudhary	Member
3.	Dr. Sugandha Verma	Member
4.	Mr. Sandeep Kumar	Member
5.	Mr. Satish Kumar	Member
6.	Ms. Sakshi Saini (BAMS Student Batch-2021)	Member
7.	Ms. Taniya Pandit (BAMS Student Batch-2019)	Member
8.	Ms. Priya Naskar (BAMS Student Batch-2020)	Member
9.	Mr. Umang Sharma	Member

The Gender Harassment/Women Grievance committee shall, upon receipt of the complaint enquire the case in accordance with the laid down regulation and in a time bound manner. These regulations are available in the principal office. These issues with the approval of competent authority.



Copy

1. All the Committee Members
2. All the Notice Boards
3. Guards File



Standard Operating Procedure (SOP) for Committee Against Sexual Harassment

1. Introduction

The Committee Against Sexual Harassment (CASH) is established to provide a safe and conducive environment for all individuals within the organization. This SOP outlines the procedures for preventing, addressing, and responding to complaints related to sexual harassment in the workplace.

2. Objective

- To ensure a workplace free from sexual harassment.
- To provide a clear mechanism for reporting incidents of sexual harassment.
- To ensure timely and fair investigation of complaints.
- To provide support to victims of sexual harassment.

3. Scope

This SOP applies to all employees within the organization, including any event or work-related activities conducted off-site.

4. Definition of Sexual Harassment

Sexual harassment includes but is not limited to:

- Unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
- Advancing unwelcome sexual favors, or creating a hostile, intimidating, or offensive work environment.
- Behavior such as inappropriate touching, inappropriate comments, or making sexual advances or gestures.

5. Formation of the Committee

- The Committee will consist of members representing diverse sectors of the organization, ensuring impartiality and fairness.
- The Committee should include at least one external expert on gender issues and one legal professional.
- The chairperson shall be elected by the Committee members, and the secretary will handle all documentation.

6. Roles and Responsibilities

- **Chairperson:** To lead the committee, ensure the process is followed, and communicate with all stakeholders.

- **Committee Members:** To impartially investigate complaints, offer advice, and ensure fairness throughout the process.
- **Secretary:** To manage records, coordinate meetings, and ensure documentation is kept confidential.
- **Support Personnel:** To offer counseling and guidance to the complainants, witnesses, and respondents.

7. Procedure for Reporting Complaints

- **Step 1: Reporting the Incident**
 - Complaints should be made in writing, verbally, or through any other accessible means (email etc).
 - Complaints can be filed with any member of the Committee or a designated Sexual Harassment Officer.
- **Step 2: Acknowledgment of Complaint**
 - The Committee must acknowledge receipt of the complaint within 24 hours.
 - The complainant should be informed of the steps that will follow and assured of confidentiality.

8. Preliminary Inquiry

- The Committee shall assess whether the complaint falls under sexual harassment.
- A preliminary inquiry will be conducted by the Committee within 7 working days of receiving the complaint.
- The Committee will assess whether immediate action is required (e.g., suspension of the alleged harasser).

9. Investigation Process

- **Step 1: Investigating the Complaint**
 - A detailed investigation will be conducted, which includes interviewing the complainant, the alleged perpetrator, and any witnesses.
 - All evidence and materials related to the case will be reviewed.
 - The investigation should be completed within 30 working days.
- **Step 2: Outcome and Recommendations**
 - Upon conclusion, the Committee will submit a report of its findings.
 - The report will include any recommended disciplinary action, support measures for the complainant, and corrective measures for the workplace.

10. Resolution

- The Committee will take appropriate action based on the findings, which may include:

- Counseling and/or training for the harasser.
- Issuing a formal warning or suspension.
- Initiating termination of employment for serious cases.

11. Confidentiality

- All members of the Committee, including those involved in the investigation, must maintain strict confidentiality.
- The identities of complainants, respondents, and witnesses will be protected, to the extent possible, throughout the process.

12. Support for the Complainant

- The complainant will have access to counseling, legal assistance, and other support services as necessary.
- Reprisal or victimization against the complainant will not be tolerated.

13. Training and Awareness

- Regular workshops, training sessions, and awareness programs will be conducted to prevent sexual harassment and promote understanding of workplace policies.
- All new employees will be briefed on the organization's sexual harassment policy during induction.

14. Record-Keeping and Monitoring

- The Committee will maintain records of all complaints, investigations, and actions taken.
- Periodic audits will be conducted to ensure that the procedures are being followed effectively and that there is no recurrence of sexual harassment incidents.

15. Review and Amendments

- The SOP will be reviewed annually to ensure that it remains effective, updated with the latest legal provisions, and relevant to the needs of the organization.
- Amendments to the SOP may be made based on recommendations from the Committee, management, or legal advisors.

16. Conclusion

The organization is committed to providing a safe, respectful, and harassment-free environment. The Committee Against Sexual Harassment plays a vital role in maintaining this standard by ensuring that all complaints are handled promptly, impartially, and with due sensitivity.

Ref. No: -KSVAMC/NT/60/2024

Date: 17.01.2025

Committee Against Sexual Harassment

This is to notify that Committee Against Sexual Harassment is constituted in KSVAMC & RC Gangoh. The Members of committee are:

S.No.	Name	Designation
1.	Dr. Trupti D. Acharya	Professor
2.	Dr. Meenakshi	Asso. Professor
3.	Dr. Preet Sharma	Asso. Professor



Dr. Vikas Kumar Sharma
Principal

Ref. No.- KSVAMC/NT/01 II/2024

Date: 29-01-2024

Circular

It is informed to all the respected members of the Committee Against Sexual Harassment that there is a meeting in board room at 3:00 PM.

Kindly be on time.

Regards

Dr. Vihes Kumar Sharma
Principal





**Shobhit
University**

**Kunwar Shekhar Vijendra
Ayurved Medical College & Research Center**

AYURVEDIC COLLEGE OF HEALTH SCIENCES

(Approved by NCBH, Ministry of AYUSH, Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homoeopathy Dept. of India)

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M - 7838810652, 8534865268, 01237-234180 | E Mail - principal.ksvamc@shobhituniversity.ac.in | Web - www.sug.ac.in

Ref. No.:- KSVAMC/NT/01 C/2024

Date: 12-03-2024

Circular

It is informed to all the respected members of the Committee Against Sexual Harassment that there is a meeting in board room at 3:00 PM.

Kindly be on time.

Regards

Dr. Vilas Kumar Sharma
Principal



Ref. No.:- KSVAMC/NT/01 D/2024

Date: 26-07-2024

Circular

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Regards

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Kunwar Shekhar Vijendra Ayurved Medical College & Research Center

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(Approved by NCISM, Ministry of AYUSH, Government of India, Delhi & Homeopathy, Govt. of India)

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Ref. No.: KSVAMC/NT/01 E/2024

Date: 22-10-2024

Circular

It is informed to all the respected members of the Committee Against Sexual Harassment that there is a meeting in board room at 3:00 PM.

Kindly be on time.

Regards


22/10/2024
Dr. Vikas Kumar Sharma
Principal





**Shobhit
University**

Kunwar Shekhar Vijendra Ayurved Medical College & Research Center

(Approved by NCISM, Ministry of AYUSH (Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homoeopathy), Govt. of India)

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Ref. No:- KSVAMC/NT/64/2025

Date: 25-01-2025

Circular

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Kindly be on time.

Regards

Dr. Vilas Kumar Sharma
Principal





Room - 1001
(15-9-23)



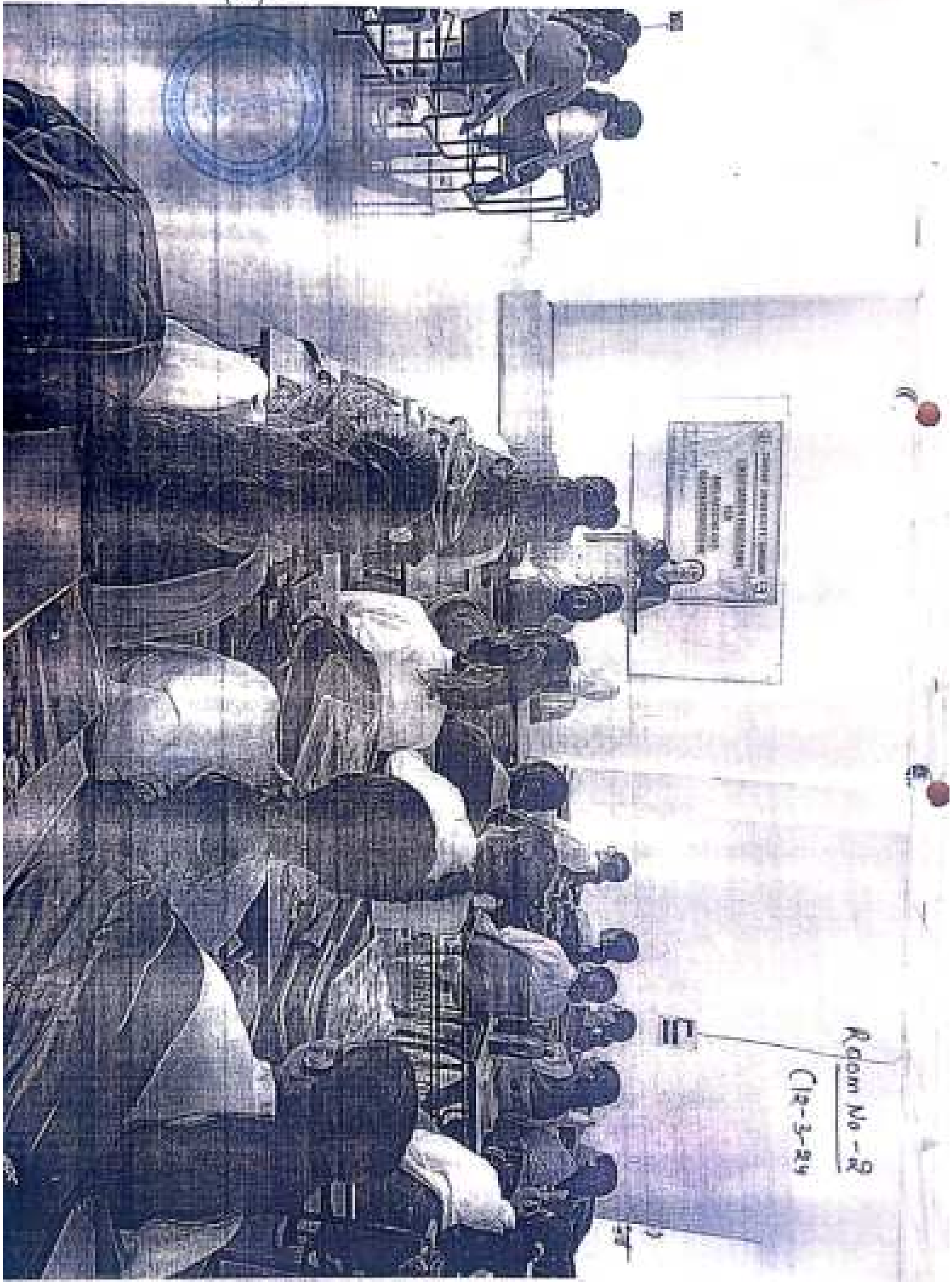
Room-150 - 1
(15-9-23)





Room No - 2
(12-3-24)

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Room No - 8
C12-3-24

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Date: 17.01.2025

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S.No.	Name	Designation
1.	Dr. Trupti D. Acharya	Professor
2.	Dr. Meenakshi	Asso. Professor
3.	Dr. Preet Sharma	Asso. Professor



Dr. Vikas Kumar Sharma
Principal

Ref. No.- KSVAMC/NT/01 II/2024

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Kindly be on time.

Regards

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Date: 26-07-2024

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Ref. No:- KSVAMC/NT/64/2025

Date: 25-01-2025

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Kindly be on time.

Regards

Dr. Vilas Kumar Sharma
Principal





Room - 11
(15-9-23)



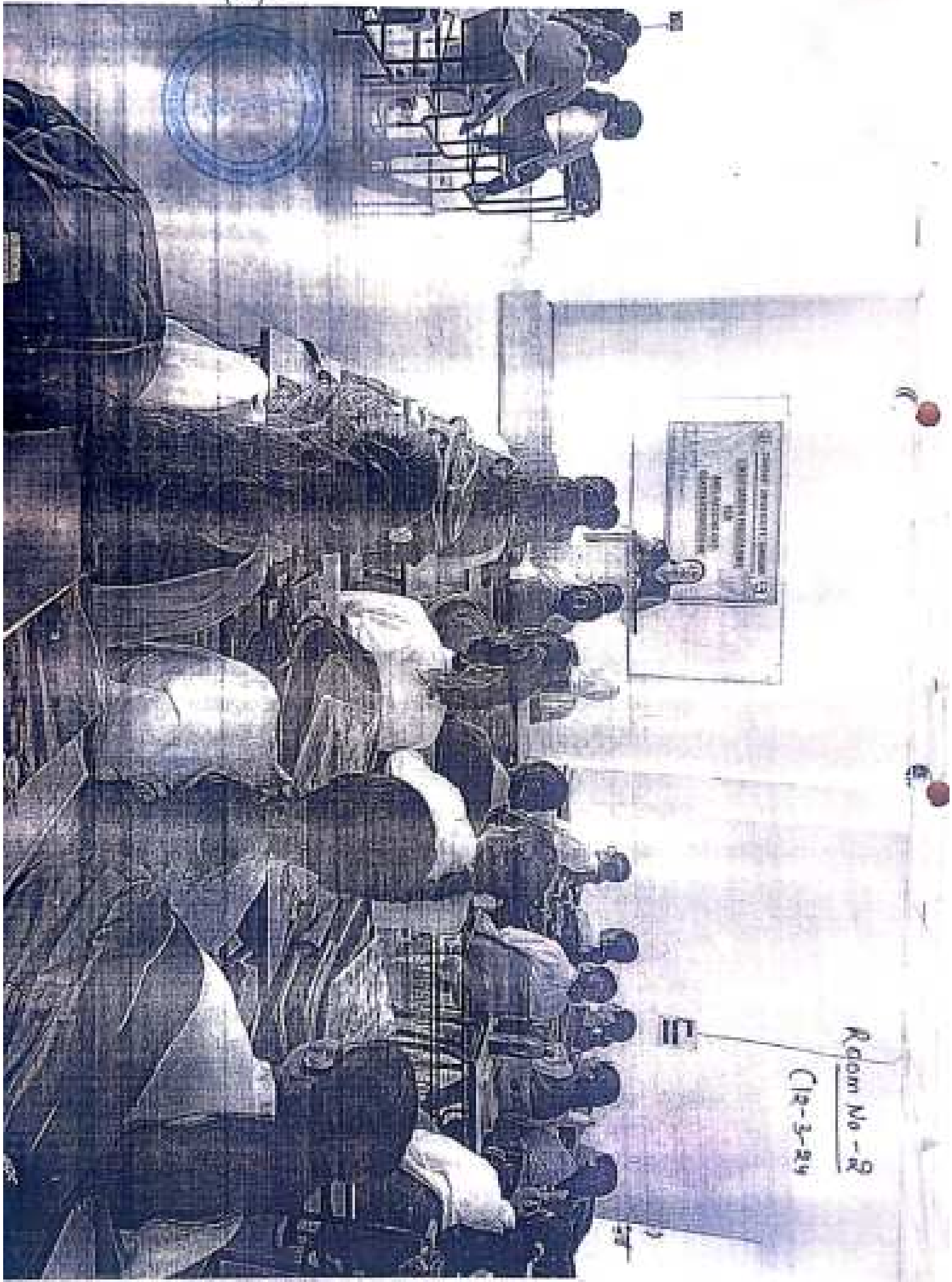
Room-150 - 1
(15-9-23)





Room No - 2
(12-3-24)

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Room No - 8
C12-3-24

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