

**FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES
VASHI, NAVI MUMBAI**

**MECHANISM FOLLOWED BY SEXUAL HARRASSMENT
COMMITTEE FOR PREVENTION OF SEXUAL HARRASSMENT:**

- 1) Complainant should make a written complaint of sexual harassment at work place to the Prevention of Sexual Harassment Committee.
- 2) The meeting then will be called for discussing the matter.
- 3) The Committee will check the depth of the matter and set up an enquiry committee as soon as possible.
- 4) The Enquiry proceedings will be on a day to day basis. The venue and time will be decided, where the reasonable opportunity will be provided to the complainant and the respondent.
- 5) If during the enquiry proceeding if the respondent found guilty, will be charged punitive action will be taken.

Chincholkar

**DR. SUJATA CHINCHOLKAR
DIRECTOR**