



NARAYANA 47
GROUP OF SCHOOLS PUNE YEARS
OF EXCELLENCE

NARAYANA E-TECHNO SCHOOL, UNDRI

(Under the Aegis of Narayana Educational Trust)

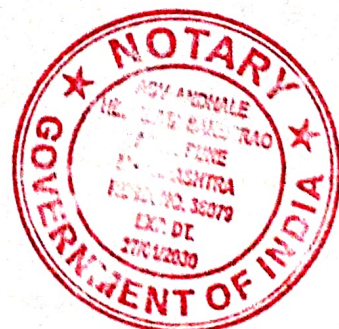
Plot No 52, Khasra Nos 40/1/1/2, 40/1/2 To 6, Wadachi Wadi Road, Undri, Pune
Maharashtra - 412308
UDISECODE - 27254100611

Sexual Harassment Committee

(Sexual Harassment of Women at Workplace – Prevention, Prohibition and Redressal Act, 2013)

Sr. No	Name of Member	Category	Designation	Contact No.
1	Ms. Sharmistha Sen	Principal	Chairperson	9007038770
2	Ms. Sangeeta Kundan	Counsellor	Member	83696 48286
3	Ms. Sujitha Jairaj	Teaching Staff	Female Member	91084 60127
4	Mr. Swapnil Nikam	Teaching Staff	Male Member	88063 03278
4	Ms. Vaishali Katke	Non-teaching staff	Member	92712 15732
5	Ms. Kalyani Kumbhar	PET	Member	77698 06908

12 JAN 2026





COMMITTEE AGAINST SEXUAL HARASSMENT

In alignment with national laws and landmark Supreme Court judgments, all educational institutions are mandated to establish mechanisms to prevent and address sexual harassment. Narayana e-Techno School, Undri is committed to ensuring:

- Gender equality
- Safety and dignity of women and girl students
- Zero tolerance toward discriminatory or inappropriate conduct

The school actively promotes respect, awareness, and gender sensitivity among all employees and students.

OBJECTIVES

- To prevent sexual harassment by fostering gender sensitivity.
- To provide a safe and responsive grievance redressal system.
- To address cases in a time-bound, confidential, and just manner.
- To recommend disciplinary action against those found guilty.
- To conduct orientation/awareness programs for staff and students.
- To sensitize employees regarding sexual harassment and workplace conduct.

PROCEDURE FOR FILING COMPLAINTS

1. Any student or employee who experiences or witnesses sexual harassment may lodge a complaint with the Committee.
2. Complaints may be submitted orally, in writing, or via email. Oral complaints will be documented by the member receiving them and verified by the complainant.
3. The identity of the complainant will remain strictly confidential.

FILING A COMPLAINT WITHOUT REVEALING IDENTITY

If the complainant wishes to remain anonymous, the grievance may be dropped in the Complaint Drop Box placed outside the Counselling Room.

Definition of Sexual Harassment (as per Supreme Court & the Act)

Unwelcome sexually determined behaviour, including but not limited to:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Unwelcome physical, verbal, or non-verbal conduct of a sexual nature

Additional Behaviours Considered as Sexual Harassment

- Eve-teasing
- Innuendos, taunts, or offensive jokes
- Gender-based insults
- Unwelcome sexual overtones
- Touching or brushing against the body
- Offensive displays or visuals
- Forcible physical contact

- Physical confinement or stalking
- Blackmail or threats
- Cyberbullying or digital harassment
- Inappropriate gifts or gestures
- Sexual propositions
- Exclusion or isolation
- Harassment through proxy

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PROCEDURE FOR DEALING WITH COMPLAINTS

1. Filing of Complaint

- Complaints must be filed within 30 working days of the incident.
- The complainant should provide a written statement of the incident, including date, time, place, persons involved, and witnesses (if any).
- Upon receiving a complaint, the committee will schedule a meeting within one week.

2. Process of Enquiry

- The complainant's statement will be shared with the accused for response.
- Both parties will be heard separately in a confidential setting.
- Evidence and testimonies will be collected impartially.
- Both parties must refrain from influencing or intimidating witnesses.
- Interim measures (suspension, transfer, etc.) may be recommended during the enquiry.
- The committee will file an investigation report within 4 weeks.

3. Decision and Action

After reviewing evidence:

- If harassment is proven, prompt action will be taken.
- Final decisions will be shared with both parties and relevant authorities.

Possible Disciplinary Actions (Employees)

- Warning
- Written apology
- Adverse remarks in the service record
- Removal from supervisory tasks
- Stoppage of increments/promotion
- Transfer
- Suspension
- Dismissal

Possible Disciplinary Actions (Students)

- Warning
- Written apology
- Withholding results
- Debarring from examinations
- Suspension or expulsion
- Denial of admission

CONCLUSION

Narayana e-Techno School, Undri is committed to ensuring that all women employees and girl students feel safe, supported, and respected on campus. The Sexual Harassment Committee will regularly review and strengthen the policy to maintain a secure learning and working environment.

The school reserves the right to amend the policy as needed to ensure its relevance and effectiveness.

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12/01/2026

12 JAN 2026

NOTED AND REGISTERED

AT SR. NO. _____

DATE _____



ATTESTED

Andhale

ANDHALE HEMALATA SAHEBRAO
ADVOCATE & NOTARY
GOVT. OF INDIA
PUNE, MAHARASHTRA

