

Suryadatta Education Foundation's

Suryadatta Institute of Fashion Technology (SIFT)

**Women Anti Sexual
Harassment Cell**

A.Y. 2024-25



SEF's
Suryadatta Institute of Fashion Technology

NOTICE

Date of Issue: 08/01/2025

Meeting of Women Anti Sexual Harassment Committee

Subject: First Meeting of Women Anti-Sexual Harassment Cell

This is to inform all the members of the Women Anti-Sexual Harassment Cell that the first committee meeting will be held as per the details below:

Date: 08/01/2025

Time: 04:00 PM to 5:00 PM

Venue: Office, Suryadatta Institute of Fashion Technology, Sadashiv Peth

All members are requested to be present for the meeting without fail.

Agenda:

1. To review current institutional policies on sexual harassment
2. To discuss formation of a formal complaint redressal mechanism
3. To assign responsibilities within the cell
4. To plan awareness programs and preventive actions
5. To set timelines for implementation and reviews



Chairperson.
Dr. Sayali Pande.

8/01/2025



Member In-charge
Shikha Sharda

Minutes of Meeting (MOM)

Date: 08/01/2025

Time: 4:00 PM – 5:00 PM

Venue: Office, Suryadatta Institute of Fashion Technology, Sadashiv Peth

Members Present:

1. Dr. Sayali Pande (Chairperson)
2. Mrs. Chhaya Mane (Co-Ordinator IQAC)
3. Mrs. Shikha Shrda (Member In-charge)
4. Mr. Shubham Shinde (Member 1)
5. Ms. Khushabu Gajabi (Member 2)
6. Mrs. Akhila Muramatti (Member 3)

Agenda Discussed:

1. Review of Current Institutional Policies: The committee reviewed the current guidelines on prevention of sexual harassment at the institute. There is no visible display of anti-harassment policies on campus. Many students and staff are unaware of complaint procedures.

Decision: Update policies immediately and ensure clear display on notice boards and the website.

2. Formation of Complaint Redressal Mechanism The committee discussed the establishment of a clear, confidential, and safe procedure for filing complaints.

Proposed Steps:

- Written complaint submission to the Member Secretary.
- Initial review by the Chairperson.
- Detailed investigation by the committee.
- Resolution and action within 15 working days.

3. Assigning Responsibilities

- Receiving complaints and maintaining records: Member Secretary (Shikha Sharda)
- Policy updates and legal compliance: Chairperson (Dr. Sayali Pande)

- Awareness programs and workshops: Member (Monika Karve)
- Decision: Assign clear roles to ensure accountability.

4. Awareness Programs and Preventive Actions: Organize awareness workshops for students and staff, Display posters and helpline numbers across the campus, Set up an anonymous complaint/suggestion box, Introduce orientation sessions for new students on gender sensitivity.

5. Timelines

Next committee review meeting Scheduled for: 08/05/2025

Resolutions Passed:

1. Develop and circulate the formal complaint redressal process.
2. Launch campus-wide awareness campaigns and training programs.
3. Set up anonymous channels for suggestions and grievances.
4. Schedule next meeting to review the progress of actions.

Meeting Concluded: 5:00 PM



Chairperson.
Dr. Sayali Pande.

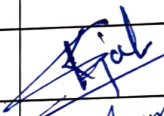
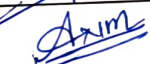
8/01/2025



Member In-charge
Shikha Sharda

SEF's
Suryadatta Institute of Fashion Technology

Attendance for Meeting
Women Anti Sexual harassment Cell
Date- 08/01/2025
Committee Members

SR.NO	Name	Designation	Signature
1	Dr. Sayali Pande	Chairperson	
2	Mrs Chhaya Mane	Co-Ordinator IQAC	
3	Mrs Shikha Sharda	Member In-charge	
4	Mr. Shubham Shinde	Member 1	
5	Ms. Khushabu Gajabi	Member 2	
6	Ms. Akhila Muramatti	Member 3	

SEF's
Suryadatta Institute of Fashion Technology

NOTICE

Date of Issue: 08/05/2025

Meeting of Women Anti Sexual Harassment Committee

Subject: Second Meeting of Women Anti-Sexual Harassment Cell

This is to inform all the members of the Women Anti-Sexual Harassment Cell that the second committee meeting will be held as per the details below:

Date: 08/05/2025

Time: 04:00 PM to 5:00 PM

Venue: Office, Suryadatta Institute of Fashion Technology, Sadashiv Peth

All members are requested to be present for the meeting without fail.

Agenda:

1. Review of actions implemented after the first meeting
2. Number of sexual harassment complaints filed and Actions Taken.
3. Evaluation of awareness activities conducted on campus
4. Planning next phase of preventive measures and workshops


Chairperson.
Dr. Sayali Pande.

8/05/2025


Member In-charge
Shikha Sharda

Minutes of Meeting (MOM)

Date: 08/05/2025

Time: 4:00 PM – 5:00 PM

Venue: Office, Suryadatta Institute of Fashion Technology, Sadashiv Peth

Members Present:

1. Dr. Sayali Pande (Chairperson)
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4. Mr. Shubham Shinde (Member 1)
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6. Mrs. Akhila Muramatti (Member 3)

Agenda Discussed:

1. Review of Actions Implemented:

The committee reviewed the steps taken after the first meeting. Posters and helpline numbers have been displayed across campus, an anonymous complaint box has been set up, and an orientation session on gender sensitivity was successfully conducted for new students.

2. Number of Sexual Harassment Complaints Filed & Actions Taken:

The committee received and reviewed that no sexual harassment complaints were filed since the last review. While this was noted as a positive outcome reflecting a safe and respectful environment, members emphasized that it should not lead to complacency. Continued vigilance, active awareness, and periodic checks were stressed to maintain a healthy atmosphere and ensure that all members of the institution feel secure in reporting any issues, should they arise.

3. Evaluation of Awareness Activities:

No Awareness Activities were conducted.

4. Planning Next Phase of Preventive Measures:

Several new initiatives were planned for the next phase to strengthen preventive efforts. Refresher workshops will be conducted for both teaching and non-teaching staff to reinforce their understanding of gender sensitivity and reporting procedures. Interactive sessions and role-plays will be organized for students, helping them practice handling real-life scenarios related to harassment or discrimination. The committee also decided to continue regular monitoring of the anonymous suggestion box to ensure timely attention to any inputs.

Additionally, the institutional website will be updated to include a dedicated FAQ section on harassment policies, making information easily accessible to everyone.

Resolutions Passed:

1. Acknowledge the NIL report and maintain regular monitoring.
2. Plan and schedule the next series of awareness workshops.
3. Enhance the visibility of anti-harassment policies on digital platforms.
4. Schedule the next committee review meeting.

Meeting Concluded: 5:00 PM



Chairperson.
Dr. Sayali Pande.

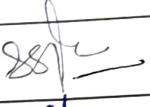
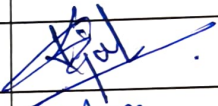
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