

**Suryadatta Education Foundation's
Suryadatta Institute Of Health Sciences
College Of Physiotherapy
Bavdhan, Pune**

Anti- Discrimination Committee Standard Operating Procedure

Purpose & Objective

- To establish a formal mechanism for receiving, investigating, and resolving discrimination complaints (including on grounds of caste, creed, gender, disability, socio-economic status, etc.).
- To uphold dignity, equity, and inclusive academic environment aligned with the college's values of treating all persons equally irrespective of identity.
- To ensure Prevention of Atrocities (as defined within the meaning of the act) on the SC, ST, OBC, VJA, NT, EWS category students and staff.

Scope

- Applicable to students, faculty, staff, and visitors during any academic, clinical, or institutional activity.

Committee Composition

Constituted at the start of each academic year

- Chairperson
- Legal Advisor
- Coordinator
- Faculty Representative
- Student Representative
- Administrative staff

Meetings

- Conducted annually at the beginning of academic year or on receipt of a complaint, whichever is received earlier.

Complaint Submission

- Complaints must be submitted in writing, marked clearly as 'Confidential – AntiDiscrimination Committee'.
- Any individual may approach any committee member directly (names posted on notice boards and website).
- Once complaint is received by the administrative staff/ student representative, they will report to → Faculty Representative → Coordinator → SEF Management → Legal Advisor (if required) → Chairperson (final decision)
- Acknowledgment sent to complainant within 48 hours.

Initial Review

- A preliminary enquiry is held within 5 working days to assess eligibility (college level enquiry within the committee members).
- If accepted, the formal inquiry process initiates; otherwise, the complainant is informed of reasons.

Formal Inquiry Procedure

- The accused is notified in writing with complaint summary (preserving confidentiality).
- Both parties invited to present statements.
- Witnesses may be summoned; relevant documents reviewed.
- A site visit or peer group consultation may occur (if needed).

Confidentiality & Support

- All participants must maintain strict confidentiality.
- Support (e.g., counseling, academic adjustments) is offered to both complainant and accused during the process.



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Findings & Decision

- Decision made within 30 calendar days of acknowledging the complaint (Final decision by Chairperson at the management level).
- Decisions determined by majority of committee members.
- A written Incident report detailing findings and recommended actions is prepared.

Possible Actions

- Counselling or sensitisation training
- Warning / formal reprimand
- Academic or disciplinary sanctions
- Referral to higher authorities (if legal)
- Monitoring and followup to ensure resolution.

Grievance Closure & Appeal

- Complainant is notified of outcome along with recommended actions.
- Mechanism for appeal within 15 days before a higher authority (e.g. college principal or management)

Awareness & Training

- Committee initiates annual sensitization workshops on antidiscrimination for students and staff periodically.
- Information about committee and process displayed on notice across campus.

