

Ref: IFHE-/VAC608

Dt: 25/08/2021

Circular

Subject- University Sexual Harassment Committee

The following faculty members have been appointed as members of Sexual harassment committee in consultation with Director/Dean of IFHE.

Member of Faculty and Non-teaching staff		
Name	Designation	School
Ms. Hemalatha Devi V	Professor	Faculty of Law
Ms. V Padmavathi	Associate Professor	IBS
Ms. Jayanti Reddy	Associate Professor	Faculty of Law
Mr. BS Rao	Manager	HR
Mr. Indranil Banerjee	HR	
Representatives of students		
Ms. Kashmira Ganji	Research Scholar	IBS
Ms. Kavya Sushma	MBA Student	IBS
Ms./Mr. Marella Nivas Gopi	B. tech student	FST
Sangeeta Chakrapani	BBA.LLB student	FOL
Representatives of Non-Government organization		
Ms. Mamata Singh	Member	



S. V. Jayalalitha
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(Deemed-to-be University establishes under section 3 of UGC Act 1956.)

Ref: IFHE-/VAC610

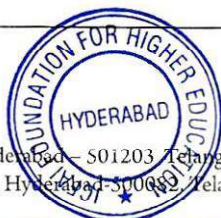
Dt: 25/08/2021

Circular

Subject- University Anti Ragging Committee

The following faculty members have been appointed as members of Anti Ragging Committee in consultation with Director/Dean of IFHE.

Name	
J. Mahender Reddy, Vice Chancellor, IFHE	Chairman
Y. Gangi Reddy, Associate Professor, FOL	Convenor
A. Chandra Shekhar, Associate Professor, FST	Member
V. Madhusudan Rao, Joint Registrar-SSD, IFHE	Member
Samad Noorus, Additional Registrar, IFHE	Member
SHO Shankerpally PS	Member
M.R.O Shankerpally Mandal	Member
Media- Mr. Dharmapuri-IIS, Senior Journalist	Member
Mamta Singh, NGO, Alpha Foundation	Member
Representative of Students	
Pallavi Mishra, Research Scholar	Member
Paras Munot, MBA Student	Member
Chandra Kaladhar, Student, FST	Member
Dwaipayan Chatterjee	Member



S. Jayalalitha
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Ref: IFHE-/VAC609

Dt: 25/08/2021

Circular

Subject- University Anti Ragging Squad

An Anti-Ragging Squad is constituted as per Para 6.3. Following are the members have been appointed as a Squad of Anti ragging.

Name	
S. Vijaya Lakshmi, Registrar	Presiding Officer
D.V. Ramana Murthy, Chief Security Officer	Convener
S. Nirmala, Girl's Warden	Member
M.A. Rahim, Boy's Warden	Member
G.S. Brahma, Associate professor, FST	Member
J.S.K Chakravarthi, Associate professor, IBS	Member
Madhuri Irene, Associate professor, FOL	Member



S. Vijaya Lakshmi

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IFHE Hyderabad

Accredited by NAAC with 'A+' Grade

(Deemed-to-be-University under section 3 of the UGC Act, 1956)

Donthanapalli, Shankarpalli Road, Hyderabad – 501203, Telangana State, INDIA.

Phone: +91 40 2347 9999 Fax: +91 8417 236653, Website: www.ifheindia.org

Sexual Harassment & Anti- ragging Committees

1. Sexual Harassment Committee

UGC (Prevention, prohibition and redressal of sexual harassment of Women Employees and students in higher educational institutions) Regulations 2015

As per the above Regulations at Para 4 an 'Internal Complaints Committee' is to be constituted to enquire into complaints received on 'Sexual harassment' which is defined in Para 2(k) of the said Regulations.

The Committee shall comprise of the following:-

- Woman faculty Member at a senior level (not below Professor or Associate Professor)
 - Two Members of Faculty preferably committed to the cause of women, or who have experience in Social work or have legal knowledge.
 - Two Non-teaching employees who have experience in Social work or have legal knowledge.
 - Three enrolled students (If the matter involves students) elected through a transparent process.
 - One member from a non-government organization committed to the cause of women or a person familiar with issues relating to sexual harassment.
2. At least half the total members of the ICC shall be women. Persons in senior administrative positions like VCs, Pro VCs, Registrars, Deans, HODs are ineligible to be members. The term of Office is 3 years. Universities may introduce a system wherein one-third of the members are changed every year.

The following are proposed for the Committee in consultation with Directors/ Deans of Faculties at IFHE.

- Members of Faculty and Non-teaching staff

i. Ms. Hemalatha Devi V – Professor, Faculty of Law (Presiding Officer)

ii. Ms. V Padma, Associate Professor, IBS - Member

iii. Ms. Jyoti Reddy, Associate Professor, Faculty of Law - Member

iv. Mr. BS Raju, Manager - HR - Member



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- v. Mr. Indranil Banerjee – Member
- b) Representatives of Students (if the matter involves students)
 - i. Ms. Kashmira Ganji, Research Scholar, PhD Program 2019-23, 19FMRCHH010011
 - ii. Ms. Kavya Sushma, MBA student, Class of 2020-22, ID No. 20BSPHH01C0422
 - iii. Ms/Mr. Marella Nivas Gopi, BTech student, Class of 2021-25, ID No 20STUCHH010129
 - iv. Sangeeta Chakrapani BB.A.LL.B (Hons), Class of 2020-25 Id.no 19FLICHH010144
- c) Representative of Non-Government Organization or a person familiar with issues relating to sexual harassment
 - i. Ms. Mamata Singh, MA (Human Rights & Social Action), LLM, PG Dip's IRPM, IPR-CI & ADR

A quorum of three members is necessary to conduct an enquiry.

Appellate Authority – Vice Chancellor

3. Anti-ragging committee

UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

A. Anti-Ragging Squad

An Anti-Ragging squad may be constituted as per Para 6.3 for maintaining vigil, oversight and patrolling functions and shall be mobile alert at all times. It is proposed to nominate the following to the squad.

- a) S. Vijaya Lakshmi, Registrar – Presiding Officer
- b) D.V. Ramana Murthy, Chief Security Officer - Convener
- c) S. Nirmala, Girls' Warden - Member
- d) M.A. Rahim, Boys' Warden – Member
- e) G.S. Brahma, Associate Professor, FST – Member
- f) J.S.K. Chakrapani, Associate Professor, IBS – Member
- g) Madhuri, Associate Professor, FOL – Member

B. Constitution of Anti-Ragging Committee



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As per Para 6.3 of the said Regulations, an Anti-Ragging Committee is to be constituted with the following:-

- a) Head of the Institution-Head
- b) Representative of Civil Admin
- c) Representative of Police Admin
- d) Representative of local media
- e) Representative of NGO involved in youth activities
- f) Representative of faculty members
- g) Representative of parents
- h) Representative of students belonging to the Freshers' category and senior students
- i) Representative of non-teaching staff

To start with, the Committee may be constituted as follows:

- a) J. Mahender Reddy, Vice Chancellor, IFHE - Chairman
- b) Y. Gangi Reddy, Associate Professor, Faculty of Law - Convenor
- c) A. Chandra Shekhar, Associate Professor, FST – Member
- d) V. Madhusudan Rao, Joint Registrar-SSD, IFHE - Member
- e) Samad Noorus, Additional Registrar, IFHE - Member
- f) S.H.O. Shankerpally PS
- g) M.R.O Shankerpally Mandal
- h) Media – MrDharmapuri – IIS, Senior Journalist
- i) NGO – Alpha Foundation - MsMamata Singh, MA (Human Rights & Social Action), LLM, PG Dip's IRPM, IPR-CI & ADR

Representatives of Students

- a) Pallavi Mishra, Research Scholar, PhD Program, ID 19STRCHH01002
- b) Parag Mishra, MBA with ID No. 20BSPHH01C1551
- c) Chandra Kalachandra, FST, with ID No. 20STUCHH010049



Indrani
20/09/2020

S. V. Gayalash
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d) Mr. Dwaipayan Chatterjee B.A.LL.B(Hons), Id.No20FLICHH020068

Representatives of Parents

a) **Father Name:** Ganapati Raja Gopal Reddy **Mobile Number:** +91-9440189194, **Email Id:** grgopalreddy3@gmail.com

b) **Name -** Santosh Munot **Mobile No.** +91-9767787791, sangitamunot0@gmail.com

4. UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012

a) Equal Opportunity Cell

i. C. Shylajan, Professor and Dean (Academics), IBS – Member

ii. A. Vadivel, Professor and Dean, FST – Member

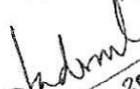
iii. D.S. Chary, Associate Professor, IBS – Member

iv. Samad Noorus, Additional Registrar - Member

b) Anti-Discrimination Officer – S Vijaya Lakshmi, Registrar, IFHE

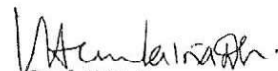
c) Appellate Authority – Vice Chancellor

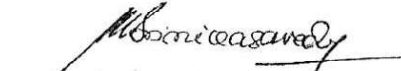
Approved by


20/09/2021
Mr. Indranil Banerjee
Jt. Registrar

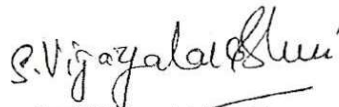

Mr. Samad Noorus
Addl. Registrar


20/09/2021
Col. SP Viswanath
Director Administration

For 
Prof. AVN Rao
Director ILS


Prof. M. Srinivasa Reddy
Director ITS


Prof. C.S. Shylajan
Dean IBS


Prof. S. Vijayalakshmi
Registrar




Prof. J. Mahender Reddy
Vice Chancellor



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5.1.4 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

S.No.	Name of the Committee	Presided by	No. of Members	Incidents reported	Action taken
1	Internal Complaints Committee to enquire into complaints received on 'Sexual harassment'	Dr. Sitamma-Chairperson	09 members (05 members internal +01 member from NGO + 03 students)	2016- No incidents 2017- 01 incident 2018- 01 incident 2019- 01 incident 2020- No incident Dec 2021- No incident	Both incidents of 2017 & 2018 were resolved and addressed.
3	Anti -Ragging Committee	Prof. J Mahender Reddy- Vice-Chancellor	10 members (04 members internal+04 external members+02 students)	2016- No incidents 2017- 01 incident 2018- No incident 2019- No incident 2020- No incident Dec 2021- No incident	The 08 students involved in the incident were expelled permanently from the University
4	Equal Opportunity Cell	Prof. C. Shylajan-Dean	03 members	No incident	No incident
5	Anti -Discrimination Officer	Prof. S. Vijaya lakshmi-Chairperson	01 member	No incident	No incident
6	Disciplinary Committee	Prof. J Mahender	04 Members	2016- 02 incident	Suitable penalty was imposed as per the University regulations



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		Reddy- Vice-Chancellor		2017- 07 incident 2018- 12 incident 2019- No incident 2020- No incident Dec 2021- No incident	per the University norms for their misconduct
7	Grievance Redressal Committee	Ombudsman			



Maya Lalitha
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THE ICFAI FOUNDATION FOR HIGHER EDUCATION, HYDERABAD

INTERNAL COMPLAINTS COMMITTEE

Constituted under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

Internal Complaints Committee (ICC) Constitution

Presiding Officer: Dr. Sitamma, Professor

Internal Members:

- i. Dr. Elizabeth Zacharia, Associate Professor, FST, Member
- ii. Mrs. C. Padmavathi, Associate Professor, Member
- iii. Mrs. Annapurna Devi Munaganti, Asst. Professor, ILS, Member
- iv. Mr. D.V Ramana Murthy, Chief Security Officer, Member,
- v. Mr. Vijaya Kumar, Sr. Manager, Infrastructure, Member.

External Member:

- i. Mrs. Mamta Singh, Representative of NGO.

Sub: Conciliation proceedings in Complaint against Dr. Shanka Sengupta, Asst. Professor, Department of Operations and IT, IBS, IFHE Hyderabad lodged by Mrs. Bijeta Shaw, Research Scholar, IBS, IFHE, Hyderabad-Reg.

Ref: Copy of Complaint to the Director, IBS dated Sep 26th, 2017.

Brief Background:

1. A Complaint was made by Mrs. Bijeta Shaw, Research Scholar, IBS, IFHE, Hyderabad against Dr. Shanka Sengupta, Asst. Professor, Department of Operations and IT, IBS, IFHE Hyderabad.

2. The copy of the complaint was forwarded to the Internal Complaints Committee herein after referred as 'ICC' by the Registrar-IFHE on 06.10.2017.



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addressed and received by the Director-IBS via E-mail dt.26.09.2017 sent by the Complainant (Copy enclosed as Annexure-1).

3. The ICC consisting of the above members conducted a meeting on 02.11.2017 at IFHE, discussed and enquired into the assertions made in the complaint to establish whether the present complaint falls within the ambit of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, before initiating any conciliation for resolving the matter. The documents/evidence (s) submitted by the complainant were also verified thoroughly.

4. The Complainant has cited several incidences and Mails/ Messages/ Whatapp chats which were exchanged between her and the Respondent/Offender which suggest mental/psychological harassment incurred by the Complainant, which has affected both her personal as well as professional life, as they both work in the same department. (Copy of mails/messages enclosed as Annexure-2)

5. Since, both the parties to the present complaint are working in the same organisation i.e. IFHE under the same department, which fulfils the condition of "workplace" under Rule 2(o) of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and as such ICC is authorised to take cognizance of the matter concerning the interest of the Women employee/student and proceed further. (Copy of UGC Regulation enclosed as Annexure-3)

6. The ICC conducted an informal interaction with the Complainant informing her about procedures (conciliation & Inquiry) and all the possible reliefs available to her. It also ensured that the confidentiality of the proceedings will be paramount responsibility keeping her interest (except where disclosure is necessary). All the members of ICC ensured that the proceedings shall be conducted expeditiously and with required privacy keeping in view the overall interest of the Complainant.

7. The Complainant sought to settle the matter by Conciliation after understanding and being completely satisfied with the procedure. Subsequent to which the ICC initiated the Conciliation proceeding on 2nd Nov, 2017.

8. The Respondent/Offender was informed and provided with the copy of the complaint and was requested to be present before the ICC for conciliation. Both the parties were given notice and ample opportunity to place their statements/evidence, witnesses etc.



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Conciliation Proceedings:

1. The Conciliation proceeding was conducted on 2nd Nov, 2017 at IFHE by the Presiding Officer of the ICC. In order to steer the process of settlement/conciliation with more sensitivity, fairness and be impartial, other members of ICC were also involved in the proceedings.

2. The Complainant was asked to be present before the ICC on 02.11.2017 at 10:45 am. (Copy of mail enclosed as Annexure-4)

3. The statement of the Complainant giving sequential account of the incidence/s was taken and noted by the Conciliation officer.

4. Complainant's statement: (Copy enclosed as Annexure-5)

(a) The Complainant informed that she has joined the Ph.D course at IBS in the year 2014. That she and the Respondent were placed in the same department. However, her first interaction with the Respondent took place in the year 2015 which was about his sister's impending divorce and he wanted some information as the Complainant was also a divorcee. Since then, frequent conversations took place between them, but mostly relating to the Complainant's Ph.D thesis. That the Respondent helped her in submitting her Ph.D proposal. The Complainant also stated that the Respondent always addressed her as 'Sister'.

(b) The Complainant also categorically mentioned one of the incidences which led her to lodge the present complaint against the Respondent. That, on 17.06.2017 in response to a joke sent by her on whatsapp, the Respondent sent a series of continuous messages to her till late in the night. In one of those messages, he revealed that he has kept password for his Face book and other social media accounts on her name. This not only upset and disturbed her but also created a kind of suspicion about his intentions, as such a kind of conversation by the Respondent was not usual.

(c) The Complainant informed that immediately after the above incident, she blocked his number on her 'WhatsApp'. However, the Respondent started sending messages to her through SMS, which she was unable to block. On 22.07.2017 he informed that he wanted to convey his apologies to her about the earlier WhatsApp chat that took place between them, but as she has blocked him on whatsapp, he was unable to tell the same and that he would like to tell her in front of the whole Dept.



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(d) Later on 22.09.2017, the Respondent had sent a suicidal message to the Complainant, which troubled both the complainant and her husband. Being aggrieved by the frequent messages sent by the Respondent which are disturbing, annoying and affecting not only her professional life but also personal life, the Complainant lodged the present complaint before the ICC.

5. Request/reliefs sought by the Complainant:

- (a) A written apology from the Respondent for his misconduct and assurance for not repeating such behaviour in future.
- (b) The Respondent should stop any and all kinds of conversation or communication (direct or indirect) with the Complainant or persons related to her, either by himself or by any other intermediaries on his behalf.
- (c) That the Respondent shall only maintain professional communication with her (if required) since both the parties are working in the same department, which shall only be during the working hours.

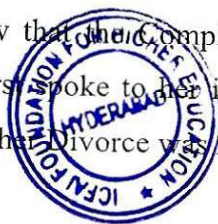
6. After taking note of the Complainant's statement/assertions and the reliefs sought, the Presiding Officer conducting the conciliation called for the Respondent to present himself in the subsequent session of the conciliation proceedings at 12.15 PM (i.e. on 02.11.2017).

7. The Respondent was asked to place his statements in defence on the complaint filed against him. He was also informed about the statement given by the Complainant and reliefs sought by her.

8. The Respondent was also informed that formal proceedings will be taken up against the complaint if the Complainant back out during the conciliation proceeding and in which case, disciplinary action as per employment contract or punishment within the purview of the Regulation, upon the recommendation of ICC (if any) shall be initiated against him.

9. Respondent's statement:

- (a) That he knew the Complainant since 2014 since they were in the same department. That since his sister's divorce was on the way which disturbed his family, having come to know that the Complainant is also a Divorcee, he wanted to verify some doubts and first spoke to her in 2015. But during the conversation the Complainant informed that her divorce was mutual and that she was not interested to discuss it.



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- (b) Since then, they had frequent conversations relating to the Complainant's Ph.D proposal. That the Respondent gave all the professional help he could to help her finish her thesis proposal. They have become good friends and exchanged messages and chatted on whatsapp. That he always treated and addressed her as 'Sister'.
- (c) That owing to personal family problems and financial issues he was disturbed and felt quite lowered and had resorted to taking intoxicants. That on 17th & 19th June, 2017 he had sent awkward messages to the Complainant till late in night in inebriated condition.
- (d) Respondent admitted that messages sent by him to the Complainant were incorrect and apologised for his behaviour with the Complainant. Respondent also stated that he was apologetic and felt guilty that his behaviour and messages have troubled and annoyed the Complainant and her husband.
- (e) Respondent also lamented for sending a suicidal message to the Complainant on 22.06.2017 that not only caused tension to the latter's professional life but also personal life. The Respondent also admitted that the Complainant stopped all sought of communication with him since his suicidal message.
- (f) The Respondent also admitted that he has realised his mistake and wanted to apologise to the complainant and her husband for his behaviour and messages, but as the complainant has warned him not to speak to her or make any communications, he was unable to do so.
- (g) He also stated that as repentance for his acts he kept himself isolated from friends and colleagues for few days after the incidence and has been keeping himself pre-occupied with research work and taking classes.

10. The Respondent handed over his written apologies to the Presiding Officer of the ICC and assured not to repeat such acts/behaviour in future or make any kind of communication with the Complainant whatsoever. (copy enclosed as Annexure-6)

11. The written apology submitted by the Respondent was shown and provided to the Complainant. The Complainant was satisfied with the conciliation proceedings conducted by the ICC and also the apology and assurance given by the Respondent. The Complainant requested the Presiding Officer of ICC not to proceed further in the matter and close the same. (copy enclosed as Annexure-7)



A handwritten signature in blue ink, appearing to read "S. Raju" or similar, written over the printed name "REGISTRAR".

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Findings of Internal Complaint's Committee:

The Presiding Officer and other members of the Internal Complaints Committee after thorough examination of all the documents/evidence (s) produced by the parties to the Complaint and considering the statements and averments made by them during the conciliation proceedings, found that:

- (a) The present incidence/complaint is not expressly covered within the definition of "Sexual Harassment" as defined under Regulations 2(k) of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. However, certain incidences and suicidal messages by the Respondent which affected the Complainants professional life were a matter of grave concern and hence taken into consideration under the said regulation.
- (b) On verification of the evidences placed before the ICC, it was found that there were no implicit or explicit sexual remarks made by the Respondent and the complainant also confirmed that the Respondent has never made any kind of sexual remarks or advances to her.
- (c) The Respondent has only been sending messages at odd times which are uncalled for and suicidal in nature to the complainant, thereby creating annoyance and disturbance to her both mentally and psychologically affecting her personal and professional life.
- (d) The only relief sought by the Complainant was a written apology and assurance from the Respondent not to disturb her and have any kind of communication with her in future. As the matter resolved the Complainant requested ICC to close the matter.
- (e) The Respondent accepted his misconduct and fault. He gave a written apology with an assurance not to repeat such act or make any kind of correspondence with the Complainant.
- (f) Both the Complainant and the Respondent were satisfied with the fair and impartial manner in which the whole proceeding for conciliation was conducted by ICC to their complete satisfaction.
- (g) The ICC also categorically states that no monetary settlement was involved to resolve the matter through conciliation.



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Decision of ICC:

Based on all the documentary evidence, statements and the above findings, the ICC found both the parties to the present complaint prepared to settle the matter amicably and the Committee also felt there was no requirement to proceed further in the matter; the same was resolved through Conciliation. A written confirmation was also given by the Complainant to ICC that she is satisfied with the settlement of the matter through conciliation and requested ICC not to proceed further in the matter.

In view of the above, it is informed that the present complaint is resolved and may be treated as closed by ICC.

The findings and decision of the Internal Complaints Committee (ICC) mentioned hereinabove is accordingly subscribed to by me.

Date: 13.11.2017

Place: Hyderabad

Dr. Sitamma,
Professor-IFHE
Presiding /Conciliating Officer
Internal Complaints Committee



Dr. Jayalakshmi

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THE ICFAI FOUNDATION FOR HIGHER EDUCATION, HYDERABAD
INTERNAL COMPLAINTS COMMITTEE

Constituted under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

MEETING HELD ON NOV 2, 2017

Minutes of Meeting (MoM)

The following Members of the Internal Complaints Committee presented at the meeting held on November 2nd 2017 at 10:00am

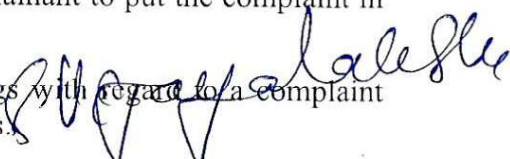
- i. Dr. Sitamma, Professor as Presiding Officer.
- ii. Dr. Elizabeth Zacharia, Associate Professor, FST, Member
- iii. Mrs. C. Padmavathi, Associate Professor, Member
- iv. Mrs Annapurna Devi, Asst. Professor, ILS, Member
- v. Mr. D.V Ramana Murthy, Chief Security Officer, Member,
- vi. Mr. Vijaya Kumar, Sr. Manager, Infrastructure, Member.
- vii. Mrs. Mamata Singh, Representative of NGO.

Minutes:

The following are the minutes of meeting:

1. The meeting was held at 10:00 AM with all the members present during the first interactive session after the reconstitution of ICC for conducting proceedings as per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
2. The members discussed the manner of conducting of proceedings and sought legal clarifications from the External Member of the ICC. Further several inputs were given by the internal members for conducting the committee proceedings in an effective manner.
3. Various provisions and procedural aspects of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Related UGC Regulations, SAKSHAM Report Guidelines were discussed.
4. Legal requirements for conducting proceedings or inquiry under the related Regulations, reliefs available to the complainant since the initiation of complaint were discussed.
5. The manner of lodging a criminal complaint and required assistance needed to be given in this regard to the complainant were elaborated on. Further it was informed to all the members that if the complainant was unable to give a written complaint, the concerned members or any person may assist the complainant to put the complaint in writing.
6. The members also conducted a conciliation proceedings with regard to a complaint lodged recently and had informal interaction with parties.
7. After conciliation the meeting closed at 1:00pm.




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Dr. Sitamma, Professor as Presiding Officer.

Dr. Elizabeth Zacharia, Associate Professor, FST, Member

Mrs. C. Padmavathi, Associate Professor, Member

Mrs Annapurna Devi, Asst. Professor, ILS, Member

Mr. D.V Ramana Murthy, Chief Security Officer, Member

Mr. Vijaya Kumar, Sr. Manager, Infrastructure, Member.

Mrs. Mamata Singh, Representative of NGO.



S. Vijayalakshmi

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(Deemed-to-be-University Under Section 3 of the UGC ACT, 1956)

THE ICFAI FOUNDATION FOR HIGHER EDUCATION, HYDERABAD

INTERNAL COMPLAINTS COMMITTEE

Constituted under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

MEETING HELD ON 08th MAY, 2018

MINUTES OF THE MEETING (MoM)

The following members of the internal complaints committee were present at the meeting held on 08th May, 2018, 10:00 am.

- 1) Prof. (Dr.) M. Sitamma, Professor, Presiding Officer.
- 2) Mrs. C. Padmavathi, Associate Professor, Member
- 3) Mrs. Annapurna Devi Munaganti, Asst. Professor, ILS, Member
- 4) Dr. Elizabeth Zacharia, Associate Professor, FST, Member
- 5) Mrs. Mamta Singh, Representative of NGO.
- 6) Ms. Madhubanti Dutta, Research Scholar, Dept of Economics

The following are the minutes of the meeting:

A brief background:

- i) An oral complaint was made to the Dean, FOL-IFHE on 19.04.2018 by Ms. Prakriti Patnaik of VIII Semester (4th year), BBA-LLB, ICFAI Law School, IFHE alleging harassment & unwelcome physical and verbal conduct of sexual nature by Mr. Sai Brahma Pradhan of Class & Program: II Semester (1st Year) BBA-LLB, ICFAI Law School, IFHE- Hyderabad.
- ii) A written complaint was given to the Dean, FOL-IFHE by the complainant on 23.4.18 wherein she requested for strict action to be taken on the accused for his unruly and unacceptable behaviour at the earliest.
- iii) The complaint was forwarded by Dean-FOL to the Registrar-IFHE on 26.04.2018.



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- iv) The ICC received the said complaint on 04.05.2018 vide Office order dt.04.05.18 from the Registrar, IFHE.
- v) The ICC called for a meeting of its members to be held on 08.05.2018.
- vi) The ICC issued show cause letters (dt.07.05.2018) to both the complainant student as well as the accused student to report before the Committee on 8th April, 2018 at 12.30 pm and 1.30 pm respectively, for a preliminary inquiry.
- vii) The meeting of the ICC was held with all the above members present, on 08th May, 2018 at 10:00 am.
- viii) The members discussed the complaint and conducted a preliminary inquiry of Ms. Prakriti Patnaik's (VIII Semester (4th year), BBA-LLB, ICFAI Law School, IFHE) complaint alleging sexual harassment on her by Mr. Sai Brahma Pradhan of 1st year (II Semester, BBA-LLB program).
- ix) The oral statements made by the Complainant, the Accused Student and by a few witnesses who were called during the preliminary inquiry were noted by the ICC.
- x) Various evidences like SMS messages, Whats App messages exchanged between the Complainant, Accused and Witness were also taken into record and have been marked as evidence. *(Copies of the same are attached as separate Annexure with the ICC report).*
- xi) The Complainant informed the ICC members that she wanted to close the issue internally, if the accused apologized to her for misconduct in writing. She also informed that neither she nor her father wanted to ruin the future of the accused by taking the case any further.
- xii) The Accused denied the alleged allegation against him as completely false and concocted. Hence, he was not ready to give an apology.
- xiii) Two other witnesses Ms. Manjushree Pattanayak of II Semester (1st Year) BBA-LLB, ICFAI Law School, IFHE-Hyderabad and Mr. Satya Parakram also of II Semester (1st Year) BBA-LLB, ICFAI Law School, IFHE-Hyderabad were also called and their statements/versions were noted.



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- xiv) It was decided by the Members of ICC that further inquiry was needed to reach a conclusion and give appropriate recommendations.

Date: 08.05.2018
Place: Hyderabad

Members:

Prof. (Dr.) M. Sitamma, Professor as Presiding Officer

Ms. C. Padmavathi, Associate Professor, Member

Mrs Annapurna Devi Munaganti, Asst. Professor, ILS, Member

Dr. Elizabeth Zacharia, Associate Professor, FST, Member

Mrs. Mamta Singh, Representative of NGO

Ms. Madhubanti Dutta, Research Scholar, Dept of Economics



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THE ICFAI FOUNDATION FOR HIGHER EDUCATION, HYDERABAD

INTERNAL COMPLAINTS COMMITTEE

Constituted under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

MEETING HELD ON 11th MAY, 2018

MINUTES OF THE MEETING (MoM)

The following members of the Internal Complaints Committee were present at the meeting held on 11th May, 2018 at 10:00 am.

- 1) Prof. (Dr.) Sitamma, Professor, Presiding Officer.
- 2) Mrs. Annapurna Devi Munaganti, Asst. Professor, ILS, Member
- 3) Dr. Elizabeth Zacharia, Associate Professor, FST, Member
- 4) Mrs. Mamta Singh, Representative of NGO
- 5) Mr. Vijaya Kumar, Manager Infrastructure, IFHE
- 6) Ms. Madhubanti Dutta, Research Scholar, Dept of Economics

Minutes:

- i) The ICC called for a meeting of its members to be held again on 11.05.2018.at10:00 am.
- ii) The Members discussed in detail all the oral statements and various evidence like SMS messages, Whats App messages exchanged between the Complainant, Accused and Witness.
- iii) The Complainant, Accused and three Witnesses Ms. Manjushree Pattanayak of II Semester, Mr. Satya Parakra of II Semester, Mr. Bhuvanesh Puri Goswami of II Semester all of BBA-LLB, ICFAI Law School were requested



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to present themselves before the ICC for further inquiry and submit their written statements.

- iv) The Accused reiterated his oral statements and denied the accusation.

Date: 11.05.2018

Place: Hyderabad

Members:

Prof. (Dr.) M. Sitamma, Professor as Presiding Officer

Mr. Vijaya Kumar, Manager Infrastructure, IFHE

Mrs Annapurna Devi Munaganti, Asst. Professor,
ILS, Member

Dr. Elizabeth Zacharia, Associate Professor,
FST, Member

Mrs. Mamta Singh, Representative of NGO

Ms. Madhubanti Dutta, Research Scholar,
Dept of Economics



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INTERNAL COMPLAINTS COMMITTEE

Constituted under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

MEETING HELD ON 06th MARCH, 2019

MINUTES OF THE MEETING (MoM)

The following members of the internal complaints committee were present at the meeting held on 06th March, 2019, 01:30 pm.

- 1) Prof. (Dr.) M. Sitamma, Professor, Presiding Officer.
- 2) Mrs. Annapurna Devi Munaganti, Asst. Professor, ILS, Member
- 3) Mrs. Mamta Singh, Representative of NGO.
- 4) Mr. D.V Ramana Murthy, Chief Security Officer, Member
- 5) Mr. Vijaya Kumar, Manager Infrastructure, IFHE
- 6) Ms. Akanksha Saxena, Research Scholar, Department of Finance and Accounting

Leave of Absence

The following members of the internal complaints committee were absent at the meeting held on 06th March, 2019, 01:30pm.

- 1) C. Padmavathi, Associate Professor, IBS, Member
- 2) Dr. Elizaberh Zacharia, Associate Professor, ILS, Member
- 3) Megha, MBA Student 2016-18 – 16BSPHH01C0549
- 4) Yash Bhagaria, BBA Student 2016-19 – 16BSUHH010238

The following are the minutes of the meeting:

A brief background:

- (i) A written complaint was given to the Internal Complaint Committee (ICC), IFHE by Ms. Harshitha M. of Second semester (1st year), BBA-LLB, ICFAI Law School, IFHE, Hyderabad alleging unwelcome verbal conduct by Mr. Rana Pratap of class & program: Second semester (1st year), BBA-LLB, ICFAI Law School, IFHE, Hyderabad on 27.02.2019 wherein she requested for strict action to be taken on the respondent for his alleged harassment, annoying and disturbing behaviour at the earliest.



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- (ii) The ICC called for a meeting of its members to be held on 06.03.2019.
- (iii) The ICC issued show cause letters (dt.28.02.2019) to the complainant student as well as the respondent student to report before the Committee on 06.03.2019 at 11.30 am and 10.00 am respectively, for a preliminary inquiry.
- (iv) The meeting of the ICC was held with all the above members present, on 06.03.2019 at 01:30 pm.
- (v) The members discussed the complaint and conducted a preliminary inquiry of Ms. Harshita. M's (2nd Semester (1st year)), BBA-LLB, ICFAI Law School, IFHE, Hyderabad) complaint alleging verbal harassment on her by Mr. Rana Pratap of 2nd Semester (1st year), BBA-LLB, ICFAI Law School, IFHE, Hyderabad.
- (vi) The oral and written statements made by the Complainant, the Respondent Student and by witnesses, Ms. N. Anitha, Ms. K. Keerthi & Ms. R. Lahari all of class and program: 2nd Semester (1st year), BBA-LLB, ICFAI Law School, IFHE, Hyderabad were taken by the ICC.
- (vii) The complainant informed the ICC members that she has also filled an FIR against the respondent.
- (viii) It was decided by the Members of ICC that further inquiry was needed to reach a conclusion and give appropriate recommendations.

Date: 06.03.2019

Place: Hyderabad

Members:

Prof. (Dr.) M. Sitamma, Professor as Presiding Officer

Mrs Annapurna Devi Munaganti, Asst. Professor, ILS, Member

Mrs. Mamta Singh, Representative of NGO.

Mr. D.V Ramana Murthy, Chief Security Officer, Member

Mr. Vijaya Kumar, Manager Infrastructure, IFHE

Ms. Akanksha Saxena, Research Scholar, Department of Finance and Accounting



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THE ICFAI FOUNDATION FOR HIGHER EDUCATION, HYDERABAD

INTERNAL COMPLAINTS COMMITTEE

Constituted under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015

MEETING HELD ON 08th MAY, 2019

MINUTES OF THE MEETING (MoM)

The following members of the internal complaints committee were present at the meeting held on 08th May, 2019, 03:00 pm.

- 1) Prof. (Dr.) M. Sitamma, Professor, Presiding Officer.
- 2) Mrs. Annapurna Devi Munaganti, Asst. Professor, ILS, Member
- 3) Mr. D.V Ramana Murthy, Chief Security Officer, Member
- 4) Mr. Vijaya Kumar, Manager Infrastructure, IFHE
- 5) Ms. Akanksha Saxena, Research Scholar, Department of Finance and Accounting
- 6) C. Padmavathi, Associate Professor, IBS, Member
- 7) Dr. Elizabeth Zacharia, Associate Professor, ILS, Member

Leave of Absence

The following members of the internal complaints committee were absent at the meeting held on 08th May, 2019, 03:00pm.

- 1) Megha, MBA Student 2016-18 – 16BSPHH01C0549
- 2) Yash Bhagaria, BBA Student 2016-19 – 16BSUHH010238
- 3) Mrs. Mamta Singh, Representative of NGO.

The following are the minutes of the meeting:

A brief background:

- (i) A written complaint was given to the Internal Complaint Committee (ICC), IFHE by Ms. Harshitha M. of Second semester (1st year), BBA-LLB, ICFAI Law School, IFHE, Hyderabad alleging unwelcome verbal conduct by Mr. Rana Pratap of class & program: Second semester (1st year), BBA-LLB, ICFAI Law School, IFHE, Hyderabad on 27.02.2019 wherein she requested for strict action to be taken on the respondent for his alleged harassment, annoying and disturbed behaviour at the earliest.
- (ii) The first meeting of the case was held on 06.03.2019



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- (iii) The ICC called for a meeting for its members to be held again on 08.05.2019 at 03:00pm
- (iv) The Members discussed in detail all the written complaints and oral statements by Complainant, Respondent and Witnesses.
- (v) The Complainant, Ms. Harshita. M (2nd Semester (1st year)), BBA-LLB, ICFAI Law School, IFHE, Hyderabad) was requested to present herself at 03:00 pm.
- (vi) The Complainant gave a written letter stating that she wants to withdraw the complaint filed before ICC.
- (vii) The Complainant mentioned that she has already filed a complaint with Shankarpally Police Station dated 27.02.2019 wherein an FIR has also been issued.

Date: 08.05.2019

Place: Hyderabad

Members:

1. Prof. (Dr.) M. Sitamma, Professor, Presiding Officer.
2. Mrs. Annapurna Devi Munaganti, Asst. Professor, ILS, Member
3. Mr. D.V Ramana Murthy, Chief Security Officer, Member
4. Mr. Vijaya Kumar, Manager Infrastructure, IFHE
5. Ms. Akanksha Saxena, Research Scholar, Department of Finance & Accounting
6. C. Padmavathi, Associate Professor, IBS, Member
7. Dr. Elizaberh Zacharia, Associate Professor, ILS, Member





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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

अधिसूचना

नई दिल्ली, 2 मई, 2016

विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम 2015

मि. सं. 91-1/2013 (टी. एफ. जी. एस.—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) जिसे उक्त अधिनियम के अनुच्छेद 20 के उप-अनुच्छेद (1) से संयुक्त रूप से पढ़ा जाए उस अधिनियम 26 के अनुच्छेद (1) की धारा (जी) द्वारा प्रदत्त अधिकारों के क्रियान्वयन अनुसार विश्वविद्यालय अनुदान आयोग एतद्वारा निम्न विनियम निर्मित कर रहा है, नामतः :-

1. लघु शीर्ष, अनुप्रयोग एवं समारम्भ:- (1) ये विनियम विश्वविद्यालय अनुदान आयोग (उच्चतर शैक्षिक संस्थानों में महिला कर्मचारियों एवं छात्रों के लैंगिक उत्पीड़न के निराकरण, निषेध एवं इसमें सुधार) विनियम, 2015 कहलाएंगे।

(2) ये विनियम भारत वर्ष में सभी उच्चतर शैक्षिक संस्थानों पर लागू होंगे।

(3) सरकारी राजपत्र में उनके प्रकाशन की तिथि से वे लागू माने जाएंगे।

2. परिभाषाएँ:- इन विनियमों में—बशर्ते विषयवस्तु के अन्तर्गत कुछ अन्यथा जरूरी है:-

(अ) "पीड़ित महिला" से अर्थ है किसी भी आयु वर्ग की एक ऐसी महिला—चाहे वह रोजगार में है या नहीं, किसी कार्य स्थल में कथित तौर से प्रतिवादी द्वारा कोई लैंगिक प्रताड़ना के कार्य का शिकार बनी है;

(ब) "अधिनियम" से अर्थ है कार्य स्थल में महिलाओं का लैंगिक उत्पीड़न (निराकरण, निषेध एवं समाधान) अधिनियम, 2013 (2013 का 14);

(स) "परिसर" का अर्थ उस स्थान अथवा भूमि से है जहाँ पर उच्चतर शैक्षिक संस्थान तथा इसकी संबद्ध संस्थागत सुविधाएँ जैसे पुस्तकालय, प्रयोगशालाएँ, लेक्चर हॉल, आवास, हॉल, शौचालय, छात्र केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

2136 GI/2016



(1)

[Signature]
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संस्थान पर, अध्ययनों, अध्ययन भ्रमण, सैर-सपाटे के लिए, लघु-अवधि वाली नियुक्तियों के लिए, शिविरों के लिए उपयोग किए जा रहे स्थानों, सांस्कृतिक समारोहों, खेलकूद आयोजनों एवं ऐसी ही अन्य गतिविधियों जिनमें कोई व्यक्ति एक कर्मचारी अथवा उच्चतर शैक्षिक संस्थान के एक छात्र के रूप में भाग ले रहा है—यह समस्त उस परिसर में सम्मिलित हैं;

- (डी) "आयोग" का अर्थ है विश्वविद्यालय अनुदान आयोग जो विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 4 के अन्तर्गत स्थापित है;
- (ई) "आवृत्त व्यक्तियों" से अर्थ उन व्यक्तियों से है जो एक सुरक्षित गतिविधि में कार्यरत है जैसे कि किसी लैंगिक उत्पीड़न की शिकायत को दायर करना—अथवा वे ऐसे किसी व्यक्ति से घनिष्ठ रूप से सम्बद्ध हैं जो सुरक्षित गतिविधि में कार्यरत है तथा ऐसा व्यक्ति एक कर्मचारी हो सकता है अथवा उस पीड़ित व्यक्ति का एक कर्मचारी हो सकता है अथवा एक साथी छात्र अथवा अभिभावक हो सकता है;
- (एफ) "कर्मचारी" का अर्थ, उस व्यक्ति से है जिसे अधिनियम में परिभाषित किया गया है तथा इसमें इन विनियमों की दृष्टि से प्रशिक्षार्थी, शिक्षार्थी अथवा वे अन्य जिस नाम से भी जाने जाते हैं। आन्तरिक अध्ययन में लगे छात्र, स्वयंसेवक, अध्यापन-सहायक शोध-सहायक चाहे वे रोजगार में है अथवा नहीं, तथा क्षेत्रीय अध्ययन में, परियोजनाओं लघु-स्तर के भ्रमण अथवा शिविरों में कार्यरत व्यक्तियों से है;
- (जी) "कार्यकारी प्राधिकारी" से अर्थ है उच्चतर शैक्षिक संस्थान के प्रमुख कार्यकारी प्राधिकारी, चाहे जिस नाम से वे जाने जाते हों— तथा जिस संस्थान में उच्चतर शैक्षिक संस्थान का सामान्य प्रशासन सम्मिलित है। सार्वजनिक रूप से निधि प्राप्त संस्थानों के लिए, कार्यकारी प्राधिकारी से अर्थ है अनुशासनात्मक प्राधिकारी जैसा कि केन्द्रीय नागरिक सेवायें (वर्गीकरण, नियन्त्रण एवं अपील) नियम तथा इसके समतुल्य नियमों में दर्शाया गया है;
- (एच) "उच्चतर शैक्षिक संस्थान" (एचईआई.) से अर्थ है—एक विश्वविद्यालय जो अनुच्छेद 2 की धारा (जे) के अन्तर्गत अर्थों के अनुसार है, ऐसा एक महाविद्यालय जो अनुच्छेद 12 (ए) के उप-अनुच्छेद (1) की धारा (बी) के अर्थ के अनुसार है तथा एक ऐसा संस्थान जो मानित विश्वविद्यालय के रूप में विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 3 के अन्तर्गत है;
- (आई) "आन्तरिक शिकायत समिति" (आई.सी.सी.) (इन्टरनल कमप्लेन्ट्स कमिटी) से अर्थ है इन विनियमों के विनियम 4 के उप-विनियम (1) के अर्थ के अनुसार उच्चतर शैक्षिक संस्थान द्वारा गठित की जाने वाली आन्तरिक शिकायत समिति से है। यदि पहले से ही समान उद्देश्य वाला कोई निकाय सक्रिय है, (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न संबंधी विवाद देखेगी (जी.एस.सी.ए.एस.एच.) ऐसे निकाय को आन्तरिक शिकायत समिति (आईसीसी) के रूप में पुनर्गठित किया जाना चाहिए;
- बशर्ते, बाद वाले मामले में उच्चतर शैक्षिक संस्थान ऐसा सुनिश्चित करेगा कि इन विनियमों के अन्तर्गत आन्तरिक शिकायत केन्द्र के लिए ऐसे एक निकाय का गठन आवश्यक है। बशर्ते कि ऐसा निकाय इन विनियमों के प्रावधानों द्वारा बाध्य होगा;
- (जे) "संरक्षित गतिविधि" में ऐसी एक परम्परा, के प्रति तर्कपूर्ण विरोध शामिल है, जिसके बारे में ऐसा माना जाता है कि अपनी तरफ से अथवा कुछ दूसरे लोगों की तरफ से लैंगिक उत्पीड़न संबंधी कानूनों का उल्लंघन उस परम्परा के माध्यम से किया जा रहा है— जैसे कि लैंगिक उत्पीड़न मामलों की कार्रवाई में भागीदारी करना, किसी भी आन्तरिक जांच पड़ताल में अथवा कथित लैंगिक उत्पीड़न मामलों में सहयोग करना अथवा किसी बाहरी एजेंसी द्वारा की जा रही जांच पड़ताल में अथवा किसी मुकदमे में बतौर गवाह मौजूद रहना;
- (के) "लैंगिक उत्पीड़न" का अर्थ है—

- (i) ऐसा एक अनचाहा आचरण जिसमें छिपे रूप में लैंगिक भावनाएँ जो प्रत्यक्ष भी हो जाती हैं अथवा जो भावनाएँ अत्यन्त मजबूत होती, नीचतायुक्त होती हैं, अपमानजनक होती हैं अथवा एक प्रतिकूल और धमकी भरा वातावरण पैदा करती हैं अथवा वास्तविक अथवा धमकी भरे परिणामों द्वारा अधीनता की ओर प्रेरित करने वाली होती हैं तथा ऐसी भावनाओं में निम्नलिखित अवांछित काम या व्यवहारों में कोई भी एक या उससे अधिक या ये समस्त व्यवहार शामिल हैं (चाहे सीधे तौर से या छिपे तौर से) नामतः—

(अ) लैंगिक भावना से युक्त कोई भी अप्रिय शारीरिक, मौखिक अथवा गैर मौखिक के अतिरिक्त कोई आचरण

(ब) लैंगिक अनुग्रह या अनुरोध करना

(ग) नीचतायुक्त टिप्पणी करना



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(ड़) शारीरिक रूप से संबंध बनाना अथवा पास बने रहने की कोशिश करना

(ई) अश्लील साहित्य दिखाना

(ii) निम्न परिस्थितियों में से किसी एक में (अथवा इससे अधिक एक या सभी में) यदि ऐसा पाया जाता है अथवा वह ऐसे किसी बर्ताव के बारे में है या उससे संबंधित है जिसमें व्यापक रूप से या छिपे रूप में लैंगिक संकेत छिपे हैं—

(अ) छिपे तौर से या प्रत्यक्ष रूप से अधिमान्य व्यवहार देने का वायदा जो लैंगिक समर्थन के एवज में हैं;

(ब) कार्य के निष्पादन में छिपे रूप से या सीधे तौर से रुकावट डालने की धमकी;

(स) संबद्ध व्यक्ति के वर्तमान अथवा उसके भविष्य के प्रति छिपे तौर से या सीधे तौर से धमकी देकर;

(द) एक दहशत भरा हिंसात्मक या द्वेषपूर्ण वातावरण पैदा करके;

(ई) ऐसा व्यवहार करना जो कि संबद्ध व्यक्ति के स्वास्थ्य उसकी सुरक्षा, प्रतिष्ठा अथवा उसकी शारीरिक दृढ़ता को दुष्प्रभावित करने वाला है;

(एल) "छात्र" शब्द का अर्थ उस व्यक्ति के लिए है जिसे विधिवत प्रवेश मिला हुआ है, जो नियमित रूप से या दूर शिक्षा विधि से एक उच्च शिक्षा संस्थान में, एक अध्ययन पाठ्यक्रम का अनुसरण कर रहा है जिसमें लघु अवधि प्रशिक्षण पाठ्यक्रम भी शामिल ह:

बशर्ते, ऐसे किसी छात्र के साथ यदि कोई लैंगिक उत्पीड़न की घटना होती है जो उच्च शिक्षा संस्थान परिसर में प्रवेश पाने की प्रक्रिया में है— यद्यपि वह प्रवेश प्राप्त नहीं हुआ है तो इन विनियमों के आधार पर उस छात्र को उच्च शिक्षा संस्थान का छात्र माना जाएगा:

बशर्ते एक ऐसा छात्र जो किसी उच्चतर शैक्षिक संस्थान में प्रवेश प्राप्त है तथा उस संस्थान में भागीदार है और उस छात्र के प्रति कोई लैंगिक उत्पीड़न होता है तो उसे उस उच्च संस्थान का छात्र माना जाएगा;

(एम) "किसी तीसरे व्यक्ति द्वारा उत्पीड़न" उस स्थिति को दर्शाता है जब लैंगिक उत्पीड़न की घटना किसी तीसरे व्यक्ति द्वारा या किसी बाहर के आदमी द्वारा की गई हो जो ना तो उस उच्च शैक्षिक संस्थान का कर्मचारी अथवा उसका छात्र है—बल्कि उस संस्थान में एक आगन्तुक है जो अपने अन्य किसी काम या उद्देश्य से आया हुआ है;

(एन) "उत्पीड़न" का अर्थ है किसी व्यक्ति से नकारात्मक व्यवहार जिसमें छिपे तौर से या सीधे तौर से लैंगिक दुर्भावना की नीयत छिपी होती है;

(ओ) "कार्यस्थल" का अर्थ है उच्चतर शैक्षिक संस्थान का परिसर जिसमें शामिल हैं:

(अ) कोई विभाग, संगठन, उपक्रम, प्रतिष्ठान, उद्योग, संस्थान, कार्यालय, शाखा अथवा एकांश जो उपयुक्त उच्चतर शैक्षिक संस्थान द्वारा पूरी तरह अथवा पर्याप्त रूप से उपलब्ध निधि द्वारा सीधे तौर से अथवा अप्रत्यक्ष रूप से स्थापित, स्वामित्व वाले या उससे नियन्त्रित है;

(ब) ऐसा कोई खेलकूद संस्थान, स्टेडियम, खेल परिसर या प्रतियोगिता या खेलकूद क्षेत्र चाहे वह आवासीय है या नहीं या उसे उच्चतर शैक्षिक संस्थान की प्रशिक्षण, खेलकूद अथवा अन्य गतिविधियों के लिए उपयोग नहीं किया जा रहा है;

(स) ऐसा कोई स्थान जिसमें कर्मचारी अथवा छात्र अपने रोजगार के दौरान या अध्ययन के दौरान आते रहते हैं तथा जिस गतिविधि में यातायात शामिल है जिसे कार्यकारी प्राधिकारी ने ऐसे भ्रमण के लिए उपलब्ध कराया है जो उस उच्च शैक्षिक संस्थान में अध्ययन के लिए हैं।

3. उच्चतर शैक्षिक संस्थानों के दायित्व—(1) प्रत्येक उच्चतर शैक्षिक संस्थान)

(अ) कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण एवं निषेध संबंधी अपनी नीति एवं विनियमों में उपरोक्त परिभाषाओं की व्याख्या को यथा आवश्यक उपयुक्त रूप में सम्मिलित करें तथा इन विनियमों की आवश्यकता अनुसार अपने विनियमों को संशोधित करना;

(ब) लैंगिक उत्पीड़न के निषेध विधानों को अधिसूचित करना तथा उनके विस्तृत प्रचार-प्रसार को सुनिश्चित करना



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- (स) जैसा कि आयोग की "सक्षम" (परिसरों में महिलाओं की सुरक्षा एवं लैंगिक संवेदीकरण कार्यक्रम) रिपोर्ट में दर्शाया गया है, प्रशिक्षण कार्यक्रम अथवा कार्यशाला, अधिकारियों, कार्यपालकों, संकाय सदस्यों एवं छात्रों के लिए उन्हें सभी को सुग्राही बनाना तथा इस अधिनियम एवं इन विनियमों में स्थापित अधिकारों, पात्रताओं एवं दायित्वों की जानकारी उन्हें सुनिश्चित कराना तथा उनके प्रति उन्हें जागरूक बनाना;
- (द) इस बात को पहचानते हुए कि प्राथमिक रूप से महिला कर्मचारी तथा छात्राओं एवं कुछ छात्र तथा तीसरे लिंग वाले छात्र कई प्रकार के लैंगिक उत्पीड़न, अपमान एवं शोषण के अन्तर्गत संवेदनशील हैं, तदनुसार सभी लिंगों के कर्मचारियों एवं छात्रों के प्रति सुनियोजित समस्त लिंग आधारित हिंसा के विरुद्ध निर्णयात्मक रूप से सक्रिय बनना ;
- (ई) लैंगिक उत्पीड़न के प्रति शून्य स्तर सहन संबंधी नीति की सार्वजनिक प्रतिबद्धता रखना;
- (एफ) सभी स्तरों पर अपने परिसर को, भेदभाव, उत्पीड़न, प्रतिशोध अथवा लैंगिक आक्रमणों से मुक्त बनाने की प्रतिबद्धता की पुनः पुष्टि करना;
- (जी) इस विषय में जागरूकता पैदा करना कि लैंगिक उत्पीड़न में क्या शामिल है— तथा इसके साथ ही हिंसापूर्ण वातावरण उत्पीड़न एवं प्रतिकर उत्पीड़न इन विषयों में जागरूकता पैदा करना;
- (एच) अपनी विवरणिका में सम्मिलित करना और महत्वपूर्ण स्थलों पर, विशिष्ट स्थानों पर या नोटिस बोर्ड पर लैंगिक उत्पीड़न के दण्ड एवं परिणामों को दर्शाया जाना तथा संस्थान के सभी समुदायों के वर्गों को इस तन्त्र की सूचना के प्रति जागरूक करना जो तन्त्र लैंगिक उत्पीड़न संबंधी शिकायतों के समाधान के लिए बनाया गया है तथा इसके बारे में आन्तरिक शिकायत समिति के सदस्यों का विवरण, उनसे संपर्क साधना, शिकायत के बारे में विधि आदि के बारे में बताना यदि कोई मौजूदा निकाय पहले से ही उसी लक्ष्य के साथ सक्रिय है (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न के विरुद्ध है, ऐसे जेन्डर सेन्सिटाइजेशन कमिटी अगेंस्ट सैक्सुअल हार्समेंट—जी.एस.सी. ए.एस.एच. निकाय को आन्तरिक शिकायत समिति) (इण्टरनल कम्प्लेन्ट्स कमिटी—आई.सी.सी) के समान ही पुनर्गठित करना ;
- बशर्ते, बाद में दर्शाये गए मामले में उच्चतर शैक्षिक संस्थान सुनिश्चित करेंगे कि इस प्रकार के निकाय का गठन आई.सी.सी. के लिए आवश्यक सिद्धान्तों के आधार पर इन विनियमों के अन्तर्गत किया गया है। ऐसा कोई भी निकाय इन विनियमों के प्रावधानों के द्वारा बाध्य होगा;
- (आई) कर्मचारियों एवं छात्रों को उपलब्ध आश्रय के बारे में बताना, यदि वे लैंगिक उत्पीड़न के शिकार हुए हैं;
- (जे) आन्तरिक शिकायत समिति के सदस्यों द्वारा शिकायतों के निपटान, समाधान अथवा समझौते आदि की प्रक्रिया का संचालन संवेदनशील रूप से करने के लिए, नियमित अभिमुखी अथवा प्रशिक्षण कार्यक्रम संचालित करना;
- (के) कर्मचारियों एवं छात्रों के सभी प्रकार के उत्पीड़न के निराकरण हेतु सक्रिय रूप से गतिशील बनाना चाहे वह उत्पीड़न किसी प्रबल अधिकारी अथवा उच्चतर शैक्षिक संस्थान में स्थित पदानुक्रम संबंधों के आधार पर है। अथवा किसी घनिष्ठ भागीदार की हिंसा संबंधी हो अथवा समकक्षों से अथवा उस उच्चतर शैक्षिक संस्थान की भौगोलिक सीमाओं से बाहर किन्हीं तत्वों के कारण हो;
- (एल) उसके कर्मचारियों एवं छात्रों के प्रति किए गए लैंगिक उत्पीड़न के लिए दोषी जो लोग हैं उन्हें दण्डित करना तथा विधि द्वारा मान्य कानून के अनुसार समस्त कार्यवाही करना तथा परिसर में लैंगिक उत्पीड़न के निराकरण एवं अवरोध हेतु तन्त्रों एवं समाधान प्रणाली को यथास्थिति बनाना;
- (एम) यदि उस दुराचार का षडयंत्रकारी वहाँ का कर्मचारी है तो सेवा नियमों के अन्तर्गत लैंगिक उत्पीड़न को एक दुराचार के रूप में मानना;
- (एन) यदि अपराधकर्ता कोई छात्र है तो लैंगिक उत्पीड़न को अनुशासनात्मक नियमों (जो बहिष्कार एवं बहिष्करण तक हो सकता है) के उल्लंघन के रूप में देखना;
- (ओ) इन विनियमों के प्रकाशन की तिथि से लेकर 60 दिनों की अवधि में इन विनियमों के प्रावधानों का अनुपालन सुनिश्चित किया जाना, जिनमें आन्तरिक शिकायत समिति की नियुक्ति शामिल है;
- (पी) आन्तरिक शिकायत समिति द्वारा की गई रिपोर्टों का समयबद्ध रूप से प्रस्तुतीकरण;
- (क्यू) एक वार्षिक रिपोर्ट जिसमें दायर मामलों का, उनके निपटान का विवरण हो, वह तैयार करना तथा इसे आयोग को प्रस्तुत करना;

3.2 समर्थन करने के लिए गतिविधियाँ

- (1) जिस विधि, विनियम अथवा अन्य इसी प्रकार के माध्यम जिनके द्वारा आन्तरिक शिकायत केन्द्र (आई.सी.सी.) प्रारम्भ करने, उन्हें अद्यतन किया जाएगा, उन्हें अपने समय पर सहायित किया



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जाएगा—क्योंकि न्यायालय के निर्णय एवं अन्य कानून तथा नियमों द्वारा उस कानूनी ढाँचे में लगातार संशोधन होता रहेगा जिनके अनुसार अधिनियम लागू किया जाना है;

- (2) उच्चतर शैक्षिक संस्थानों का कार्यकारी प्राधिकारी द्वारा अधिदेशात्मक रूप से पूरा समर्थन किया जाना चाहिए तथा यह देखा जाना चाहिए कि आई.सी.सी. की सिफारिशों का क्रियान्वयन समयबद्ध रूप से किया जा रहा है कि नहीं। आई.सी.सी. के प्रकार्य के लिए समस्त संभावित संसाधन उपलब्ध कराए जाने चाहिए— जिनमें कार्यालय और भवन अवसंरचना सहित (कम्प्यूटर, फोटो कॉपियर, श्रव्य दृश्य उपकरणों आदि) स्टाफ (टाइपिस्ट, सलाह एवं कानूनी सेवाओं) सहित पर्याप्त रूप में वित्तीय संसाधन का आबंटन भी हो;
- (3) असुरक्षित/दुर्बल वर्ग विशेष रूप से प्रताड़ना के शिकार बन जाते हैं और उनके द्वारा शिकायत करना और भी ज्यादा कठिन होता है। क्षेत्र, वर्ग, जाति, लैंगिक प्रवृत्ति, अल्पसंख्यक पहचान, एवं पृथक रूप से सामर्थ्य से असुरक्षा सामाजिक रूप से संयोजित हो सकती है। समर्थकारी समितियों को इस प्रकार की असुरक्षितताओं के प्रति अति संवेदनशीलता एवं विशेष जरूरतों के प्रति संवेदनशील होने की आवश्यकता है;
- (4) क्योंकि शोध छात्र और डॉक्टरल छात्र विशेष रूप से आक्रान्त होते हैं, अतः उच्चतर शैक्षिक संस्थानों द्वारा यह सुनिश्चित कराया जाए कि शोध सर्वेक्षण की नैतिकता संबंधी दिशा निर्देश उचित रूप से लागू हो रहे हैं;
- (5) समस्त उच्चतर शैक्षिक संस्थानों द्वारा उनकी लैंगिक उत्पीड़न विरोधी नीति की क्षमता का नियमित रूप से अर्ध वार्षिक पुनरीक्षण किया जाना चाहिए;
- (6) सभी अकादमिक स्टाफ कॉलेजों (जिन्हें अब मानव संसाधन विकास केन्द्रों के रूप में पाया जाता है) (एचआरडीसी) और क्षमता निर्माण के क्षेत्रीय केन्द्रों द्वारा लिंग संबंधी सत्रों को अपने अभिमुखी एवं पुनश्चर्या पाठ्यक्रमों में निगमित करना चाहिए। अन्य सब विषयों से भी इसे प्राथमिकता दी जाए तथा इसे मुख्य धारा के रूप में विशेष रूप से बनाया जाए तथा इसके लिए "यूजीसी सक्षम" रिपोर्ट का उपयोग करें जिसमें, इस बारे में, प्रविधियों उपलब्ध कराई जाती हैं;
- (7) उच्चतर शैक्षिक संस्थानों में प्रशासकों के लिए संचालित अभिमुखी पाठ्यक्रमों में आवश्यक रूप से लैंगिक संवेदीकरण तथा लैंगिक उत्पीड़न की समस्याओं पर एक मापदण्ड होना चाहिए। उच्चतर शैक्षिक संस्थान के समस्त विभागों में मौजूद सदस्यों के लिए कार्यशालाएँ नियमित रूप से संचालित की जानी चाहिए;
- (8) समस्त उच्चतर शैक्षिक संस्थानों में परामर्श सेवाओं को संस्थानों के अन्तर्गत रखा जाना चाहिए और इसके लिए सुप्रशिक्षित पूर्णकालिक परामर्शदाता होने चाहिए;
- (9) कई उच्चतर शैक्षिक संस्थान जिनके विशाल परिसर हैं जिनमें प्रकाश संबंधी व्यवस्था बहुत अधूरी है तथा अन्य संस्थानों के लोगों के अनुभव अनुसार वे स्थान असुरक्षित समझे जाते हैं, वहाँ पर्याप्त प्रकाश व्यवस्था अवसंरचना एवं रख-रखाव का एक अनिवार्य अंग है;
- (10) पर्याप्त एवं अच्छी तरह से प्रशिक्षित सुरक्षा स्टाफ आवश्यक रूप से होना चाहिए जिसमें महिला सुरक्षा स्टाफ सदस्य अच्छी संख्या में हों, जिससे संतुलन बना रहे। सुरक्षा स्टाफ नियुक्ति के मामले में लैंगिक संवेदनशीलता प्रशिक्षण को एक शर्त के रूप में माना जाना चाहिए;
- (11) उच्चतर शैक्षिक संस्थान आवश्यक रूप से विश्वसनीय जन यातायात को सुनिश्चित करें— विशेष रूप से उच्चतर शैक्षिक संस्थानों के विस्तृत परिसरों के अन्दर विभिन्न विभागों के मध्य जैसे— छात्रावासों, पुस्तकालयों, प्रयोगशालाओं तथा मुख्यालय और विशेष रूप से वे स्थान जिन तक पहुँच पाना दैनिक शोधकर्ताओं के लिए कठिन है। सुरक्षा की कमी तथा उत्पीड़न बहुत बढ़ जाता है जब कर्मचारी और छात्र सुरक्षित जन यातायात पर निर्भर नहीं रहते हैं। कर्मचारी एवं छात्रों द्वारा पुस्तकालयों और प्रयोगशालाओं में देर रात तक काम करने और शाम के समय अन्य कार्यक्रमों में भाग लेने के लिए उच्चतर शैक्षिक संस्थानों द्वारा भरोसेमंद यातायात का प्रबन्ध किया जाना चाहिए;
- (12) आवासीय उच्चतर शैक्षिक संस्थानों द्वारा महिला छात्रावासों की संरचना को प्राथमिकता दी जाए। महिला छात्रावास, जो सभी प्रकार के उत्पीड़न से थोड़ी बहुत सुरक्षा प्रदान करते हैं, उस उच्च शिक्षा के सभी स्तरों पर, शहरी एवं ग्रामीण क्षेत्रों में बड़ी संख्या में उत्पन्न किए जा चुके युवा महिलाओं के लिए अत्यन्त जरूरी हैं;



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- (13) युवा छात्रों की तुलना में छात्रावास में स्थित छात्राओं की सुरक्षा के मामले को भेदभाव पूर्ण नियमों का आधार नहीं बनाया जाना चाहिए। परिसर की सुरक्षा संबंधी नीतियों को महिला कर्मचारी एवं छात्राओं की सुरक्षात्मकता के रूप में नहीं बन जाना चाहिए, जैसे कि आवश्यकता से अधिक सर्वेक्षण या पुलिसिया निगरानी अथवा आने जाने की स्वतंत्रता में कटौती करना— विशेषकर महिला कर्मचारी एवं छात्राओं के लिए;
- (14) सभी उच्चतर शैक्षिक संस्थानों के लिए पर्याप्त स्वास्थ्य सुविधायें होनी अधिदेशात्मक हैं। महिलाओं के विषय में इस प्रक्रिया में लिंग संवेदी डाक्टर और नर्स तथा इसके साथ ही एक स्त्री रोग विशेषज्ञ की सेवाएँ उपलब्ध होनी चाहिए;
- (15) महाविद्यालयों में महिला विकास प्रकोष्ठ पुनः चालू किये जाने चाहिए एवं उन्हें धन दिया जाना चाहिए और इन्हें लैंगिक उत्पीड़न विरोधी समितियों तथा आन्तरिक शिकायत समिति के प्रकार्यों से पृथक करके स्वशासी रखा जाना चाहिए। उसके साथ ही वे आन्तरिक शिकायत केन्द्रों के परामर्श से अपनी गतिविधियाँ विस्तारित करेंगे जिनमें लैंगिक संवेदीकरण कार्यक्रम शामिल हैं तथा नियमित आधार पर लैंगिक उत्पीड़न विरोधी नीतियाँ परिसरों में प्रचारित प्रसारित करेंगे। “सांस्कृतिक पृष्ठभूमि” एवं “औपचारिक अकादमिक स्थल” इन्हें परस्पर सहभागिता करनी चाहिए ताकि ये कार्यशालाएँ नवोन्मेषी, आकर्षक बने एवं मशीनी न हों;
- (16) छात्रावासों के वार्डन, अध्यक्ष, प्राचार्य, कुलपतियों, विधि अधिकारियों एवं अन्य कार्यकारी सदस्यों को नियमों के अथवा अध्यादेशों में संशोधनों द्वारा जबाबदेही के दायरे में यथाआवश्यक रूप से लाना चाहिए;

4. शिकायत समाधान तन्त्रः—

- (1) लैंगिक उत्पीड़न के विरुद्ध प्रत्येक कार्यकारी प्राधिकारी लैंगिक संवेदीकरण के लिए एक आन्तरिक तन्त्र सहित एक आन्तरिक शिकायत समिति (आई.सी.सी.) का गठन करेंगे। आई.सी.सी. की निम्न संरचना होगीः—
 - (अ) एक पीठासीन अधिकारी जो एक महिला संकाय सदस्य हो और जो एक वरिष्ठ पद पर (एक विश्वविद्यालय की स्थिति में प्रोफेसर से निम्न न हो तथा किसी महाविद्यालय की स्थिति में सह-प्रोफेसर अथवा रीडर से निम्न न हो) शैक्षिक संस्थान में नियुक्त हो तथा कार्यकारी प्राधिकारी द्वारा नामित हो;

बशर्ते यदि किसी स्थिति में कोई वरिष्ठ स्तर की महिला कर्मचारी उपलब्ध नहीं है तो पीठासीन अधिकारी को उप-अनुभाग 2(ओ) में दर्शाये कार्यस्थल के अन्य कार्यालय अथवा प्रशासनिक एकांश से उन्हें नामित किया जाएगा;

“बशर्ते यदि उस कार्यस्थल के अन्य कार्यालयों अथवा प्रशासनिक एकांशों में कोई वरिष्ठ स्तर की महिला कर्मचारी नहीं है तो अध्यक्ष अधिकारी को उसी नियुक्ता के कार्यस्थल से अथवा किसी अन्य विभाग या संगठन में से नामित किया जा सकता है”
 - (ब) दो संकाय सदस्य एवं दो गैर-अध्यापनरत कर्मचारी जो अधिमानतः महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं तथा जिन्हें सामाजिक कार्य अथवा कानूनी जानकारी है, उन्हें कार्यकारी प्राधिकारी द्वारा नामित किया जाना चाहिए;
 - (स) यदि किसी मामले में छात्र शामिल हैं तो उसमें तीन छात्र हों जिन्हें स्नातक पूर्व, स्नातकोत्तर एवं शोधस्तर पर क्रमशः भर्ती किया जायेगा जिन छात्रों को पारदर्शी लोकतांत्रिक प्रणाली द्वारा चुना गया है;
 - (द) गैर सरकारी संगठनों में से किसी एक में से अथवा किसी ऐसी सभा में से जो महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं या एक ऐसा व्यक्ति हो जो लैंगिक उत्पीड़न से जुड़े मामलों का जानकार हो, जो कार्यकारी प्राधिकारी द्वारा नामित हो;
- (2) आन्तरिक शिकायत समिति के कुल सदस्यों में न्यूनतम आधे सदस्य महिलायें होनी चाहिए;
- (3) उच्चतर शैक्षिक संस्थानों में वरिष्ठ प्रशासनिक पदों पर नियुक्त व्यक्ति जैसे कुलपति, पदेन कुलपति, रेक्टर, कुलसचिव, निदेशक के अध्यक्ष आदि आन्तरिक समिति के सदस्य नहीं होंगे ताकि ऐसे केन्द्र के प्रकार्यों की स्वायत्तता सुनिश्चित रहे।



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- (4) आन्तरिक शिकायत समिति के सदस्यों की सदस्यता अवधि तीन वर्ष की होगी। उच्चतर शैक्षिक संस्थान ऐसी एक प्रणाली का उपयोग करें जिसके द्वारा आन्तरिक शिकायत केन्द्र के सदस्यों का एक तिहाई भाग प्रतिवर्ष परिवर्तित होता रहे;
- (5) आन्तरिक समिति की बैठक आयोजित करने के लिए जो सदस्य गैर सरकारी संगठनों अथवा सभाओं से संबद्ध हैं उन्हें कार्यकारी प्राधिकारी द्वारा ऐसे शुल्क अथवा भत्ते का भुगतान किया जाए, जैसा निर्धारित किया गया है;
- (6) जिस स्थिति में आन्तरिक समिति का अध्यक्ष अधिकारी अथवा इसका कोई सदस्य, यदि:-

- (अ) अधिनियम की धारा 16 के प्रावधानों का उल्लंघन करता है, अथवा
- (ब) वह किसी अपराध के लिए दोषी सिद्ध हुआ है अथवा उसके विरुद्ध वर्तमान में लागू किसी कानून के अन्तर्गत किसी अपराध के बारे में कोई पड़ताल लम्बित है, अथवा
- (स) किसी अनुशासनात्मक कार्यवाही के तहत वह दोषी पाया गया है अथवा उसके विरुद्ध कोई अनुशासनात्मक कार्यवाही लम्बित है, अथवा
- (द) उसने अपने पद का दुरुपयोग इस सीमा तक किया है कि कार्यालय में उसकी सेवामें निरन्तरता को जनहित के प्रतिकूल माना जाएगा;

तो ऐसा अध्यक्ष अधिकारी अथवा सदस्य, यथास्थिति, इस समिति से हटा दिया जाएगा तथा इस प्रकार से होने वाली रिक्ति अथवा ऐसी कोई नैमित्तिक (कैजुअल) रिक्ति को नये नामांकन द्वारा इस धारा के प्रावधानों के अनुसार भरा जाएगा;"

5. आन्तरिक शिकायत समिति (आई.सी.सी.) :- आन्तरिक शिकायत समिति करेगी :-

- (अ) यदि कोई कर्मचारी अथवा छात्र पुलिस के पास कोई शिकायत दर्ज करना चाहता है तो उसे सहायता उपलब्ध कराएगी;
 - (ब) विवाद समाधान के हेतु बातचीत संबंधी तन्त्र उपलब्ध कराना ताकि विवादित बातों पर पूर्वानुमान को समीचीन एवं उचित मैत्रीपूर्ण क्रिया द्वारा देखा जा सका जिससे उस शिकायतकर्ता के अधिकारों की हानि न हो तथा जिससे पूरी तरह से दण्डात्मक दृष्टिकोणों की न्यूनतम जरूरत हो जिनसे और अधिक जानकारी, विमुखता अथवा हिंसा न बढ़े;
 - (स) उस व्यक्ति की पहचान उजागर किये बिना उस शिकायतकर्ता की सुरक्षा बनाए रखना तथा स्वीकृत अवकाश अथवा उपस्थिति संबंधी अनिवार्यताओं में छूट द्वारा अथवा अन्य किसी विभाग में अथवा किसी सर्वेक्षणकर्ता के पास स्थानान्तरण द्वारा, यथा आवश्यक रूप से उस शिकायत के लम्बित होने की अवधि में अथवा उस अपराधकर्ता के स्थानान्तरण का भी प्रावधान किया जाएगा;
 - (द) लैंगिक उत्पीड़न संबंधी शिकायतों के निपटान करते समय सुनिश्चित करें कि पीड़ित व्यक्ति या गवाहों का शोषण ना किया जाए अथवा उनके साथ भेदभाव न किया जाए, तथा
 - (ई) किसी भी आवृत्त व्यक्ति के विरुद्ध अथवा प्रतिकूल कार्रवाई पर प्रतिबन्ध को सुनिश्चित करना क्योंकि वह कर्मचारी अथवा छात्र एक संरक्षित गतिविधि में व्यस्त है;
6. शिकायत करने एवं जाँच पड़ताल की प्रक्रिया:- आन्तरिक शिकायत समिति किसी भी शिकायत को दायर करने और उस शिकायत की जाँच करने के लिए इन विनियमों और अधिनियम में निर्धारित प्रणाली का अनुपालन करेगी ताकि वह समयबद्ध रूप से पूरी हो सके। उच्चतर शैक्षिक संस्थान, आन्तरिक शिकायत समिति को सभी आवश्यक सुविधाएँ उपलब्ध कराएगा ताकि जाँच पड़ताल शीघ्रता से संचालित हो सके तथा आवश्यक गोपनीयता भी बनी रहे;
7. लैंगिक उत्पीड़न की शिकायत दायर करने की प्रक्रिया :- किसी भी असन्तुष्ट व्यक्ति के लिए आवश्यक है कि वह घटना होने की तिथि से तीन माह के भीतर लिखित शिकायत आन्तरिक शिकायत समिति को प्रस्तुत करे और यदि लगातार कई घटनाएँ हुई हों तो सबसे बाद की घटना से तीन माह के भीतर उसे प्रस्तुत करें;
- बशर्ते जहाँ ऐसी शिकायत लिखित रूप में नहीं दी जा सकती है, वहाँ अध्यक्ष अधिकारी अथवा आन्तरिक समिति का कोई भी सदस्य, उस व्यक्ति के द्वारा लिखित शिकायत प्रस्तुत करने के लिए समस्त सम्भव सहायता प्रदान करेगा;
- बशर्ते, इसके साथ ही आई.सी.सी. लिखित रूप से प्रस्तुत तर्कों के आधार पर समय सीमा विस्तारित कर सकती है, परन्तु वह तीन माह से अधिक की नहीं होगी, यदि इस बात का अर्थ है कि परिस्थितियाँ ऐसी थीं कि जिनके कारण वह व्यक्ति इस कथित अवधि के दौरान शिकायत दायर करने से वंचित रह गया था;

8. जाँच पड़ताल की प्रक्रिया :-



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- (1) शिकायत मिलने पर आन्तरिक शिकायत समिति इसकी एक प्रति को प्रतिवादी को इसके प्राप्त होने से सात दिनों के भीतर भेजेगी;
- (2) शिकायत की प्रति मिलने के बाद प्रतिवादी अपना उत्तर इस शिकायत के बारे में, समस्त दस्तावेजों की सूची, गवाहों के नामों एवं पतों के नामों एवं उनके पतों सहित दस दिन की अवधि में दाखिल करेगा;
- (3) शिकायत प्राप्त होने के 90 दिनों के भीतर ही जाँच पड़ताल पूरी की जानी चाहिए। अनुशंसाओं सहित, यदि वे हों, तो, जाँच पड़ताल रिपोर्ट उस जाँच के पूरा होने के 10 दिनों के भीतर उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी को प्रस्तुत की जानी चाहिए। इस शिकायत से जुड़े दोनों पक्षों के समक्ष इस जाँच के तथ्यों या सिफारिशों की प्रति दी जाएगी;
- (4) जाँच रिपोर्ट प्राप्त होने के 30 दिनों के भीतर इस समिति की सिफारिशों पर उच्चतर शैक्षिक संस्थान के अध्यक्ष प्राधिकारी कार्यवाही करेंगे, यदि किसी भी पक्ष द्वारा उस अवधि में जाँच के विरुद्ध कोई अपील दायर न की गई हो;
- (5) दोनों में से किसी भी पक्ष द्वारा आन्तरिक शिकायत समिति द्वारा प्रदान तथ्यों/अनुशंसाओं के विरुद्ध उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी के समक्ष की गई अनुशंसाओं की तिथि से तीस दिन की अवधि में अपील दायर की जा सकती है;
- (6) उच्चतर शैक्षिक संस्थान का कार्यकारी प्राधिकारी यदि आन्तरिक शिकायत समिति की सिफारिशों के अनुसार कार्य नहीं करने का निर्णय लेता है तो वह इसके बारे में लिखित रूप से कारण स्पष्ट करेगा जिन्हें आन्तरिक शिकायत समिति को तथा उस कार्यवाही से जुड़े दोनों पक्षों को भेजा जाएगा। यदि दूसरी ओर वह आन्तरिक शिकायत समिति द्वारा की गई सिफारिशों के अनुसार कार्य करने का निर्णय लेता है तो एक कारण बताओ नोटिस जिसका 10 दिनों के भीतर उत्तर भेजा जाना है— उसे उस पक्ष को भेजा जाएगा जिसके विरुद्ध कार्यवाही की जानी है। उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी उस असन्तुष्ट व्यक्ति का पक्ष सुनने के पश्चात ही आगे की कार्यवाही करेंगे;
- (7) मामले को निपटाने के उद्देश्य से पीड़ित पक्ष एक सुलह का आग्रह कर सकता है। सुलह का आधार कोई आर्थिक समझौता नहीं होना चाहिए। यदि कोई सुलह का प्रस्ताव रखा जाता है तो यथास्थिति उच्चतर शैक्षिक संस्थान सुलह की प्रक्रिया को आन्तरिक शिकायत समिति के माध्यम से सुलभ कराएगा। किसी भी दण्डात्मक हस्तक्षेप की तुलना में, जहाँ तक संभव होता है, उस पीड़ित पक्ष की पूरी संतुष्टि के लिए उस पारस्परिक विरोध के समाधान को अधिमानता दी जाती है;
- (8) पीड़ित पक्ष अथवा पीड़ित व्यक्ति अथवा गवाह अथवा अपराधकर्ता की पहचान सार्वजनिक नहीं की जाएगी या विशेष रूप से उस जाँच प्रक्रिया के दौरान इसे सार्वजनिक क्षेत्र में रखा जाएगा;

9. अन्तरिम समाधान:— उच्चतर शैक्षिक संस्थान,

- (अ) यदि आन्तरिक शिकायत केन्द्र सिफारिश करता है तो शिकायतकर्ता अथवा प्रतिवादी को अन्य किसी अनुभाग अथवा विभाग में स्थानान्तरित किया जा सकता है ताकि सम्पर्क अथवा अन्योन्य क्रिया में शामिल जोखिम कम से कम बना रहे;
- (ब) पीड़ित पक्ष को, सम्पूर्ण स्तर संबंधी एवं अन्य हित लाभों के संरक्षण सहित तीन माह तक का अवकाश स्वीकृत कर दे;
- (स) शिकायतकर्ता के किसी भी काम अथवा निष्पादन अथवा परीक्षण अथवा परीक्षाओं के संबंध में कोई बात प्रकट न करने के लिए प्रतिवादी को बाध्य कर दें;
- (द) सुनिश्चित करें कि अपराधकर्ताओं को पीड़ित व्यक्तियों से दूरी बना कर रखनी चाहिए तथा यथा आवश्यक, यदि कोई प्रत्यक्ष धमकी है तो उनका परिसर में प्रवेश प्रतिबंधित कर दें;
- (ई) लैंगिक उत्पीड़न की किसी शिकायत के परिणाम स्वरूप, शिकायतकर्ता को प्रतिशोध एवं उत्पीड़न से सुरक्षा प्रदान करने के लिए तथा एक अनुकूल वातावरण उपलब्ध कराने के लिए सख्त उपाय किये जाने चाहिए;

10. दण्ड एवं हरजाना:—

- (1) अपराधकर्ता यदि उच्चतर शैक्षिक संस्थान का कर्मचारी है तथा लैंगिक उत्पीड़न का दोषी पाया जाता है तो उसे संस्थान के सेवा नियमों के अनुसार दण्डित किया जाएगा;
- (2) अपराध की गंभीरता को देखते हुए— यदि प्रतिवादी कोई छात्र है, तो उच्चतर शैक्षिक संस्थान:—
 - (अ) ऐसे छात्र के विरोधी कार्यों को रोक सकता है तो, जैसे—पुस्तकालय, सभागार, आवासीय आगारों, यातायात, छात्रवृत्ति, पत्र आदि तक पहुँच बनाता;



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- (ब) एक विशेष समय तक परिसर में उसका प्रवेश स्थगित अथवा बाधित करना;
- (स) यदि उस अपराध की ऐसी गंभीरता है तो उस छात्र को संस्थान से निष्कासित किया जा सकता है तथा उसका नाम उस संस्थान की नामावलि से हटाया जा सकता है, इसके साथ ही पुनः प्रवेश की अनुमति उसे नहीं होगी;
- (द) अधिदेशात्मक परामर्श अथवा सामुदायिक सेवाओं जैसे सुधारवादी दण्ड प्रदान करना;
- (3) पीड़ित व्यक्ति मुआवजे का अधिकारी है। आन्तरिक शिकायत समिति द्वारा अनुशंसित तथा कार्यकारी प्राधिकारी द्वारा स्वीकृत मुआवजे के भुगतान के लिए उच्चतर शैक्षिक संस्थान निर्देश जारी करेगा, जिसकी वसूली अपराधकर्ता से की जाएगी। देय मुआवजे का निर्धारण निम्न आधार पर होगा:-
- (अ) पीड़ित व्यक्ति को जितना मानसिक तनाव, कष्ट, व्यथा एवं दुख पहुँचा है;
- (ब) उस लैंगिक उत्पीड़न की घटना के कारण उन्हें अपनी जीविका के सुअवसर की हानि उठानी पड़ी;
- (स) पीड़ित व्यक्ति द्वारा अपने शारीरिक एवं मनोरोग संबंधी आधार के लिए खर्च किए गए चिकित्सा व्यय;
- (द) कथित अपराधकर्ता एवं उस पीड़ित व्यक्ति की आय एवं जीवन स्तर, और
- (ई) ऐसे समस्त भुगतान का एकमुश्त रूप से या किस्तों में किए जाने का औचित्य;

11. झूठी शिकायत के विरुद्ध कार्यवाई:-

इस बात को सुनिश्चित करने के लिए कि लैंगिक उत्पीड़न मामलों में कर्मचारियों एवं छात्रों की सुरक्षा के प्रावधानों का दुरुपयोग न हो, असत्य एवं द्वेष भावना पूर्ण शिकायतों के विरुद्ध प्रावधान किये जाने की आवश्यकता है तथा इन्हें उच्चतर शैक्षिक संस्थानों में प्रचारित प्रसारित किया जाना चाहिए। आन्तरिक शिकायत समिति यदि यह निष्कर्ष निकालती है कि लगाए गए अभियोग असत्य, थे, विद्वेषपूर्ण थे अथवा यह जानते हुए भी कि वह शिकायत असत्य अथवा जाली है अथवा भ्रामक सूचना को उस पड़ताल के दौरान उपलब्ध कराया गया है तो शिकायतकर्ता विनियम (10) के उप विनियम (1) के तहत दण्डित किये जाने के लिए बाध्य होगा यदि शिकायतकर्ता एक कर्मचारी है, तथा यदि वह अपराधकर्ता एक छात्र है तो वह इस विनियम की उप-विनियम (2) के प्रावधानों के अनुसार सजा के लिए बाध्य होगा तथापि किसी भी शिकायत को प्रमाणित करने अथवा उसके लिए पर्याप्त सबूत उपलब्ध न कर पाने का आधार, शिकायतकर्ता के विरुद्ध कार्यवाई करने का कारण नहीं माना जा सकता है। शिकायतकर्ता द्वारा द्वेषपूर्ण उद्देश्य से दायर शिकायत की जाँच पड़ताल द्वारा तय किया जाना चाहिए तथा इस बारे में किसी कार्यवाई की सिफारिश किए जाने से पूर्व इस विषय में निर्धारित प्रणाली के अनुसार जाँच की जानी चाहिए;

12. गैर अनुपालन के परिणाम:-

- (1) ऐसे संस्थान जो जानबूझकर अथवा बारंबार उन दायित्वों तथा कर्तव्यों के अनुपालन में असमर्थ बना रहता है जिन्हें कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण, निषेध एवं समाधान हेतु निर्धारित किया गया है, तो इस स्थिति में आयोग विधिवत नोटिस देकर निम्न में से किसी एक अथवा इससे अधिक बिन्दुओं पर कार्यवाई करेगा:-
- (अ) विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा 12(बी) के अन्तर्गत की गई घोषणा जो पात्रता दिये जाने के विषय में है, उसका आहरण किया जाना;
- (ब) आयोग द्वारा अधिनियम 1956 की धारा 2 (एफ) के अन्तर्गत अनुरक्षित सूची में से उस विश्वविद्यालय अथवा महाविद्यालय का नाम हटाना;
- (स) संस्थान को आर्बटित किसी भी अनुदान को रोक देना;
- (द) आयोग को किसी भी सामान्य अथवा विशेष सहायता कार्यक्रमों के अन्तर्गत किसी भी सहायता को प्राप्त करने के लिए उस संस्थान को अपात्र घोषित किया जाना;
- (ई) जन साधारण को, एवं रोजगार अथवा प्रवेश के इच्छुक भावी प्रत्याशियों को एक ऐसे नोटिस द्वारा सूचित करना जो समाचार पत्रों में प्रमुख रूप से दर्शाया गया है अथवा उपयुक्त मीडिया में दर्शाया गया है तथा आयोग की वेबसाइट पर प्रदर्शित किया गया है तथा जिस नोटिस में घोषणा की गई है कि वह संस्थान लैंगिक उत्पीड़न के विरुद्ध शून्य सहनशीलता नीति (मतव जबसमतंदबम चवसपबलद्ध का समर्थन नहीं करता है);
- (एफ) यदि वह एक महाविद्यालय है तो उसके सम्बद्ध विश्वविद्यालय द्वारा उसकी सहायता को अवरुद्ध करने की अनुशंसा के लिये कृपया



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- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:—

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
 - (2) They shall apply to all higher educational institutions in India.
 - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,—
 - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
 - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;



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- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-

- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-

- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"

- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;



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- (l) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;
 Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) "victimisation" means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) "workplace" means the campus of a HEI including-
- Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual



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harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 Supportive measures.—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.



[Handwritten Signature]

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- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.
- (8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.
- (9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.
- (12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.
- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. **Grievance redressal mechanism.**—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) as an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-



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- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- contravenes the provisions of section 16 of the Act; or
 - has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

5. **Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee**

shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police,



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- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. **The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

7. **Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

8. **Process of conducting Inquiry-** (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No conciliatory settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the



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case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. **Interim redressal**-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

11. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and maintained in all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per regulation (2)



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of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
 - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
 - (c) withholding any grant allocated to the institution;
 - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
 - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
 - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
 - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
 - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
 - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC



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