

5.1.5

Administrative Ordinance No. 33

Sensitisation, Prevention and Redressal of Sexual Harassment

Following ordinance is laid in accordance with Section 29(1)(n) of the Act and Section 12(2)(xiii) of The Statutes

1. Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the Elimination forms of discrimination against women.
2. The women of the university shall be protected under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 as amended from time to time.

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- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केंद्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुज्ञप्ति करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आह्वित 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 यथाचित 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/अस/53]

जगमाल एस. संधु, सचिव, सूजीसी

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 premises places visited as a student of the HEI including transportation provided for the purpose of 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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- (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, sexual assault at all levels;
- create awareness about what constitutes sexual harassment including hostile environment, harassment, sexual assault and quid pro quo harassment;
- include in its prospectus and display prominently at conspicuous places or on 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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(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 functions 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) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

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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 monetary 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,

- 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;
- grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- 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;
- 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,-

- withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
- suspend or restrict entry into the campus for a specific period;
- expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- 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-

- mental trauma, pain, suffering and distress caused to the aggrieved person;
- the loss of career opportunity due to the incident of sexual harassment;
- the medical expenses incurred by the victim for physical, psychiatric treatment;
- the income and status of the alleged perpetrator and victim; and
- the feasibility of such payment in lump sum or in instalments.


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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 publicised within 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 sub-regulation (2)

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RASHTRIYA SANSKRIT VIDYAPEETHA::TIRUPATI

(Deemed to be University : established u/s 3 of UGC Act, 1956)

F.No.RSV/Admn./Constit./SHC/2019

Dated:18.03.2019

OFFICE ORDER

Sub: R S Vidyapeetha - Administration - Constitution of Internal Complaints Committee (ICC) for prevention of sexual harassment of women at workplace - Regarding.

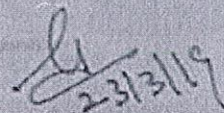
- Ref:** (1) Letter D.O.No.F.91-1/2013 (GS) dated 23rd July, 2015 from Prof. Dr. Jaspal S. Sandhu, Secretary, UGC, New Delhi.
(2) R.S.Vidyapeetha Office Order F.No.RSVT/Admn./Constit./SHC/2015 dated 24.08.2015.
(3) Note Orders dated 13.03.2019.

-X-

The Vice-Chancellor is pleased to Re-Constitute the Internal Complaints Committee (ICC) for Sexual Harassment of Women at Workplace with the following members until further orders:

- | | | |
|--|---|----------|
| 1. Prof. R. Deepta
Professor, Department of English
R.S.Vidyapeetha, Tirupati. | - | Chairman |
| 2. Prof. Sitakumari,
Professor, Department of Law
S.V.University, Tirupati. | - | Member |
| 3. Prof. K. Kadambini
Professor, Department of Education
R.S.Vidyapeetha, Tirupati. | - | Member |
| 4. Dr. A. Suneetha
Asst. Professor, Department of Education
R.S.Vidyapeetha, Tirupati. | - | Member |
| 5. Kum. Vishnu Priya
Sastri - II year
R.S.Vidyapeetha, Tirupati. | - | Member |
| 6. Kum. Ritu Bhargava
Acharya - I year
R.S.Vidyapeetha, Tirupati. | - | Member |
| 7. Dr. S. Dakshinamurthy Sarma
PRO & Associate Professor
R.S.Vidyapeetha, Tirupati | - | Member |

The Committee is requested to extend their suggestions in solving problems of women at work places and assist as per the guidelines as and when issued by the UGC and MHRD.


2-31/3/19
REGISTRAR I/c

To All Concerned.

Copy to Dean, Academic Affairs

OSD (Estt.&Admin), R.S.Vidyapeetha, Tirupati.

Assistant Registrar (Acad.) R.S.Vidyapeetha, Tirupati.


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F.No. NSUT/Admn./ICC/2021

Date: 08.09.2021

OFFICE ORDER No.300

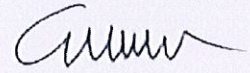
Sub: National Sanskrit University - Administration - Re-Constitution of a Committee for Internal Complaints Committee (ICC) - Orders - Issued - Regarding.

Ref: Note approval of the Vice-Chancellor dated 07.09.2021.

With reference to the subject and approval cited above, the Internal Complaints Committee (ICC) is re-constituted with the following members

1. Prof. R Deepta
Professor, Dept. of English : Presiding Officer
2. Dr. Annavarapu Suneetha
Associate Professor : Member
3. Dr. Buti Das
Assistant Professor : Member
4. Dr. P. Swetha
Medical Officer : Member
5. Ms. Manasa Bharathi
LDC : Member
6. Mr. Sukant Pramanik
Research Scholar : Member
7. Ms. Devi Kalyani
Post Graduate Student : Member

The Internal Complaints Committee (ICC) is to look into gender sensitive issues and inquire into the complaints of sexual harassment of female employees and female students of the University and to ensure a congenial working environment for women in accordance with University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational Institutions) Regulations, 2015 dated 2nd May, 2016.


REGISTRAR

To

All the Concerned.

Copy to

1. The Dean, Academic Affairs
2. The Dean, School of Education/Sahitya & Samskriti/Vedavedanga/Darsanas
3. Deputy Registrar
4. SO, Academic
5. PS to VC
6. PS to Registrar
7. PS to FO
8. Personal File
9. Office Order File


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