



SGT UNIVERSITY
SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved) Gurugram, Delhi-NCR

*Sexual Harassment of Women Employees and Students
in Higher Educational Institutions: A Policy Document*

[Based on Rules and Procedures of the Internal Complaints Committee (ICC) Under the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and Gazette notification of MHRD dated 2nd May, 2016 under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013]

SGT University started Gender Sensitization Cell and Prevention against Sexual Harassment in 2013 SGTU/General/01/2013. The Cell was formed in accordance with the guidelines on sexual harassment prevention in the workplace, issued by the Honorable Supreme Court of India in 1997 and in accordance with the VISHAKHA guidelines of Supreme Court and endorsed in SAKSHAM report of the University Grants Commission.

Gender Sensitization Cell has been working in collaboration with the Women's Studies Centre. The aim of the cell is to sensitize and create awareness about gender justice among the academic and non-academic community in this educational institution. The cell in collaboration with Women's Studies Centre of SGT University has organized workshops, training programs and interactive sessions with eminent speakers and activists and aims to conduct many such events for the benefit of all stakeholders of this institution. The members of the said cell had also propagated their ideas in such events.

The Cell is responsible for looking into any complaints filed by students and staff about sexual harassment if any happening inside the college/hospital/university premises.

INTERNAL COMPLAINTS COMMITTEE

SGT University advocates the empowerment of women and has zero tolerance for sexual harassment. This institution is committed to create a safe environment for women students and employees – a gender-just environment free of violence, harassment, exploitation, intimidation and stress through creation of awareness on the issue of sexual harassment by conducting workshops and lectures by activists and academicians.

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating to Sexual harassment at work place.

The duly constituted Internal Complaints Committee (ICC) is notified from time to time.

Objectives:

1. ICC aims to fulfill the directives of the Honorable Supreme Court of India, and concerns expressed by the University Grants Commission (UGC) about ensuring safe environment for women students and employees in educational institutions.
2. ICC tries to promote an environment free of sexual harassment and other acts of gender-based discrimination at the University that ensures gender equality and equal opportunities.
3. ICC aims to prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the Institution.
4. ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action where sexual harassment occurs as a result of an act or omission by any third party or outsider.
5. ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.
6. If ICC takes a decision 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 relevant provision of the aforementioned UGC Regulations 2015.

Who can approach ICC for help?

Any female employee/ female student of SGT University.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behavior
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If harassment occurs what should be done?

When an incident of sexual harassment occurs, the victim or third-party may submit a written complaint in person at the Internal Complaints Committee of this College. The complaint will be kept **CONFIDENTIAL**.

Responsibilities

SGT University,

- a) organizes training programmes and 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;
- b) acts decisively against all gender based violence perpetrated against employees and students of all sexes recognizing 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;
- c) publicly commits itself to a zero tolerance policy towards sexual harassment;
- d) reinforces its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- e) creates awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- f) includes 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 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;
- g) informs employees and students of the recourse available to them if they are victims of sexual harassment;
- h) organizes 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;
- i) ensures 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;

j) prepares an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

Inquiry Process:

1. The inquiry shall be completed within a period of ninety days from the date of the complaint.
2. On completion of the inquiry, the ICC shall provide a report of its findings to the Executive Authority of the Higher Education Institution within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
3. If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the Executive Authority of the HEI.
4. Executive Authority of the HEI shall act upon the recommendation within thirty days of receiving it unless an appeal against the findings have been filed within that time by either parties.

Additional Information:

For any additional information on UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 refer to:

Handbook On Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for Employers / Institutions / Organisations/ Internal Complaints Committee / Local Complaints Committee; Government of India, Ministry of Women and Child Development, November 2015 (Available Online)

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf