

1. OBJECTIVE OF THE POLICY

Amrita Vishwa Vidyapeetham is committed to upholding ethics and gender equity while fostering a safe and inclusive environment that enables the full potential of all individuals, free from prejudice, gender bias, hostility, or any form of harassment.

Our goal is to create a secure and welcoming environment for all individuals who come to our campuses, including students, employees, visitors, contractors, and guests. To achieve this, we uphold a strict zero-tolerance policy against sexual harassment, recognizing it as a violation of fundamental rights.

This policy aims to establish mechanisms and governance structures for preventing and addressing sexual harassment in compliance with applicable regulations, including the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

2. GENERAL DEFINITIONS

“Campus” includes all places of work, study, and residence at the University or any of the existing campuses. It includes all places or online platforms where the University’s activities are carried on, including instruction, research, and administration, as well as staff quarters, hostels, health centres, sports grounds, parks, streets, lanes, and canteens, etc., in any of the campuses of the University.

“Complainant” means a person filing a complaint for sexual harassment before the ICC.

“Employee” means all academic, administrative, and technical staff of the University, whether employed on a permanent, temporary, daily wage or ad hoc basis, full-time or part-time, holding any visiting, guest or honorary position, and any person employed for any work directly or through an agent, including a contractor, whether for remuneration or not, and whether the terms of employment are express or implied.

“Employer” means the University.

“Executive Authority” means the chief executive authority of the University, by whatever name called, in which the general administration of the University is vested.

“Internal Complaint Committee” or *“ICC”* means the Committee established by this policy to prevent or address sexual harassment.

“Outsider” means a person visiting a campus of the University and not covered by the other categories defined by this policy.

“Resident” means a person who is temporarily or permanently residing in any of the accommodations or premises allotted by the University.

“*Respondent*” means a person against whom a complaint for sexual harassment has been made.

“*Service Provider*” means a person or representative of any organisation who provides commercial enterprises or services within the Campus. It includes, but is not limited to, domestic workers, individuals working in shops, canteens, hostels or restaurants on the Campus.

“*Student*” means a person duly admitted or pursuing a programme of study at the University, either through regular mode or distance mode, including part-time and short-term training programmes. For the purpose of this policy, a student who is in the process of taking admission in the Campus, although not yet admitted, or a student participating in any of the activities in the Campus, shall be treated as a student of the University where any incident of sexual harassment takes place against such student.

“*University*” means Amrita Vishwa Vidyapeetham.

“*Workplace*” means all the campuses of the University and any place visited by the Employee or Student arising out of or during the course of employment or study, including transportation provided by the University for such purpose, as well as conferences, seminars, workshops, field trips, sports or games venues, and online platforms where University activities take place.

3. SCOPE OF THE POLICY

This policy shall apply to all Employees and Students but also to all Residents, Service Providers and Outsiders, provided they are within the Campus at the time of the commission of any act of sexual harassment.

It shall be applicable to all complaints of sexual harassment made:

- (i) By a Student or by an Employee, against a Student or Employee, irrespective of whether the sexual harassment is alleged to have taken place within or outside the Campus or Workplace.
- (ii) By a Student, Employee or Resident against any of the categories of persons described in the section titled “Definitions”, when the sexual harassment is alleged to have taken place within the Campus or the Workplace.
- (iii) By a Service Provider or Outsider for complaints of sexual harassment made in relation to the Workplace, against a Student, Employee, Resident, Service Provider or Outsider, when the sexual harassment is alleged to have taken place within the Campus or Workplace.

This Policy aligns with the provisions of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013,' which places a specific focus on addressing sexual harassment against women. However, the University acknowledges that individuals of all

gender identities and sexual orientations, including men, transgender persons, and those with other gender identities, may also encounter such issues. Consequently, this policy extends its coverage to complaints from individuals of all genders.

Any complaint falling outside the purview of this policy will be assessed by the Internal Complaints Committee (ICC) to determine its jurisdiction and potential consideration.

Nothing in this policy shall preclude anybody from simultaneously lodging a complaint with the police in respect of any act amounting to an offence under the law.

4. PROHIBITION OF SEXUAL HARASSMENT

The University has a zero-tolerance policy and strongly prohibits any form of sexual harassment, defined as:

- a. Any one or more of the following unwelcome acts or behaviour, whether directly or by implication:
 - (i) Physical contact and advances.
 - (ii) Any demand or request for sexual favours.
 - (iii) Making sexually coloured remarks.
 - (iv) Sending, displaying or showing pornography; or
 - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

- b. Any one or more of the following circumstances, if connected with any act of sexual harassment or if the behaviour has explicit or implicit sexual undertones:
 - (i) implied or explicit promise of preferential treatment as quid pro quo for sexual favours.
 - (ii) implied or explicit threat of detrimental treatment in employment or study.
 - (iii) implied or explicit threat about the present or future status of the person concerned.
 - (iv) interference with work and creating an intimidating or offensive or hostile work environment for the person concerned.
 - (v) humiliating treatment likely to affect the person's health, safety, dignity or physical integrity.

More Details

Sexual harassment can take the form of a single incident or a recurring pattern. It may target an individual or a group and can occur in various ways, including in-person interactions, as well as through different communication channels. These channels include direct ones like face-to-face conversations, phone calls, messages, emails, or letters, as well as indirect means, such as social media platforms like Facebook, Instagram, YouTube, and others.

Many ambiguous behaviours may be perceived as offensive by some people but not by others, including remarks about clothing, compliments on appearance, or inadvertently offensive jokes. It is important to acknowledge that individuals may have differing opinions on what constitutes offensive behaviour. What matters the most is the impact on the person experiencing harassment rather than the intentions of the person engaging in the behaviour.

Sexual harassment encompasses a wide range of behaviours. Concrete examples include:

- Sharing obscene or vulgar jokes or any humiliating, offensive, or vulgar content.
- Displaying sexually suggestive content such as videos, pictures, illustrations, etc.
- Using sexually suggestive or offensive gestures without the consent of the person present.
- Making unwelcome inquiries or comments about a person's sex life.
- Commenting on someone's sexual orientation.
- Persistently requesting for dates, outings, lunches, dinners, etc.
- Engaging in unwelcome sexual flirtation, advances, or propositions, even after the recipient has expressed their disinterest.
- Initiating unwelcome physical contact, including staring, patting, pinching, stroking, kissing, hugging, fondling, brushing against someone, or inappropriate touching, as well as maintaining unnecessary and unwanted close proximity or touching.
- Following, stalking, physically cornering, obstructing passages or walkways.
- Stalking individuals on social media or through text messaging, emailing, or phone calls.
- Committing physical violence, including sexual assault or physical assault with sexual intent.
- Implied or explicitly promising preferential treatment in employment, such as promotion, travel, favourable working conditions, or assignments, or in education by granting passing grades, honours, scholarships, or participation in University activities, as well as providing benefits, stipends, or allowances, etc.
- Soliciting sexual favours from individuals under the threat of adverse consequences, such as job loss, duty reassignment, project reassignment, demotion, or the exposure of personal secrets.
- Denying opportunities for advancement, access to data, information, benefits, or facilities based on gender.
- Fostering a work culture that diminishes people's abilities based on gender, with comments like "women are not smart enough and cannot handle certain tasks" or "women cannot cope with senior positions and responsibilities due to family obligations."
- Intentionally requiring women individuals to work overtime and creating unsafe

situations which make them vulnerable to abuse.

- Interfering in personal life and decisions such as marriage, pregnancy, etc.
- Insulting, using derogatory names or slurs because of one's work, position in the hierarchy, body type, sex or gender identity.
- Employing threats, intimidation, or retaliation against individuals who speak up about unwelcome behaviour with sexual overtones.

Any of these actions can be considered sexual harassment if they are unwanted and unwelcome by the person targeted. The University unequivocally prohibits such behaviour and does not tolerate any attempt to justify harassment, intimidation, threats, or humiliation based on cultural values or practices.

This list serves as an example of possible acts that may be categorized as sexual harassment and is not meant to be an exhaustive compilation.

5. DUTIES OF THE UNIVERSITY

The University shall:

1. Provide a safe study and working environment at the Campus and Workplace, which shall include safety from individuals present at these locations.
2. Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct.
3. Ensure that the filing of a sexual harassment complaint shall not adversely affect the Complainant's status, job, remuneration, promotion, education, research, or grades, as case may be.
4. Prominently display at any conspicuous place in the Campus and Workplace the penal consequences of sexual harassment and provide information about the available redress mechanisms and ICC contact details.
5. Organise workshops, awareness, and training programmes at regular intervals to sensitize the Employees and Students of the University to issues related to sexual harassment, including legal aspects and the provisions of this policy.
6. Include a module or sessions on gender sensitization and sexual harassment issues in the orientation and refresher courses for administrators, Human Resource Development Centres (HRDCs), and Regional Centres for Capacity Building (RCCBs), across disciplines.
7. Organise regular orientation programmes for the members of the ICC to deal with sexual harassment complaints in the manner prescribed in this policy.
8. Provide the ICC with all necessary facilities and institutional resources for its functioning. This includes office space, infrastructure, equipment (e.g., computers, audio-video equipment, photocopiers), and the required staff (e.g., for data entry, accounting, general facilitation, counselling, and legal services), with the sufficient allocation of financial resources.

9. Monitor the timely submission of reports by the ICC.
10. Extend its full support so that the recommendations of the ICC are implemented in a timely manner.
11. Assist in securing the attendance of the Respondent and witnesses before the ICC.
12. Provide assistance to the Complainant if the Complainant chooses to file a complaint to the police in relation to an offense under the Indian Penal Code or any other law for the time being in force.
13. In the case of sexual harassment by an Outsider, with the consent of the Complainant, the University may initiate action by making a complaint with the appropriate authority having jurisdiction over the offense and assist the Complainant in pursuing the complaint.
14. Provide robust infrastructure with adequate lighting and ensure its maintenance for the safety of all individuals.
15. Maintain an adequate and well-trained security team, including a good proportion of female security personnel, who should receive gender sensitization training.
16. Whenever necessary, prioritize the construction of women's hostels.
17. Provide adequate health facilities within the Campus, including gender-sensitive doctors and nurses, along with the services of a gynaecologist and counsellor.
18. Institutionalise counselling services with well-trained, full-time counsellors.
19. Ensure that guidelines for ethics for research supervision are put in place, as research students and doctoral candidates may be particularly vulnerable to issues of sexual harassment.
20. Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the University Grants Commission.
21. Conduct regular review of the efficacy and implementation of this Policy.

6. CONSTITUTION OF AN INTERNAL COMPLAINTS COMMITTEE

The University shall, by an order in writing of the Executive Authority, constitute a Committee known as the "Internal Complaints Committee" (ICC) to help prevent and address sexual harassment cases.

Such a committee will be formed in every campus with the approval of the Campus Development Committee and notified by the Chairman.

The ICC shall consist of the following members to be nominated by the CDC:

- a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor) at the University, nominated by the Executive Authority. In case the extension Campuses, other offices, or administrative units of the University do not have a senior-level woman employee, the Presiding Officer shall be nominated from any other Workplace of the University.
- 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, nominated by the Executive Authority.

- d) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment nominated by the Executive Authority.

At least one-half of the total members of the ICC shall be women.

Individuals in senior administrative positions in the University, such as the Vice-Chancellor, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.

The term of office of the members of the ICC shall be for a period of three years, except for Students whose term shall be one year. The University may also employ a system whereby one-third of the members of the ICC may change every year.

The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the ICC by the Executive Authority as may be prescribed.

In the event the Presiding Officer or any member of the ICC:

- (a) contravenes the provisions of section 16 of the Sexual Harassment of Women at Workplace Act, 2013, and of this policy; or
- (b) has been convicted for an offense or is subject to a pending inquiry into an offense under any law or
- (c) has been found guilty in any disciplinary proceedings or is subject to a pending disciplinary proceeding, or
- (d) has so abused his or her position as to render his or her continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the ICC, and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

7. RESPONSIBILITIES OF THE ICC

A. PREVENTION

The ICC, in association with the University Gender Cell, if any, shall perform the following preventive measures:

1. Ensure the dissemination of this policy not only on the University's website but also through relevant documents and display it prominently on notice boards, offices, residential areas, and other appropriate locations.
2. Ensure that an announcement is made in every recruitment or admission regarding the existence of this policy.
3. Ensure that events organised on Campus, such as conferences, workshops, events, sport meets and festivals mention, whenever relevant, the existence of this policy.
4. Regularly organise and carry out programmes for gender sensitization of the University members through workshops, seminars, posters, film shows, debates etc.

5. Recommend the removal of programs or posters within the University containing sexually objectionable content and appropriate action in this regard.
6. Proactively identify significant violations of gender sensitivity and gender justice principles within the University and work collaboratively with the University to address them effectively.

B. REMEDIAL

The ICC shall undertake the following measures:

1. The ICC shall receive and address complaints related to sexual harassment within the scope of this policy. It shall conduct inquiry into these complaints, present findings before the Employer, and recommend penalties against the Respondent following the rules and procedures laid down in this policy, in a time bound manner.
2. It shall treat all information received, as well as the details of both the Complainant and the Respondent, with strict confidentiality and maintain this confidentiality throughout the process. The inquiry should be conducted in an atmosphere of respect and trust.
3. It shall inform the Complainant of the availability of criminal provisions for redress in addition to the internal compliant mechanism and assist the Complainant in filing a police case where assistance is requested.
4. Whenever it deems so necessary, the ICC may refer the Complainant to a counsellor, doctor and/or if so desired, and provide any additional required support to the Complainant.
5. It shall submit annual reports to the Executive Authority and Gender Cell stating the number of sensitization programs conducted, the number of complaints received, number of cases disposed of, number of cases pending and the nature of action taken by the employer on the findings of the ICC. This report shall be submitted by the 31st March of each year for the previous calendar year.

8. COMPLAINT PROCEDURE

The proceedings under this policy shall be independent of any other proceedings in law if such a case arises. The provisions of this policy shall not restrict the power of anyone to proceed against a Respondent for any other misconduct or to pursue other criminal or civil remedies.

A. FILING A COMPLAINT

A complaint may be submitted to the ICC within 3 months from the date of the incident and, in case of a series of incidents, within a period of 3 months from the date of the last incident. The ICC may extend the time limit to an additional period of time not exceeding 3 months, for the reasons to be accorded in writing, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the initial period of 3 months.

Complaints must be made in writing. Whenever complaints are made orally, the ICC shall invite the Complainant to file a written complaint. If the Complainant is unable to make the complaint in

writing, the Presiding Officer or any Member of the ICC Committee shall render all reasonable assistance to the person for making the complaint in writing.

If the Complainant is unable to file a complaint due to physical or mental incapacity, death, or other reasons, a legal heir, relative, friend, colleague, co-student, psychologist, or any individual with knowledge of the incident may submit the complaint with the written consent of the Complainant or the Complainant's legal heir.

The complaint should provide a detailed description of the incident, including information about the location, date, time, and identifying details of the Respondent. The Complainant is also encouraged to include any supporting documents, if available (such as emails, letters, messages from the respondent), as well as the names and contact details of any witnesses, if applicable.

B. INQUIRY COMMITTEE

In order to proceed with the inquiry upon complaints, the Chairperson/Presiding Officer shall convene an inquiry committee from amongst the members of the ICC, with a minimum of 3 members.

Where the Complainant, Respondent or Witness is a student, one student member shall be part of the inquiry committee. At least half of the members of the inquiry committee shall be women. Hereinafter, the term ICC shall refer to the "Inquiry Committee" with reference to acts done while conducting an inquiry under this policy.

Any ICC member who has filed a complaint or is a witness in a complaint cannot participate as a member of the inquiry committee responsible for investigating that specific complaint.

If an ICC member is named as a Respondent in a complaint, they must step down from their role as an ICC member while an inquiry committee is investigating that complaint.

C. INQUIRY

Upon receiving and recording a written complaint:

- a) The ICC must determine whether a prima facie case of sexual harassment is made out. If the ICC decides not to conduct an inquiry into a complaint, it shall record the reasons for the same and make them available to the Complainant in writing.
- b) If the ICC determines that an inquiry must be conducted, it will send a copy of the written complaint lodged by the Complainant to the Respondent within seven days of receipt of the complaint. With the Complainant's consent, the ICC may also refer the complaint to the Police.
- c) Upon receipt of the copy of the complaint, the Respondent shall file a reply along with a list of documents, and names and addresses of witnesses, within ten days from the receipt of the complaint.

- d) A copy of the written reply of the Respondent shall be provided to the Complainant by the ICC.
- e) Both parties are responsible for proving their respective claims and arranging the attendance of their witnesses.
- f) The ICC shall conduct interviews with the Complainant, the Respondent, and relevant parties, and review relevant documents or evidence while adhering to principles of natural justice and fair play. The ICC shall afford reasonable opportunities for the Complainant and the Respondent to present and defend their cases.
- g) The inquiry shall only address observations pertaining to the alleged act of sexual harassment. However, prior complaints against the Respondent for sexual harassment may be considered as relevant.
- h) The ICC recognizes the covert and insidious nature of sexual harassment and may consider indirect or corroborative evidence. Socio-economic positions, workplace hierarchy, study dynamics, and power differentials will also be considered. In cases involving harassment through electronic and social media, the ICC may take into account public humiliation and exposure to others.
- i) The ICC may call upon the Complainant, Respondent, and/or witnesses multiple times for testimony or clarifications. It has the authority to request official documents related to the complaint from relevant University departments and compel the attendance of relevant individuals for examination within the University.
- j) The Complainant and Respondent have the right to receive anonymized witness statements, where applicable.
- k) The Respondent will not be present during the examination of the Complainant and witnesses. The statements of witnesses shall be provided to the Respondent without disclosing the names of the witnesses.
- l) The Complainant and Respondent may cross-examine witnesses and each other through questions submitted to and facilitated by the ICC. The ICC has the authority to disallow questions that are irrelevant, malicious, slanderous, or gender insensitive.
- m) Access to evidence by the Complainant and Respondent, whenever necessary, will be granted in compliance with the confidentiality provisions of this policy.
- n) Any intimidating behaviour by the Respondent during or after the inquiry may result in disciplinary action recommendations.
- o) If a party fails to attend three consecutive hearings without sufficient cause, the ICC may proceed with ex parte proceedings after providing a 15-day notice.
- p) The ICC must conclude the inquiry within ninety days of receiving the complaint.
- q) Within ten days of completing the inquiry, the ICC must submit a report with recommendations to the Executive Authority.
- r) All proceedings of the ICC shall be documented in writing and may be audio-recorded where possible. The ICC shall maintain all records for future reference.

Summary of the Timelines

Submission of Complaint	Within 3 months of the last incident (with a potential additional 3 months period)
Notice to the Respondent by the ICC	Within 7 days of receiving copy of the complaint
Reply by the Respondent	Within 10 days of receiving the complaint
Completion of inquiry by the ICC	Within 90 days of the submission of the complaint
Submission of report by the ICC	Within 10 days of completion of inquiry
Implementation of recommendations	Within 60 days of receipt of the report
Appeal	Within 90 days of the recommendations

9. CONCILIATION

The ICC may, at the written request of the Complainant, take steps to settle the matter through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.

The conciliation should be made out of the free will and consent of the Complainant and not due to any fear or undue influence or misrepresentation.

Where a settlement is arrived at through conciliation, the ICC shall record the settlement, obtain the signatures of the parties, forward the same to the Employer with proposed recommended actions, if any, and close the case. The ICC shall also provide copies of the settlement as recorded to the Complainant and Respondent.

Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.

In the event of non-compliance by the Respondent of the terms and conditions of a settlement agreed upon and when the Complainant informs the ICC about it, the ICC may make an inquiry or forward the complaint to the Police.

10. CONFIDENTIALITY AND SAFETY

During the inquiry, the ICC shall safeguard the Complainant's identity and take measures to ensure that Complainants and witnesses are not subjected to further victimisation or discrimination.

If a Complainant or witness experiences retaliation, victimisation, or discrimination, such as intimidation, pressure to withdraw the complaint, or threats for reporting, testifying, or participating in the proceedings, they should promptly report it to the ICC.

The ICC shall recommend appropriate action against anyone who threatens or intimidates the Complainant, witnesses, or ICC members.

Upon a written request to the ICC by the Complainant, the ICC may suggest to the Employer:

- Ensuring the safety of the Complainant and witnesses until the complaint is finally resolved, which may include issuing warnings or other directives if the Respondent harasses or intimidates them or holds a position of authority over them.
- Proposing measures to create a safe and secure Workplace and Campus environment, such as:
 - Changing the supervisor if the Complainant is a research scholar and the Respondent is the supervisor.
 - Preventing the Respondent, who is a faculty member, from acting as an examiner for the Complainant, a student.
 - Considering changes in reporting structures for Employees or relocating either party to an alternate location.
 - Granting a leave of up to 3 months, in addition to any entitled leave per applicable service rules, to the Complainant if an Employee.
 - Restricting outsider Respondent's access to the Campus and Workplace, except when required for ICC meetings.

This list is not exhaustive, and the ICC may recommend any other suitable relief as necessary.

Any instances of retaliation or reprisals will be swiftly addressed by the Employer, with potential actions including suspension and termination in cases of physical assault.

The Employer shall implement the ICC's recommendations, and a report on the implementation shall be submitted to the ICC.

11. FINDINGS AND REPORT

The ICC's final findings are determined by majority vote, with any dissenting notes recorded in the combined document.

If the ICC finds the allegation unproven, it recommends to the Executive Authority that no action is necessary.

If the ICC determines the allegation is proven, it recommends appropriate major or minor punishments in line with the severity of the misconduct and University service rules, if the Respondent is an Employee.

The ICC may also suggest deducting a suitable sum from the Respondent's salary as compensation for the Complainant or legal heirs. If deduction is not feasible due to the Respondent's absence or cessation of employment, the Employer may direct the Respondent to make the payment to the Complainant or legal heirs.

Recommendations for Compensation

The calculation of this compensation shall be guided by the provisions of Section 15 of the Sexual Harassment of Women in the Workplace Act of 2013, which includes the following factors:

- a) mental trauma, pain, suffering and emotional distress caused to the Complainant.
- b) loss in the career opportunity due to the incident of sexual harassment.
- c) medical expenses incurred by the Complainant for physical or psychiatric treatment.
- d) income and financial status of the Respondent; and/or
- e) feasibility of such payment in lump sum or in instalments.

Where the Respondent is a Student, the penalties will include a written apology and one or more of the following penalties:

- a) Warning
- b) Undergoing counselling session(s) and/or gender sensitization training programme
- c) Debarring from holding any position of responsibility or contesting elections or holding positions in any student bodies
- d) Carrying out community service
- e) Fixed-time suspension during which the Student may not enrol for any course, stay in the hostel or enter the Campus
- f) Payment of fine
- g) Withholding award of degree for a fixed period
- h) Expulsion
- i) Other similar or appropriate measures.

Where the Respondent is a Resident, recommended action may include:

- a) Warning to the Resident
- b) Informing the ICC of the employing organisation where the Resident works
- c) Declaring the Campus out of bounds to the Resident
- d) Helping the Complainant to file a First Information Report (FIR)
- e) Other similar or appropriate punishment

Where the Respondent is a Service Provider or Outsider, recommended action may include:

- a) Warning to employing company if any
- b) Informing the ICC of the employing organisation where the Respondent works
- c) Declaring the Campus out of bounds to the Respondent
- d) Withdrawal of the right to work in any commercial enterprise or to provide services on the Campus.
- e) Helping the Complainant to file a First Information Report (FIR)
- f) Other similar or appropriate measures.

12. MALICIOUS COMPLAINTS

If the ICC determines that the allegation against the Respondent is malicious or the Complainant knowingly made a false complaint or provided forged, fabricated, or misleading evidence after

conducting a due inquiry, the ICC may recommend disciplinary action against the Complainant as prescribed. Mere inability to substantiate a complaint or inconclusive investigation due to certain circumstances that make it difficult to prove the allegation will not attract such action.

If, during the inquiry, any witness is found to have given false evidence or produced forged or misleading documents, the ICC may recommend disciplinary action against such witnesses in accordance with applicable service rules or as prescribed.

13. REPORT

The inquiry report should include details of the charges against the Respondent, the evidence considered, findings on the complaint, and the rationale behind the ICC's decision. It should also contain recommendations based on the findings.

The ICC report should include two parts:

- (i) The first part of the report will include a summary of the findings and recommendations with anonymized names of witnesses and will be shared with both parties.
- (ii) A second and more detailed part of the report will include comprehensive documentation of the timeline from receiving the complaint to the final recommendations, including the names of all witnesses, evidence considered, signed witness statements, the original complaint, and the Respondent's response. This part is sealed and provided only to the Executive Authority.

14. DECISION AND ACTION

The Executive Authority of the University shall act on the recommendations of the committee within a period of sixty days from the receipt of the final inquiry report unless an appeal against the findings is filed within that time by either party.

The ICC's report serves as the basis for proposing penalties on the Respondent.

If the Executive Authority chooses not to follow the ICC's recommendations, it must provide written reasons for this decision and share them with the ICC and both parties.

After implementing the actions, the ICC should follow up with the Complainant to ensure that the behavior has ceased, the solution is effective, and no victimisation is occurring.

15. APPEAL

Any party can file an appeal against the ICC's findings, recommendations, or the non-implementation of such recommendations by the Executive Authority within ninety days from the

date of the recommendations to the appropriate Court or Tribunal.

16. CONFIDENTIALITY

Both parties to the complaint shall be served with copies of the findings and recommendations.

Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the Complainant, Respondent and witnesses, any information relating to conciliation and inquiry proceedings, the ICC, as the case may be, and the action taken by the Employer shall not be published, communicated or made known to the public, press and media in any manner.

However, information may be disseminated regarding the justice secured to any victim of sexual harassment under this policy without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the Complainant and witnesses.

Confidentiality is vital as disclosure may jeopardise the safety of the Complainant or witnesses. Any member of the ICC or any other participant violating these confidentiality provisions may face penalties and removal from ICC membership, or appropriate disciplinary action for other Employees or Students involved in the proceedings.

17. AMENDMENTS

This policy may be amended by the Executive Authority or relevant board, particularly based on recommendations from the University Gender Cell, if any.



Rajendra Kumar,
Dean Administration.