



Sri Devaraj Urs Educational Trust (R.), Tamaka, Kolar
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
[Affiliated to VTU, Approved by AICTE, Recognized by Govt. of Karnataka]
Kodigehalli, Doddaballapur - 561203, Bangalore Rural District.,

Date: 23/12/2020

Circular

A meeting of Internal Complaints Committee (ICC) is conveyed on 28/12/2020 at 10.30 A.M. in Conference hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Reframing of members of ICC for the academic year 2020-21
2. Framing of Student members
3. Others if any


Chairperson

(Internal Complaints Committee)



Sri Devaraj Urs Educational Trust (R)

R.L. JALAPPA INSTITUTE OF TECHNOLOGY

(Approved by Govt. of Karnataka, Affiliated to Visvesvaraya Technological University,
Belgavi & Recognised by AICTE, New Delhi)

DODDABALLAPUR - 561 203. BENGALURU RURAL DISTRICT, KARNATAKA.



Ref: RLJIT/ICC/2020-21/01

28-12-2020

Proceedings of meetings of Internal Complaints Committee (ICC)

Proceedings of the meeting of Internal Complaints Committee (ICC) of RLJIT, Doddaballapur held on 28th December 2020 at Conference hall.

Members present:

Sl no	Name	Designation	Signature
1	Prof. Aruna R	Chairperson (Internal Complaints Committee)	
2	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member	
3	Prof. Kavya S R	Member Convener	
4	Prof. Hemalatha B R	Member	
5	Prof. Shilpa T V	Member	
6	Miss. Archana T H	Student Member	
7	Miss. Dharani R	Student Member	
8	Miss. Maraka Gowthami	Student Member	
9	Miss Rakshitha B	Student Member	

Prof. Aruna R chaired the meeting and welcomed all the member of the committee. The Internal Complaints Committee for the academic year 2020-21 consisting of the following committee members was framed. She mentioned that it was the first meeting of the reconstituted ICC and welcomed suggestions from all members to make it effective.

The chairman thanked all the members for making it convenient to attend the meeting.

Prof. Aruna R
(Chair Person, ICC)



Date: 17/09/2021

Circular

A meeting of Internal Complaints Committee (ICC) is conveyed on 24/09/2021 at 10.30 A.M. in Conference hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Roles and Responsibility
2. Others if any


Chairperson

(Internal Complaints Committee)



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DODDABALLAPUR - 561 203. BENGALURU RURAL DISTRICT, KARNATAKA.



Ref: RLJIT/ICC/2020-21/02

24-09-2021

Proceedings of meetings of Internal Complaints Committee (ICC)

Proceedings of the meeting of Internal Complaints Committee (ICC) of RLJIT, Doddaballapur held on 24th September 2021 at Conference hall.

Members present:

Sl no	Name	Designation	Signature
1	Prof. Aruna R	Chairperson (Internal Complaints Committee)	
2	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member	
3	Prof. Kavya S R	Member Convener	
4	Prof. Hemalatha B R	Member	
5	Prof. Shilpa T V	Member	
6	Miss. Archana T H	Student Member	
7	Miss. Dharani R	Student Member	
8	Miss. Maraka Gowthami	Student Member	
9	Miss Rakshitha B	Student Member	

Prof. Aruna R chaired the meeting and welcomed all the member of the committee. Discussion regarding the roles and responsibilities of every member of the committee. Chairperson informed committee that she has not received any serious grievances.

The chairperson thanked all the members for making it convenient to attend the meeting.

Prof. Aruna R
(Chair Person, ICC)



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DODDABALLAPUR - 561 203. BENGALURU RURAL DISTRICT, KARNATAKA.



ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE (ICC)

Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

The ICC of the College comprises of the following members:

Sl no	Name	Designation
1.	Prof. Aruna R	Chair person (Internal Complaints Committee)
2.	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member
3.	Prof. Kavya S R	Member
4.	Prof. Hemalatha B R	Member
5.	Prof. Shilpa T V	Member
6.	Miss. Archana T H	Student Member
7.	Miss. Dharani R	Student Member
8.	Miss. Maraka Gowthami	Student Member
9.	Miss Rakshitha B	Student Member

The Internal Complaints Committee followed the following criteria –

- It requires substantial orientation acclimatization for effective functioning.
- It cannot operate like a criminal court.
- Working place complainants related to ICC.
- There can be long time interval between the harassment and the actual complaint as it is difficult for woman to talk about anything sexual.
- It is necessary that the complaint be handled in a confidential manner.



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The Policy and Procedures of the Committee.

- A meeting will soon be proposed once the complaint is filed. The students and staff will be free to register the complaint to any of the committee members.
- The committee will follow Principles of Natural Justice in its Proceedings.
- The committee will collect the written statement of both the parties.
- Both the parties will be given equal opportunity to present their case.
- Both the parties will be permitted to present self-verified relevant documents regarding the Case.
- Meetings and Proceeding will be done as early as possible in the presence of both the parties.
- The minutes of the meeting will be duly signed by members of the committee.
- The committee will try to complete the entire proceedings within 15 days from the date of filing the complaint.
- The committee shall present the report with all the supportive proofs to the chair-person.

In the meeting of the compliant committee overall annual report was as follows:

- Prof. Aruna R chaired the meeting and welcomed all the member of the committee. The Internal Complaints Committee for the academic year 2020-21 consisting of the following committee members was framed with teaching and non-teaching faculty along with student members.
- She welcomed suggestions from all members to make it effective.
- And also discussion regarding the roles and responsibilities of every member of the committee.
- Chairperson informed committee that she has not received any serious grievances in this academic year 2020-21. And all are healthy and safe from COVID-19
- The Committee noted that no complaint of sexual harassment has been received from any woman employee of the Institute. It was emphasized that in order to create awareness and continuous sensitization among the employees.


Prof. Aruna R

(Chair Person, ICC)


Principal
PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Korigehalli, Doddahallapur - 561 203, Karnataka

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Kodigehalli, Doddaballapur - 561203, Bangalore Rural District.,

Date: 01/10/2021

Circular

A meeting of Internal Complaints Committee (ICC) is conveyed on 04/10/2021 at 10.30 A.M. at Principal chamber. All the committee members are informed to attend the same without fail.

Agenda:

1. Reframing of members of ICC for the academic year 2021-22.
2. Framing of Student members


Chairperson
(Internal Complaints Committee)



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DODDABALLAPUR - 561 203, BENGALURU RURAL DISTRICT, KARNATAKA.



Ref: RLJIT/ICC/2021-22/01

04-10-2021

Proceedings of meetings of Internal Complaints Committee (ICC)

Proceedings of the meeting of Internal Complaints Committee (ICC) of RLJIT, Doddaballapur held on 4th October 2021 at Principal chamber.

Members present:

Sl no	Name	Designation	Signature
1	Prof. Rekha M S Assoc. Professor, Dept. of CSE, RLJIT	Chairperson (Internal Complaints Committee)	
2	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member	
3	Dr. Anil Kumar C Assoc. professor, Dept. of ECE, RLJIT	Member	
4	Ms. Aarathi, Asst. Prof Dept. of ECE, RLJIT	Member Convener	
5	Dr. K.G. Srinivas, Assoc. prof Dept. of ME, RLJIT	Member	
6	Mrs. Sridevi V PA to principal, RLJIT	Member	
7	Mrs. Mamatha G PA to HR, RLJIT	Member	
8	Ms. Gali Sailaja Student Dept. of ECE, RLJIT	Student Member	
9	Ms. Settiyar Chandralekha Student Dept. of CSE, RLJIT	Student Member	
10	Mr. Bharath K Student Dept. of ME, RLJIT	Student Member	

Prof. Rekha M S chaired the meeting and welcomed all the member of the committee. The Internal Complaints Committee for the academic year 2021-22 consisting of the following committee members was framed. She mentioned that it was the first meeting of the reconstituted ICC and welcomed suggestions from all members to make it effective.

The chairperson thanked all the members to attend the meeting.

Prof. Rekha M S
(Chair Person, ICC)



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Kodigehalli, Doddaballapur - 561203, Bangalore Rural District.,

Date: 07/02/2022

Circular

A meeting of Internal Complaints Committee (ICC) is conveyed on 10/02/2022 at 11.00 A.M. at Principal chamber. All the committee members are informed to attend the same without fail.

Agenda:

1. General discussion
2. Others if any


Chairperson
(Internal Complaints Committee)



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Ref: RLJIT/ICC/2021-22/02

10-02-2022

Proceedings of meetings of Internal Complaints Committee (ICC)

Proceedings of the meeting of Internal Complaints Committee (ICC) of RLJIT, Doddaballapur held on 10th February 2022 at Principal Chamber.

Members present:

Sl no	Name	Designation	Signature
1	Prof. Rekha M S Asst. Professor, Dept. of CSE, RLJIT	Chairperson (Internal Complaints Committee)	
2	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member	
3	Dr. Anil Kumar C Assoc. professor, Dept. of ECE, RLJIT	Member	
4	Ms. Aarathi, Asst. Prof Dept. of ECE, RLJIT	Member Convener	
5	Dr. K.G. Srinivas, Assoc. prof Dept. of ME, RLJIT	Member	
6	Mrs. Sridevi V PA to principal, RLJIT	Member	
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9	Ms. Settiyar Chandralekha Student Dept. of CSE, RLJIT	Student Member	
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Prof. Rekha M S chaired the meeting and welcomed all the member of the committee. Discussion regarding the roles and responsibilities of every member of the committee. Chairperson informed committee that she has not received any serious grievances.

The chairperson thanked all the members to attend the meeting.

Prof. Rekha M S
(Chair Person, ICC)



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ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE (ICC)

Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

The ICC of the College comprises of the following members:

Sl no	Name	Designation
1	Prof. Rekha M S Assoc. Professor, Dept. of CSE, RLJIT	Chairperson (Internal Complaints Committee)
2	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member
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The Internal Complaints Committee followed the following criteria –

- It requires substantial orientation acclimatization for effective functioning.
- It cannot operate like a criminal court.
- The personal life and career of the the complainant is at stake.
- The effect sexual harassment has on a woman.
- There can be long time interval between the harassment and the actual complaint as it is difficult for woman to talk about anything sexual.
- It is necessary that the complaint be handled in a confidential manner.

The Policy and Procedure of the Committee.

- A meeting will soon be proposed once the complaint is filed. The students and staff will be free to register the complaint to any of the committee members.
- The Complainant will register her complain in writing providing absolute and essential information within the given time limit as decided by the Committee.
- The committee will follow Principles of Natural Justice in its Proceedings.
- The committee will provide the written statement of both of the parties.
- Both the parties will be given equal opportunity to present their case.
- Both the parties will be permitted to present self verified relevant documents regarding the case.
- Meetings and Proceeding will be done as for as possible in the presence of both the parties.
- The minutes of the meeting will be duly signed by members of the committee.
- The committee will try to complete the entire proceedings within 15 days from the date of filing the complaint.
- The committee shall present the report with all the supportive proofs before the chairperson.



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DODDABALLAPUR - 561 203, BENGALURU RURAL DISTRICT, KARNATAKA.



In the meeting of the compliant committee overall annual report was Prof. Rekha M S chaired the meeting and welcomed all the member of the committee. The Internal Complaints Committee for the academic year 2021-22 consisting of the following committee members was framed with teaching and non-teaching faculty members along with student members. She mentioned that it was the meeting of the reconstituted ICC and welcomed suggestions from all members to make it effective.

And also discussion regarding the roles and responsibilities of every member of the committee. Chairperson informed committee that she has not received any serious grievances in the academic year 2021-22.

The Committee noted that no complaint of sexual harassment has been received from any woman employee of this Department. It was emphasized that in order to create awareness and continuous sensitization among the employees, it is essential to place banners/posters/notices defining sexual harassment at prominent places in the campus.


Prof. Rekha M S

(Chair Person, ICC)


Principal

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddahallapur - 561 203, Karnataka



R. L. JALAPPA INSTITUTE OF TECHNOLOGY
DODDABALLAPUR - 560123
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website : <https://rljit.in> | email : principal@rljit.in | Fax:080-27625380
Policies for Internal Complaint Committee (ICC)

Office of the Principal,
RLJIT
Email : principal@rljit.in
Ph:080-27625381 Extn :202

Ref: No. 2022-2023/ Admin /Policies/017

Date: 1-2-2023

Policies

Preamble: The Parliament of India passed the “Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act,” in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. The guidelines explicitly state the following: “It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require.” Educational institutions are also bound by the Supreme Court’s directive and the Act. The International Institute for Population Sciences (IIPS), Mumbai is committed to creating and maintaining an environment which is free of all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender. Following this, the institute is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. As directed by the act IIPS has constituted a committee called “**Internal Complaint Committee to Prevent Sexual Harassment of Women at the Workplace.**” The following policy has been made keeping in mind the above facts.

Definition

The Definition of Sexual Harassment According to THE SEXUAL HARASSMENT OF WOMEN AT THE WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013, sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

1. Physical contact and advances; or

2. A demand or request for sexual favors; or
3. Making sexually colored remarks; or
4. Showing pornography; or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Any act falling under the purview of following cases will be considered as an incident of sexual harassment (Clarification of Unwelcome acts or behavior):

- a) When submission to unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, participation, or evaluation of a person's engagement in any activity.
- b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature.
- c) Interfering with her work or creating an intimidating, offensive, or hostile environment for her.
- d) When a person uses the body or any part of it or any object as an extension of the body with a sexual purpose in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
- e) When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the premises or any public forum of the institute is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.
- f) When a person shows any humiliating treatment to woman that is likely to affect her health and safety.
- g) Teaching activities or explanation of various issues related to fertility, reproductive health and other research topics in a scientific manner will not be considered as harassment.

Objectives

It is decided that the committee constituted would meet the following objectives:

- To develop guidelines and norms for a policy against sexual harassment.
 - To develop principles and procedures for combating sexual harassment.
 - To work out details for the implementation of the policy event discrimination and sexual harassment against women, by promoting gender amity among students and employees.
 - To make recommendations to the principal for changes/elaborations in the rules for students in the prospectus and the bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
 - To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
 - To recommend appropriate punitive action against the guilty person.

Key Functions/ Members Roles/ Responsibilities of all officers.

The committee is not to act as a moral police; neither will it intrude on anyone's privacy. The role of the Committee is to create awareness about sexual harassment and to deal with and recommend punishment for non-consensual acts of sexual harassment, and not to curtail sexual expression within the campus. Members are expected to be sensitive to the issue and not let personal biases and prejudices (whether based on gender, caste, class) and stereotypes (e.g., predetermined notions of how a "victim" or "accused" should dress up or behave) affect their functioning as members of the committee.

Policies:

A. Preventive

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
2. To publicize the policy widely, especially through notice boards and distribution of pamphlets.
3. To publicize in the names and phone numbers of members of the Committee.

B. Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

1. An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year.
2. One or more workshops/seminars annually where external experts on the subject will interact with all employees and students
3. Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.
4. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc., about the policy being implemented by IIPS.

C. Remedial

1. The mechanism for registering complaints should be safe, accessible, and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
3. To recommend disciplinary action for any complaint registered with the Committee after the enquiry to the Director/administration/or concerned authorities and to follow up action and monitor the same.
4. To recommend Institute to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
5. To recommend the Institute to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
6. To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counseling, security and other assistance) to the victim if she so desires.

Meetings or Reviews (Annual/Monthly)

The members of the Committee shall meet at least four times in a year. The Chairperson shall preside over the meeting. In the absence of the Chairperson, the second senior female Faculty member shall preside over the meeting. The Chairperson may upon the request of not less than one third of the total members of the Committee, call a meeting on a date not later than fifteen days after the receipt of such requisition.

1. The quorum of the meeting of the Committee shall be five of its members. If the quorum is not complete in any meeting, it shall be adjourned for half an hour and thereafter, the meeting shall precede with those members who are present in the meeting.

2. All decision in the meeting will be taken through mutual consent from the members of the Committee present in the meeting. In the case of any disagreement among the members regarding any decision, Chairperson of the Committee shall hold the authority to take the final decision and her decision would be considered as final.

Procedure for Approaching Committee

- The Committee deals with issues relating to sexual harassment at the RLJIT..
- It is applicable to all students, staff and faculty.
- A complaint of discrimination or sexual harassment may be lodged by the victim or a third person.
- A written complaint may be addressed to the Convener of the Committee.
- Here it should be noted that according to the Honorable Supreme Court guideline Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:
 - Physical contact and advances
 - Demand or request for sexual favors
 - Sexually colored remarks
 - Showing pornography
 - Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

The following is also sexual harassment and is covered by the committee:

- Eve-teasing,
- Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts.

- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like touching or brushing against any part of the body and displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

Reporting Mechanisms:

The survivor of sexual harassment who wishes to pursue or make a complaint of sexual harassment has two options through which they can make the complaint



An informal complaint is made to any academic member of staff, personal tutor or administrator. It is made in those cases where the survivor wishes for something to be done (e.g. warn the harasser or transfer him/her to another department or change his/her dissertation supervisor) but is not ready to lodge a formal complaint.

The policy emphasizes the importance of documenting all cases of sexual harassment within the college precincts or involving the students, college administrators, teaching and non-teaching staff.

Investigation procedures: Upon receiving a report on sexual harassment, the receiving authority shall refer the matter to the anti-sexual harassment committee to investigate.

The receiving authority shall also inform the principal for necessary interim action especially in cases where the perpetrator is in higher authority than the survivor and is likely to interfere with investigations.

Interviews will be confidential and discreet. Persons with information on the incidence will also be interviewed.

Disciplinary measure: Disciplinary committee shall then submit its recommendation to the principal for action. This policy document states the college commitment to providing an environment free from sexual harassment and any employee or student who violates the policy shall be subject to serious disciplinary action which could include:

- 1) Termination of services
- 2) Suspension or expulsion of the student from the college.
- 3) Barring such persons from accessing the college premises.
- 4) Conciliation

The college recognizes that persons may make false reports and therefore prohibits this. Persons who make false allegations are subject to disciplinary action.

Cases beyond the college jurisdiction will be forwarded to the appropriate authorities outside the campus. .

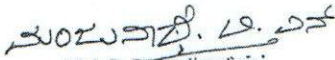
Confidentiality:

All complaints of sexual harassment shall be treated confidential to the extent practicable. Only those individuals who may have received informal complaints or are necessarily involved in an investigatory process and in the making of decisions regarding resolution of the complaint should ordinarily be provided access to information regarding any allegation of sexual harassment.

Support for victims of Sexual Harassment: There is usually stigma and undue pressure associated with SH and most survivors and especially female survivors who experience this with their lecturer to keep quiet for fear of victimization.

Once there is evidence that one is undergoing SH, the college shall provide appropriate counseling for the survivors and any other member of the survivor's family where appropriate.


Prepared by


IQAC Coordinator
R. L. Jalappa Institute of Technology
Doddaballapur-561 203.

Verified by


Dr. Shivaprasad K.M.
VICE PRINCIPAL
R L Jalappa Institute of Technology
Kodigehalli, Doddaballapur-561 203

Approved by


PRINCIPAL
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur-561203,Karnataka



एन.टी.एन. विद्युत्

प्रो. (डॉ.) जसपाल एस. सन्धू

सचिव

Prof. Dr. Jaspal S. Sandhu

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Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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D.O.No.F.91-9/2015 (GS/MHRD)

5th July, 2016

Dear Sir/Madam,

University Grants Commission has notified *University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015* in the Gazette of India which are available on UGC website i.e. www.ugc.ac.in. These Regulations clearly describes responsibilities of the higher educational institutions, grievance redressal mechanism, process for making complaint and conducting Inquiry, Interim redressal, punishment and compensation, consequences of non-compliance etc. UGC Regulations being statutory in nature are binding for Universities and Colleges.

The Ministry of Women and Child Development, Government of India has also published a "Handbook on Sexual Harassment of Women at Workplace". The Handbook clearly describes the issues like what is workplace sexual harassment, its prevention, prohibition and redressal along with the global norms and good practices followed in this regard. A copy of the Handbook is also available on UGC website.

You are requested to kindly ensure implementation of UGC Regulations in your esteemed University and affiliated colleges. Also ensure wide circulation of the Handbook amongst faculty, students and staff of your University and affiliated colleges and also upload the same on the university website for their use.

With kind regards,

Yours sincerely,

(Jaspal S. Sandhu)

The Vice-Chancellor of All Universities.

Copy to :

Publication Officer, UGC for uploading on UGC website.

(Jaspal S. Sandhu)


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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 28 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 समाप्ति:— (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 केंद्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनो जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केंद्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो—जिस में वह परिदहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलगवा क्षेत्रीय भ्रमण हेतु

- (ड) शारीरिक रूप से संबन्ध बनाना अथवा पास बने रहने की कोशिश करना
- (इ) 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 वर्ताव 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 है;
- (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 दशत भरा हिंसात्मक या ट्रेषपूर्ण 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 है:
- 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 है:
- (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 भावना को यथा आवश्यक उपयुक्त रूप में सम्मिलित करे तथा इन विनियमों की आवश्यकता अनुसार अपने अध्यादेशों एवं नियमों को संशोधित करना;
- (ब) लैंगिक उत्पीड़न के विरुद्ध प्रावधानों को अधिसूचित करना तथा उनके विरुद्ध प्रचार-प्रसार को सुनिश्चित करना;

- 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 प्रकाश के लिए समस्त संभावित संसाधन उपलब्ध कराए जाने चाहिए— जिनमें कार्यालय और भवन अवसंरचना सहित (कम्प्यूटर, फोटो कॉपीयर, श्रव्य दृश्य उपकरणों आदि) स्टाफ (टाइपिस्ट, सलाह एवं कानूनी सेवाओं) सहित पर्याप्त रूप में वित्तीय संसाधन का आवंटन 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) (एसआरडीसी) और क्षमता निर्माण के क्षेत्रीय केन्द्रों द्वारा लिंग संबंधी सत्रों को अपने अभिमुखी एवं पुनश्चर्चा 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 सहमति" रिपोर्ट का उपयोग करें जिसमें, इस बारे में, प्रविधियाँ उपलब्ध कराई जाती हैं;
 - (7) उच्चतर शैक्षिक संस्थानों में प्रशासकों के लिए संकलित 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 अचूरी 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 बनाई जाना 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 उच्च शिक्षा इच्छुक युवा महिलाओं के लिए अत्यन्त जरूरी है;

- (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 समाजों 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, यथार्थिथि, इस समिति से हटा दिया जाएगा तथा इस प्रकार से होने वाली रिक्ति अथवा ऐसी कोई नैमित्तिक (केजुअल) 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 सन्धीयन 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 न्यूनता 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 अनियमितताओं में छूट द्वारा अथवा अन्य किसी विभाग में अथवा किसी संवेक्षणकर्ता 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 का 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 संघालित 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 हो तो सबसे बाद की घटना से तीन माह के भीतर उसे प्रस्तुत करें;
- बशर्त 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;
- बशर्त, 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 को आश्वस्त किया गया हो कि परिस्थितियाँ ऐसी थी कि जिनके कारण वह व्यक्ति इस कथित अवधि के दौरान शिकायत दायर करने से वंचित रह गया था;
8. जाँच पड़ताल की प्रक्रिया:-

- (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;

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.

- (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;

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 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)



Sri DevarajUrs Educational Trust (R.), Tamaka, Kolar
R.L. JALAPPA INSTITUTE OF TECHNOLOGY
[Affiliated to VTU, Approved by AICTE, Recognized by Govt. of Karnataka]
Kodigehalli, Doddaballapur - 561203, Bangalore Rural District.,

Date: 23/02/2023

Circular

A meeting of Internal Complaints Committee (ICC) is conveyed on 27/02/2023 at 10.30 A.M. in Conference hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Reframing of members of ICC for the academic year 2022-23.
2. Framing of Student members
3. Others if any


Chairperson

(Internal Complaints Committee)



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Doddaballapur-561203, Bengaluru Rural District, Karnataka, India.
email: principal@rljit.in | website: www.rljit.in | Phone: 080 27626800



PROCEEDINGS OF THE MEETING

Meeting Name:	Internal Complaint Committee -MOM		
Date of Meeting:	27-02-2023(Monday)	Meeting Reference number:	RLJIT/2023/01
		Time:	10.30 am to 11.30 am
Meeting Facilitator:	Prof. Aruna R, Assistant Professor	Location:	Conference hall

1. Meeting Agenda

1. Reframing of members of ICC for the academic year 2022-23.
2. Framing of Student members.

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Aruna R	Chairperson (Internal Complaints Committee)	Present
2.	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member	Present
3.	Prof. Kavya S R	Member	Present
4.	Mrs. Sridevi V	Member	Present
5.	Mrs. Mamatha G	Member	Present
6.	Miss. Nikhitha B	Student Member	Present
7.	Miss. Ashwini V	Student Member	Present
8.	Miss. Chandana L	Student Member	Present
9.	Miss. Vedha Praneetha Royal	Student Member	Present



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3. Points discussed during the Meeting

Sl.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	Prof. Aruna R chaired the meeting and welcomed all the member of the committee.	--	10:40 am
2.	The Internal Complaints Committee for the academic year 2022-23 consisting of the following committee members was framed.	Completed by Chairperson	11:00 am
3.	Chairperson informed roles and responsibilities of the committee. And welcomed suggestions from all members to make it effective.	All	11:20 a
4.	The chairman thanked all the members for making it convenient to attend the meeting.	--	11: 30 am

Prof. Aruna R
(Chair Person, ICC)

Place : Doddaballapur

Date: 27-02-2023

Copy to:-

- The Principal
- All HOD's
- Ladies hostel warden



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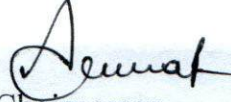
Date: 01/09/2023

Circular

A meeting of Internal Complaints Committee (ICC) is conveyed on 05/09/2023 at 10.30 A.M. in Conference hall. All the committee members are informed to attend the same without fail.

Agenda:

1. Roles and Responsibilities of the members
2. Filed case discussion
3. Others if any


Chairperson

(Internal Complaints Committee)



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PROCEEDINGS OF THE MEETING

Meeting Name:	Internal Complaint Committee -MOM		
Date of Meeting:	05-09-2023(Tuesday)	Meeting Reference number:	RLJIT/2023/02
		Time:	10.30 am to 11.30 am
Meeting Facilitator:	Prof. Aruna R, Assistant Professor	Location:	Conference hall

1. Meeting Agenda

1. Roles and Responsibility of the members.
2. Filed case discussion
3. Others if any.

2. Attendees list

S.L	Name	Designation	Present / Absent
1.	Prof. Aruna R	Chairperson (Internal Complaints Committee)	Present <i>A</i>
2.	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member	Present <i>AS</i>
3.	Prof. Kavaya S R	Member	Present <i>SB</i>
4.	Mrs. Sridevi V	Member	Present <i>SMV</i>
5.	Mrs. Mamatha G	Member	Present <i>meetha</i>
6.	Miss. Nikhitha B	Student Member	Present <i>NB</i>
7.	Miss. Ashwini V	Student Member	Present <i>AV</i>
8.	Miss. Chandana L	Student Member	Present <i>chandra</i>
9.	Miss. Vedha Praneetha Royal	Student Member	Present <i>vedha</i>



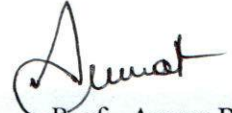
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3. Points discussed during the Meeting

Sl.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	Prof. Aruna R chaired the meeting and welcomed all the member of the committee.	--	10:35 am
2.	Chairperson discussed about roles and responsibilities of the committee. And welcomed suggestions from all members to make it effective.	--	11:10 am
3.	Chairperson enquired any cases is filed, no cases is filed	--	11:20 am
4.	The chairman thanked all the members for making it convenient to attend the meeting.	--	11: 25 am


Prof. Aruna R
(Chair Person, ICC)

Place : Doddaballapur

Date: 05-09-2023

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DODDABALLAPUR - 561 203. BENGALURU RURAL DISTRICT, KARNATAKA.



ANNUAL REPORT OF INTERNAL COMPLAINT COMMITTEE (ICC)

Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

The ICC of the College comprises of the following members:

Sl no	Name	Designation
1.	Prof. Aruna R	Chairperson(Internal Complaints Committee)
2.	Mr. Hanumantha Reddy president, Suvarna Karnataka Vedike, Bangalore Rural Dist,	Member
3.	Prof. Kavya S R	Member
4.	Smt. Sridevi	Member
5.	Smt. Mamatha	Member
6.	Miss. Nikhitha B	Student Member
7.	Miss. Ashwini V	Student Member
8.	Miss. Chandana L	Student Member
9.	Miss. Vedha Praneetha Royal	Student Member

The Internal Complaints Committee followed the following criteria –

- It requires substantial orientation acclimatization for effective functioning.
- It cannot operate like a criminal court.
- Working place complainants related to ICC.
- There can be long time interval between the harassment and the actual complaint as it is difficult for woman to talk about anything sexual.
- It is necessary that the complaint be handled in a confidential manner.



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The Policy and Procedures of the Committee.

A. Preventive

- To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
- To publicize the policy widely, especially through notice boards and distribution of pamphlets.
- To publicize in the names and phone numbers of members of the Committee.

B. Gender Sensitization involves creating awareness about issues of gender and sexuality and working towards and creating an enabling environment of gender justice where all can work together with a sense of personal security and dignity. Sensitization and Awareness will be a basic function of the Committee formed. The following is a list of methods in which awareness and sensitization of students, staff and faculty will be conducted:

- An orientation seminar will be organized to discuss the nature and scope of the sexual harassment of women at the workplace (Prevention, Prohibition and Redressal) Act 2013, at the beginning of the academic year.
- One or more workshops/seminars annually where external experts on the subject will interact with all employees and students
- Seminars, performances and discussion forums where gender sensitization and gender awareness will be the focus – these will happen during the academic year.
- Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc., about the policy being implemented by IIPS.

C. Remedial

- The mechanism for registering complaints should be safe, accessible, and sensitive.
- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend punitive action or take immediate action against the harasser, if necessary.
- To recommend disciplinary action for any complaint registered with the Committee after the enquiry to the Director/administration/or concerned authorities and to follow up action and monitor the same.



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- To recommend Institute to provide assistance to the complainant if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time-being in force.
- To recommend the Institute to provide the medical intervention with the consent of the complainant or even without consent in such cases where the complainant is physically or mentally incapacitated to give her consent.
- To inform the administration to arrange for appropriate psychological, emotional, and physical support (in the form of counseling, security and other assistance) to the victim if she so desires.

In the meeting of the compliant committee overall annual report was as follows:

- Prof. Aruna R chaired the meeting and welcomed all the member of the committee. The Internal Complaints Committee for the academic year 2022-23 consisting of the following committee members was framed with teaching and non-teaching faculty along with student members.
- She mentioned that it was the first meeting of the reconstituted ICC and welcomed suggestions from all members to make it effective.
- And also discussion regarding the roles and responsibilities of every member of the committee.
- Chairperson informed committee that she has not received any serious grievances in this academic year 2022-23.
- The Committee noted that no complaint of sexual harassment has been received from any woman employee/ student of the Institute. It was emphasized that in order to create awareness and continuous sensitization among the employees and students.


Prof. Aruna R

(Chair Person, ICC)


Principal
PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kortigehalli, Doddaballapur - 561 203. Karnataka