

# Swami Rama Himalayan University

## Office of the Registrar

SRHU/Reg/OO/2023-106

Date: 6<sup>th</sup> June, 2023

### OFFICE ORDER

I am directed to inform that in accordance with UGC (Prevention, Prohibition and redressal of Sexual harassment of women employee and students in higher educational institutions) Regulation, the '**Internal Complaints Committee**' is hereby constituted for the University, comprising of the following members:

1	Presiding Officer (A women Faculty Member)	Dr. Alpa Gupta, Professor Dept. of Paediatrics, Himalayan Institute of Medical Sciences	Chairperson
2	Two Faculty members	Dr. Pragya Tripathi, Assoc. Professor Dept. Forensic Medicine, Himalayan Institute of Medical Sciences	Member
		Dr. Seema Madhok, Asstt Professor, Himalayan School of Science & Tech.	Member
3	Two Non-Teaching Employee	Ms. Prabhjot Kaur, Asstt Registrar Human Resource Department	Member
		Mr. Shakti Nautiyal Legal Associate of SRHU	Member
4	One External Member	Ms. Sangeeta Thapliyal, Chairperson, Himwant Foundation	Member
5	Three Students (If matter involves students)	Will be appointed on case to case basis.	Member

### Terms, Conditions and Responsibilities of Committee Members

- At least one-half of the total members of the ICC shall be women
- The term of office of the members of the ICC shall be for a period of three years out of which one-third of the members of the ICC may change every year.
- The appointed External Member shall be paid TA/DA and /or Honrarium for holding the proceedings of the Internal Committee.
- The Students Member will be appointed case to case basis only provided the matter is related to the students.



5. The committee shall entertain only those cases of sexual harassment which are defined in Section 3(1)(f) of UGC (Prevention, Prohibition and redressal of Sexual harassment of women employee and students in higher educational institutions) Regulation, 2015, as mentioned below:
- (A) "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;-
- (i) Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
  - (ii) Demand or request for sexual favours;
  - (iii) Making sexually coloured remarks
  - (iv) Physical contact and advances; or
  - (v) Showing pornography"
- (B) 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-
- (i) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (ii) Implied or explicit threat of detrimental treatment in the conduct of work;
  - (iii) Implied or explicit threat about the present or future status of the person concerned;
  - (iv) Creating an intimidating offensive or hostile learning environment;
  - (v) Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;
6. The committee shall provide assistance if an employee or a student chooses to file a complaint with the police;
7. The committee shall provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
8. The committee shall protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
9. The committee shall ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
10. The committee shall ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.



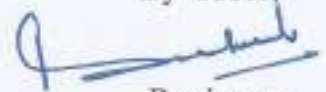


### Procedure for conducting Inquiry

1. An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
2. The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
3. Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
4. The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Vice-chancellor of the University. Copy of the findings or recommendations shall also be served on both parties to the complaint.
5. The Competent Authority shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
6. An appeal against the findings or /recommendations of the ICC may be filed by either party before the Competent Authority within a period of thirty days from the date of the recommendations.
7. If the Competent Authority decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Competent Authority shall proceed only after considering the reply or hearing the aggrieved person.
8. The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The University shall facilitate a conciliation process through ICC, as the 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.
9. 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.

This bears the approval of the Hon'ble Vice-Chancellor.

By Order,



Registrar

#### **Copy to:**

Hon'ble Chancellor  
Hon'ble Vice Chancellor } *for kind information, please*

Principal, All constituent colleges/schools – *to intimate all concerned under your control*

All concerned members

Notice Boards