

F-3/GUUP/Planning/UICC/2013-2022

23.03.2022

ORDER

Sub: **RE-CONSTITUTION OF UNIVERSITY INTERNAL COMPLAINT
COMMITTEE**

In-supersession to previous orders, University Internal Complaints Committee (ICC) as per UGC guidelines is hereby is reconstituted as below:

Sl.No	Name & Designation	
01	Dr. Anamika Pandey, Professor	Chairperson
02	Dr. Aradhana Dutt Johri, Professor	Member
03	Dr. Seema Yadav, Professor	Member
04	Mr. Mukesh Kumar	Member (Non-Teaching)
05	Ms. Latha Bhanu	Member (Non-Teaching)
06	Dr. Preety Priyadarshi	Member (NGO)
07	Mr. Amrit Saumya	Member (UG Student)
08	Ms. Divyanshi Srivastava	Member (PG Student)
09	Mrs. Isha Pandey	Member (Research Scholar)

This has the approval of Competent Authority of the University.

Registrar



To: All Members

Copy to:

- Secretary to Vice Chancellor



GALGOTIAS UNIVERSITY

Uttar Pradesh

**REGULATIONS FOR
PREVENTION OF SEXUAL HARASSMENT**



REGULATIONS FOR PREVENTION OF SEXUAL HARASSMENT

1. Definition

“Sexual Harassment” includes unwelcome behaviour of sexual nature (whether directly or by implication) such as

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours.
- (c) Sexually coloured remarks;
- (d) Showing pornography; and
- (e) Any other unwelcome physical, verbal or non- verbal conduct of sexual nature.

2. Who Can Make a Complaint?

- (a) A person who is –
 - i) A student of the University
 - ii) An employee of the University or holding a consultative position in the University
 - iii) An applicant for admission into any course offered by the University

The following conditions apply to all complaints:

If a complaint filed is found by the Complaint Committee to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and recommend to the Vice-Chancellor that the complainant pay the defendant a fine. The amount of fine imposed will depend on the severity of damage caused to the defendant’s reputation.

3. The Internal Complaint Committee

The ‘University Internal Complaint Committee’ will be constituted by the Vice-Chancellor as per the guidelines provided by UGC; comprising of 9 members including chairperson. At least half of the members of the Committee shall be women and the committee will have representation from the non-teaching staff as well. The Chairperson of the Complaint Committee will be nominated by the Vice-

Chancellor and shall be a woman. Among nine-person committee, there would be two members from teaching staff and two from the non-teaching staff. If a case involves students, then there should be three student members from UG, PG and Ph.D. as a part of it. One member must be from Non-government organization who should have experience in the area of women empowerment and redressal of sexual harassment cases.

4. Eligibility for Membership of the Committee (i) The Committee will comprise of faculty members of the rank of Professor or Associate Professor or a staff member in an equivalent position in the University.

(ii) In appointing ordinary members, the Vice-Chancellor may take into account the seniority, ability and background of the members.

The Committee may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

5. Jurisdiction

All members of staff teaching or non-teaching of the University are subject to the jurisdiction of this ordinance. Even if the complainant is not a staff or faculty member, but the complaint is against a faculty or staff member, it will be heard by the Complaint Committee.

The jurisdiction of the University Complaints

Committee shall extend to acts of sexual harassment committed in the University Campus. The campus shall also include hostels, guesthouses, car parks, Buses and other properties owned, maintained, hired or under the control of the University.

In the case of sexual harassment of a third person by a staff of the University, the Complaint Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

6. Conduct of Enquiry by the i) Any person aggrieved must file a

Complaint Committee

- complaint with the Complaint Committee at the earliest point in time but in no case after 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaint shall be addressed to the Chairperson of Complaint Committee
 - iii) If the complainant feels that she/he cannot disclose her/his identity for any particular reason, the complainant shall address the complaint in writing to the Vice Chancellor and submit the complaint in person or in a sealed envelope. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself/herself and send to the Complaint Committee a gist of the complaint containing all material and relevant details, but withhold the name of the complainant and other particulars that might disclose the identity of the complainant.
 - iv) The Complaint Committee shall take immediate necessary action(s) by initiating a discrete inquiry or hold a full-blown inquiry, as necessary and has to provide a copy of complaint to the contravener within 7 days of receiving the complaint
 - v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.
 - vi) Vice Chancellor upon receipt of the report from the Complaint Committee shall, after giving an opportunity to hear the person(s) against whom the complained is filed, decide a course of action following the prescribed procedure.

7. Disciplinary Action

Where the conduct of an employee amounts to misconduct in the form of sexual harassment as defined in Section 1 above, appropriate disciplinary action will be taken in the form a fine, demotion to a lower position or outright dismissal from the university. If the alleged harassment

rises to the level of a felony, the case will be referred to the police for prosecution.

If 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 relevant provision of the aforementioned UGC Regulations 2015.

8. Third Party Harassment Where sexual harassment occurs as a result of an act by any third party or outsider on campus and the victim is a university employee, the university shall take all reasonable steps to assist the affected person(s) in prosecution of the case.

9. Report

The Internal Complaint Committee shall send their recommendation to the Vice chancellor for further action.

Galgotias University has ZERO tolerance

Internal Complaint Committee Galgotias University ,
works for prevention and redressal of Sexual
Harassment cases for all employees and students
held at Classrooms/anywhere in campus as it
violates civil rights laws.

Report us on :-
gucpsh@galgotiasuniversity.edu.in



Victim as well as offender can be of any gender .

INTERNAL COMPLAINT COMMITTEE FOR PREVENTION OF SEXUAL HARRASMENT



STOP SEXUAL HARRASSMENT

Break your silence

Sexual Harassment Has no place at
workplace. Your voice can make a
difference.

Report your case to

gucpsh@galgotiasuniversity.edu.in

Process of Making Complaint of Sexual Harassment, Galgotias University

Prevention of Sexual Harassment – Internal Complaint Committee

Process for filing a complaint:

Complainant (Students, faculty and Non-teaching members) have to follow the following procedure

- 1) An email or written application can be submitted to Vice-chancellor or registrar or concerned school dean or ICC chairperson.
- 2) Email id of Internal complaint committee is provided in website. Following is the link:

<https://www.galgotiasuniversity.edu.in/complaint-committee.asp>

Process for Redressal of Cases:

- 1) After receiving the complaint (directly or from the other authorities), Chairperson first contact the complainant and take all the details for further proceedings.
- 2) ICC meeting is then scheduled where a person is called against whom a complaint is registered. As per the rules, ICC initiate the process within one week of receiving the complaint.
- 3) Recording of accused and complainant statement are done by the ICC.
- 4) If there are any other person name is suggested either by accused or the complainant. Then, those people are also invited for the meeting for recording of their statement.
- 5) On the basis of all evidences and facts, ICC takes decision on the basis of POSH, 2013 and further recommend their committee decision to Honourable Vice Chancellor.

Do's and Don't for Redressal of Case:

- 1) Unless a written complaint either email or hard copy is received from the complainant, further process is not initiated by ICC.
- 2) Case process is mandatory to start within 7 days of receiving the complaint.
- 3) A copy of complaint is provided to accused once called for the meeting as the rule of POSH, 2013.
- 4) For the constitution of ICC, one external member is mandatory.