

## **1. Mechanism for Prevention, Prohibition and Redressal of Sexual Harassment**

### **Constitution of Committees:**

The policy has abided by the following principles:

1. In order to decentralise the complaints procedure and provide easy access to all separate cell have been provided for Institutions and Departments.
2. The complaints committees have been made accountable and democratic.
3. In order to create autonomous institutional structures to look into complaints of sexual harassment, members from outside the institution with a known contribution to gender issues have been included in each committee.
4. To make the Committees representative, each category or University members is given representation in the committee.
5. As per the 1997 Supreme Court judgement, it is mandatory for each committee to have a woman chairperson as well as at least 50 per cent women members.

### **Status:**

The complaints Committees and the Apex Complaints Committee shall have statutory status and be empowered to carry out the mandate of the policy.

### **Structure:**

Implementation of the policy will be achieved through the following structures;

- Institutes Complaints Committee (ICC): A complaint and redressal body to be set up in each Institute of the University.
- University Units Complaints Committee (UUCC): A Compliant and redressal body to be set up in clusters of University, Institutes, Departments/Centres.
- Apex Complaints Committee (ACC): An apex regulatory and appellate body of the Mangalayatan University for redressal and resolution of complaints.

### **Jurisdiction:**

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- i. By a member of the University against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- ii. By a resident against a member of the university or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
- iii. By an outsider against a member of the University or by a member of the University against an outsider if the sexual harassment is alleged to have taken place within the campus.
- iv. By a member of the University against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university/college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

## **2. Objectives:**

- To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Mangalayatan University.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow up procedures.
- To uphold the commitment of the Mangalayatan of the University to provide an environment free of gender based discrimination.
- To create a secure physical and social environment which will deter acts of sexual harassment?
- To promote a social and psychological environment this will raise awareness about sexual harassment in its various forms.
- To generate public opinion against sexual harassment and all forms of gender based violence.

## **2. Responsibilities of the Internal Complaints Committee (ICC)**

### **Preventive:**

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.
3. To publicise the policy in English widely, especially through prospectuses, notice boards etc.
4. To publicise in English the names and phone numbers of members of the committees.
5. To plan and carry out programmes for gender sensitisation with the assistance of the Gender Sensitising Committees and the WDCs (wherever they exist).

### **Remedial:**

1. The mechanism for registering complaints should be safe, accessible and sensitive.
2. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
3. To recommend to the concerned authorities follow-up action and monitor the same.
4. To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
5. To seek medical, police and legal intervention with the consent of the complainant.
6. To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if she/he so desires.
- 3.

## **4. Process of Making Complaint of Sexual Harassment**

1. All complaints must be brought by the complainant in person. The exception for this will be in cases of forced confinement of the person. In such a case, brought by another person

on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed.

In exceptional cases, third party/witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleged to have been harassed wishes to lodge formal complaint. Once such a complaint is received the committee shall proceed to investigate it as per the procedure specified.

2. If the complainant wishes s/he can be accompanied by a representative.
3. Employees not covered by UUCC,ICC and can approach the ACC directly.
4. The Vice-Chancellor can refer any complaint to any of the Committees including the Apex Committee.
5. A complainant can go directly to the Apex Committee. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such a case, it is open to the ACC to refer the complaint back to the appropriate ICC/UUCC.

## **5. Process of Conducting Inquiry**

1. All complaints made in any committee member must be received and recorded by the member. Who shall then Chairperson about the complaint, who in turn shall call a meeting of the committee?
2. All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working days must be given.
3. The committee is bound to maintain confidentiality during the time of the enquiry in order not to prejudice the proceedings
4. After the report has been finalised, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her. (Revealing the identity either in exceptional cases such as stalking may put the complainant at greater risk or as a result of Social prejudices the complainant may face additional adverse effects as a result of public circulation of the finished report.)
5. During an enquiry the quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category as well as, one of the two members co-opted from outside.
6. The UUCC/ICC/ACC will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
7. In case of a complaint file by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.
8. In case a prima facie case is established the UUCC/ICC/ACC shall set up an enquiry committee of 3-5 members, with at least one member of the complainant's category, as well as a member from outside the University.

- 9 The sub-committee must inform the accused in writing about the charges made against him/her and she should be given a period of five days from the date of receipt of the notification to respond to the charges.
- 10 During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation to respond to the charges.
- 11 The sub-committee must submit its report to the larger committee not later than 15 working days. The larger committee will discuss the report and make recommendations for punitive action if required.
- 12 The entire process of enquiry should be completed within one month.
- 13 The complainant or the accused may appeal to the Apex committee if they are dissatisfied with the decision of the ICU/UUCC.

**Note:**

1. A Complainant has the right to go public if she so desires. Going public before giving in the complaint to the committee by the complainant should not prejudice the committee members. Once a complaint has been given to the committee, the complainant should preferably not go public till the enquiry is completed unless required.
2. Filing of a grievance/complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc.
3. The UUCC/ICC/ACC should make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who intimidates the complainant or members of the committee, during or after the enquiry.
4. Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
5. Each UUCC/ICC/ACC should form a small crisis intervention group comprising a group of committee members who should be readily accessible. At least 75 percent of the crisis intervention group should be women. The telephone numbers of members should be widely/publicised. The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help.

**6. Punishment and Compensation**

1. UU/CC/ICC/ACC can ask the institute/University to suspend the alleged harasser from administrative post/classes if his/her presence is likely to interfere with the enquiry.
2. The victim of sexual harassment as per the Supreme Court judgement will have the option to seek transfer of the perpetrator or their own transfer where applicable.
3. The Head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/Executive Council (EC) and institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.
4. The disciplinary action will be commensurate with the nature of the violation.
  - A. In the case of University/ Institute employees, disciplinary action could be in the form of:  
University on Sexual Harassment

- I.** Warning
  - II.** Written apology
  - III.** Bond of good behaviour
  - IV.** Adverse remarks in the Confidential Report
  - V.** Debarring from supervisory duties
  - VI.** Denial of membership of statutory bodies
  - VII.** Denial of re-employment
  - VIII.** Stopping of increments/promotion
  - IX.** Reverting, demotion
  - X.** Suspension
  - XI.** Dismissal
  - XII.** Any other relevant mechanism.
- B.** In case of students, disciplinary action could be in the form of:
- I.** Warning
  - II.** Written apology
  - III.** Bond of good behaviour
  - IV.** Debarring entry into a hostel/campus
  - V.** Suspension for a specific period of time
  - VI.** Withholding result
  - VII.** Debarring from exams
  - VIII.** Debarring from contesting elections
  - IX.** Debarring from holding posts such as member of Committee of Courses
  - X.** Expulsion
  - XI.** Denial of admission
  - XII.** Declaring the harasser as “Persona non grata” for a stipulated period of time
  - XIII.** Any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against people (S) who try to pressurise the complainant in any way.)

- C.** In case of third party harassment/outsider harassment, the University authorities shall initiate action by making a complaint with the appropriate authority.
- 5.** Enhancement of disciplinary action, by the committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.
- 6.** Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this way be verbal warning verbal apology, promise of good behaviour etc.

## 7. Faculty Coordinators/Committee Members



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GRADE A+**

Ref: MU/RO/Office Order/2024-25/780

Date: 19 March 2025

### Office Order

#### Internal Complaint Committee (ICC)

1. Under the provisions as given in the rules- 1(h) & 4 of regulations of UGC notified on 02 may, 2016, the GS CASH cum ICC of the Mangalayatan University, Aligarh is hereby reconstituted as follows :

- |                          |   |              |
|--------------------------|---|--------------|
| a) Prof. Manisha Sharma  | - | Chairperson  |
| b) Prof. Anurag Shakya   | - | Member       |
| c) Dr. Poonam Rani       | - | Member       |
| d) Mrs. Anamika Dixit    | - | Member (NGO) |
| e) Dr. Rekha Rani        | - | Member       |
| f) Dr. Niyati Sharma     | - | Member       |
| g) Miss. Meenakshi Bisht | - | Member       |

2. If a case of student is referred to ICC, under mentioned student representatives will also be present as members of the above ICC.

- |                           |                    |   |                       |
|---------------------------|--------------------|---|-----------------------|
| (a) Undergraduate Student | Ms. Anshika Jain   | - | Member (Student)      |
| (b) Postgraduate Student  | Mr. Akash Kumar    | - | Member (Student)      |
| (c) Research Scholar      | Mr. Devendra Singh | - | Member (Student, PhD) |

3. ICC may also kindly take note that suitable measures, to ensure safe, secured and congenial working environment free from any gender bias, are initiated from time to time as per guidelines.

  
Registrar

CC:

PA to Vice-Chancellor for kind information of the Hon'ble Vice Chancellor  
Joint Registrar (Compliance)  
All Deans/Directors/HoDs/Faculty/Staff  
Concern Members

Sr. No.	Category	Name	Contact No.	Email Address
1	GEN	Prof. (Dr.) Manisha Sharma Chairperson	9758266600	manisha.sharma@mangalayatan.edu.in
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3	OBC	Prof. (Dr.) Anurag Shakya, Member	8126991053	anurag.shakya@mangalayatan.edu.in
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6	GEN	Ms. Meenakshi Bisth Member	7417213190	meenakshi.bisht@mangalayatan.edu.in

## 8. Photo Gallery

