



## **Government College for Women, Sonipat**

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### **Internal Complaint Committee**

#### **POLICY ON CASES AGAINST SEXUAL HARASSMENT**

##### **Preamble:**

The Internal Complaint Committee of Govt. College for Women, Sonipat against the cases of Sexual Harassment is committed to provide a conducive environment, free from violence, harassment, and exploitation amongst the students, teaching & non-teaching staff on the college campus. This includes all forms of gender violence, sexual harassment against women. The Committee members are expected to render full assistance to the “Aggrieved Woman” in writing the complaint of Sexual Harassment. The members should also be aware of the responsibilities and duties under the UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

##### **Formation of the Internal Complaint Committee:**

The Internal Complaint Committee of the Govt. College for Women, Sonipat is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in higher educational institutions) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013.

### **Declaration of the Policy:**

Govt. College for Women, Sonipat shall value the dignity of women & guarantee full respect for the "Fundamental Rights" under Article 14,15,19 & 21 of the Constitution of India. To achieve Gender Equality amongst the employees & students, all forms of sexual harassment in the employment, education, or training environment are declared as unlawful under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 & UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

### **Objectives of the Policy:**

- To fulfill the requirements of the Sexual Harassment of Women at Workplace Act, 2013 (POSH Act).
- To ensure that the In-House Grievance Redressal Mechanism as mentioned under the Act is implemented to the full spirit.
- To provide an environment free of gender discrimination.
- To assist the "Aggrieved Woman" to make the complaint relating to Sexual Harassment of Women at Workplace.
- To create a secure physical and social environment that will deter acts of sexual harassment.
- To create awareness among students against such activities.

### **Composition of the Committee:**

- i) A Presiding Officer who shall be a woman employed at a senior level at the workplace from amongst the employees will act as a convener of the committee. 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.
- ii) Not less than two members from employees preferably committed to the cause of women or who have had experience in social work or have the legal knowledge.
- iii) At least one-half of the total Members so nominated shall be women.

### **Jurisdiction of the Committee:**

The Rules and Regulations outlined in this policy shall be applicable to all the complaints relating to Sexual Harassment at Workplace.

### **Powers of the Committee:**

- i) The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
- ii) The Committee shall have the power to issue interim directions to any person participating in the proceedings before it.
- iii) The Committee before initiating an inquiry under the Act may undergo "Conciliation" under Section 10 of the Act if both the parties agree to it.

### **Procedure to be followed by the Committee:**

- i) The Committee shall meet as and when any complaint is received by it. Complaints may be received by any member of the committee.
- ii) The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of five (5) days from such direction, the Committee members shall assist in writing the complaint.
- iii) The Committee shall direct the accused employee(s)/student(s) to prepare and submit a written response to the complaint/allegations within a period of five (5) days from such direction or such other time period as the Committee may decide.
- iv) Each party shall be provided with a copy of the written statement(s) submitted by the other.
- v) The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.

- vi) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- vii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the Head of the Institution within a period of ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- viii) Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to Head of the Institution to assume such act as sexual harassment and a misconduct in accordance with the provisions of the Service Rules applicable to the respondent.

ix) **List of Members:**

| Sr. No. | Name                 | Designation                     | Position | EMail Id-                | Contact Number |
|---------|----------------------|---------------------------------|----------|--------------------------|----------------|
| 1.      | Dr. Vandana Nasa     | Associate Professor of Commerce | Convener | vnassa123@gmail.com      | 9466702338     |
| 2.      | Dr. Naveen Vashishte | Assistant Professor of History  | Member   | naveenvashita@gmail.com  | 9416693319     |
| 3.      | Dr. Rajesh Kumar     | Assistant Professor of Commerce | Member   | SCHOLAR.RAJESH@GMAIL.COM | 9050308277     |
| 4.      | Mrs. Rekha           | Assistant Professor of Commerce | Member   | rekhadocs123@gmail.com   | 9466604066     |

  
Principal

Govt. College for Women, Sonipat