



CHILDREN'S EDUCATION SOCIETY (Regd.)
Administrative Office: 1st Phase JP Nagar, Bengaluru – 560 078 ☎: 080-3041 0501 – 502
THE OXFORD COLLEGE OF ENGINEERING
(Recognised by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi &
Approved by A.I.C.T.E. New Delhi, Accredited by NAAC-A & NBA New Delhi and Recognized by UGC Under Section
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osprincipal@theoxford.edu Web: www.theoxford.edu

TOCE/IQAC/SOP/2022-23/C5/04

Date: 12-08-2022

GRIEVANCE REDRESSAL COMMITTEE

The Grievance Redressal Cell was formed with the goal of resolving student grievances. Students may submit their grievances in writing to the Principal or electronically via the Grievance Form available on the College Website. The filled in grievances are forwarded to the Chair Person's e-mail id. The committee will meet once per quarter and as and when required to take appropriate measures/solutions to the grievances addressed to it.

All students in our college have access to the Grievance Redressal Cell to voice their concerns. An effective grievance management mechanism improves stakeholder relationships and satisfaction. This cell's nature is highly confidential.

Roles and Responsibilities:

The Grievance Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures set out for the implementation of this Policy. In doing so, the Committee shall adhere to the following principles;

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders.
- To uphold the dignity of the Institute by promoting cordial Student-Student relationship, Student-teacher relationship.
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the College campus.
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
- Maximum effort will be taken to resolve the grievance in the first two levels.
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- If any grievance pertaining to women is encountered with, the same is dealt with sensitivity and confidentiality.



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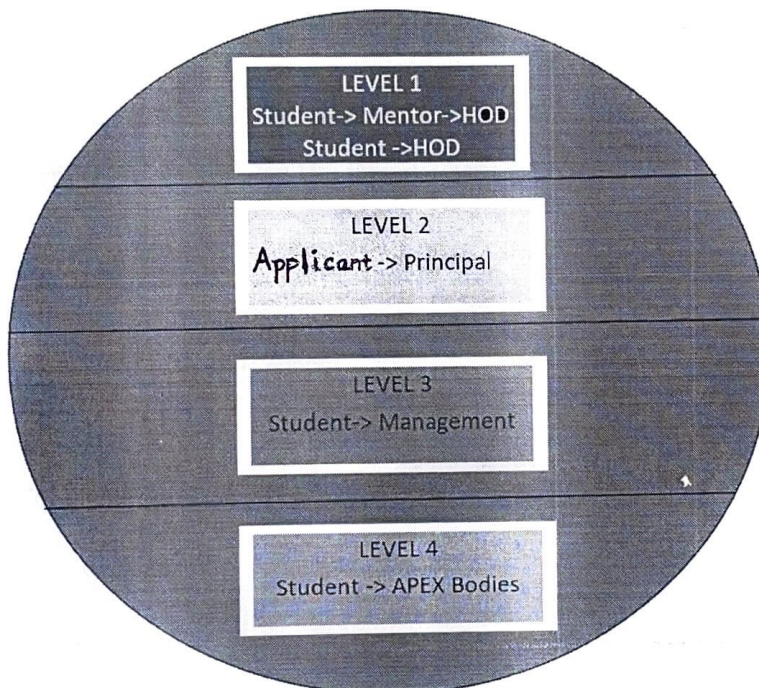
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- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Provide feedback what can, and cannot be done to resolve the grievance.
- Take necessary follow-up action.

STANDARD OPERATING PROCEDURES:

❖ LEVELS OF GRIEVANCE REDRESSAL:



- Level 1
The student may submit their grievance either to the mentor or to the concerned Head of Department.
- Level 2:
If the grievance of the applicant is not redressed within the expected time or in the expected manner, the applicant may report the matter to Principal.
- Level 3:



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If the grievance of the applicant is not redressed further in the expected manner, the applicant may report the matter to Management.

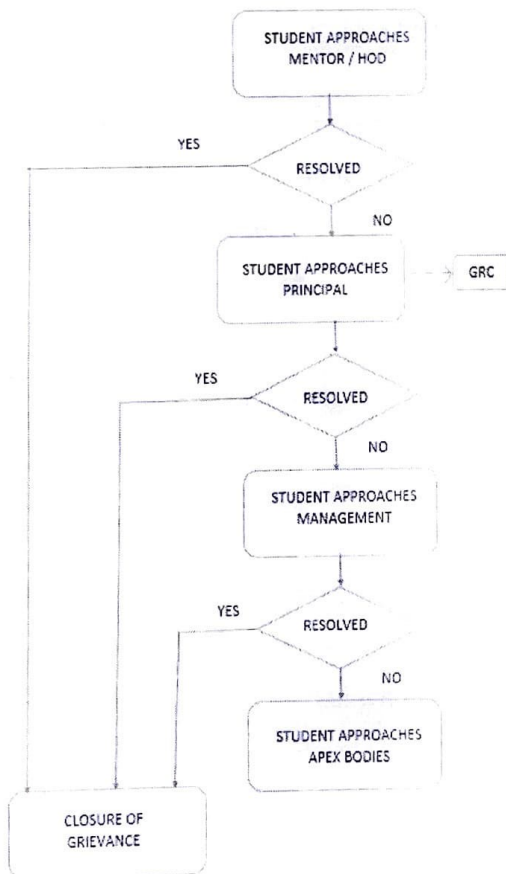
• Level 4:

If the grievance of the applicant is not redressed within the expected time or in the expected manner, the applicant may report the matter to Apex Bodies.

❖ **Procedure for filing the formal complaint/grievance:**

1. Any stakeholder may lodge a grievance.
2. Grievances should be made to the Grievance Redressal Committee.
3. Grievance may be in writing or lodged in college website portal <http://theoxfordengg.org/grievance-portal.htm>
4. Upon receipt of a complaint by any member of GRC, the member should forward it to the committee chairperson.

❖ **Process for addressing the Grievance:**





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1. Upon receipt of grievance, the Chairperson of the Committee will send a response to the grievant acknowledging the receipt of grievance immediately.
2. At this stage, based on the nature of the grievance and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairman, GRC copied in all communication:
 - a. **Option 1** which can be exercised on matters that could be more routine operation:
 - 1) The Chairperson of the Committee may address the issue directly with the help of the concerned department.
 - 2) In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner.
 - 3) Once the matter has been resolved, the Chairperson will send a final update to the grievant on the matter.
 - b. **Option 2** which can be exercised in matters of very serious concern, in consultation with the Chairman:
 - 1) The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
 - 2) The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
 - 3) Final decision of the GRC has to be communicated to the student/staff within 15 days of the receipt of the grievance.
 - 4) The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the management.
3. The Chairperson will maintain an updated record of all grievances, actions taken and closure status.
4. In case the grievance has been made against a member of the GRC, the concerned member will be barred from participating in any proceedings till the case has been closed.
5. Aggrieved parties who are not satisfied with the decision of the committee, may appeal further to the management level for a reconsideration and review within 15 working days.
6. Aggrieved parties who are not satisfied with the decision of the management, may appeal further to the apex bodies.



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❖ Procedure for filing the grievance in university:

Complaint may also be lodged in the university grievance portal
<https://report.vtu.ac.in/grievance/>

❖ Documentation

The information relating to the proceedings of grievances shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

In order to monitor the redressal process from time to time, the Grievance Redressal Cell shall maintain a grievance register under the supervision of In-Charge of Grievance Redressal Cell. The register will be treated as confidential and may not be accessed by anyone other than the members of Grievance Redressal Committee.

❖ Note:

1. Frequency of the GRC meeting is once per quarter and as and when required to take appropriate solutions to the grievances addressed to it.
2. The quorum for the meeting is five.
3. Maximum effort will be taken to resolve the grievance in the first two levels.
4. The committee will recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.
5. The management of the institution may revise the procedure from time to time.
6. If any grievance pertaining to women is encountered with, the same is dealt with sensitivity and confidentiality.

❖ Applicability:

All students, parents, staff members, alumni and other stakeholders of the institution.


PRINCIPAL
The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



TOCE/IQAC/SOP/2022-23/C5/05

Date:22-08-2022

ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee will be the supervisory and advisory committee in preserving a Culture of Ragging Free Environment in the college Campus. A ragging free campus would assure students and their parents a safe environment.

As per the Notification from AICTE and VTU, ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.
7. Any Act of injury or infringement of the fundamental right to human dignity.
8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.
9. Any unlawful assembly or conspiracy to ragging.

The main objectives of the Anti-Ragging cell are as follows:

- To make aware the students of the dehumanizing effect of ragging inherent in its perversity.
- To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- To promptly and stringently deal with the incidents of ragging brought to our notice.
- To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.

Composition of Anti-Ragging Committee:

The structure of anti-ragging committee shall be

Sl. No	Designation	Role
1	Principal of the Institution	Chairman
2	Anti-Ragging Coordinator	Member Secretary
3	HODs/Senior Faculty	Members
4	Local Police Authority	Member
5	Student Representative/s	Members

Roles and Responsibilities of Anti Ragging Committee:

- a. To ensure compliance with the provision of AICTE regulations at the institute level.
- b. To initiate preventive measures to make TOCE a ragging free campus.
- c. To monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.



- d. If any ragging cases are reported, the committee shall hear from every individual involved in the case and initiate the proper action.
- e. Conduct systematic and unbiased inquiry of every reported ragging incident using all possible evidences including CCTV footages.
- f. Prepare and submit a complete report including their remarks about the incident for further action to the Head of Anti-Ragging Committee.
- g. Impose penalty to the indulger based on the recommendation of the committee in its report on gravity of the incident.

Composition of Anti-Ragging Squad:

The structure of anti-ragging squad shall be:

SI. No.	Designation	Role
1	Anti-Ragging Committee - Member Secretary	Coordinator
2	HODs/Senior Faculty (6 - 8)	Members

Roles and Responsibilities of Anti-Ragging Squad:

- a. To make surprise raids on classes, hostels and other places vulnerable to incidents of ragging.
- b. To conduct on the spot enquiry of any suspected incident of ragging.
- c. If any ragging incidents are found, the same shall be reported to the anti-ragging committee for further enquiry.

Preventive Measures for Ragging Free Campus:

- a. Display of posters in the vulnerable areas of campus, Hostel, Canteen, Library etc. showcasing anti-ragging laws and ragging consequences.
- b. Conduct awareness programs to students on Ragging consequences and Anti-ragging laws delivered by lawyers, Law enforcement officials (Police) etc.
- c. Enforcing strict anti-ragging laws in the campus through vigilance by Anti-Ragging Squad constituting of senior faculty members with the help of Hostel warden.
- d. The Anti-Ragging Squad visits the Canteen, Hostel, Transport vehicles, Parking areas, Library etc., to ensure avoidance of any untoward ragging incidents.
- e. Promote healthy interaction between senior and junior students through various co-curricular and extra-curricular activities.
- f. Usage of CCTV footage to identify the miscreants.
- g. To extend counselling facility for the student indulgers in ragging



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Standard Operating Procedure:

STEP 1

When any incident falling within the mischief of act defined as “ragging” under the AICTE Regulations is reported to have been committed, then the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of “penal laws”, if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions. Principally, the assumption of this role is of Parens patriae nature and be done so with that spirit.

STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated in the Anti-Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 1. Suspension from attending classes and academic privileges.
 2. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 3. Debarring from appearing in any test/ examination or other evaluation process.
 4. Withholding result.
 5. Cancellation of the admission

The Anti-Ragging Committee functions in three dimensions as per the SOP:

1. Measures for Prevention of Ragging
2. Monitoring Mechanism
3. Actions against Students for Indulging/ Abetting Ragging

1. MEASURES FOR PREVENTION OF RAGGING

Anti-Ragging Committee with the assistance of anti-ragging squad shall:

1.1 Create Awareness on Prevention of Ragging:

- a. Incorporate the directions issued by the Supreme Court/Affiliating University/Central Government/State Government related to ragging in admission related documents.



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- b. Release the circular mentioning that ragging is totally banned in the institute premises and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
 - c. Display posters/ banners depicting dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging on all Notice Boards, hostels and other buildings as well as at vulnerable places.
 - d. Mentor student representatives to promote right attitude towards solving problems/difficulties related to ragging if any, faced by the freshers in the Institution by involving them in different activities and thereby extend hand holding.
 - e. Organize Anti-Ragging awareness programs for students.
- 1.2 Insist students to comply anti-ragging affidavit as per VTU guidelines through the below link:
https://www.antiragging.in/affidavit_affiliated_form.php
- 1.3 Ensure that first year and senior students be lodged in separate Hostel Blocks. Make routine and surprise visits to ensure there are no incident of ragging in the campus
- 1.4 Organize awareness programs on anti-ragging laws and Ragging consequences for students deliberated by law-enforcement officials (Police) etc., promotes efficient and effective means of familiarizing support system in the Institute.
- 1.5 Make students aware that mobile phones and other communication devices are permitted in residential areas including hostels to provide access to the students particularly fresher, to reach out for help from Anti-Ragging Committee Members and the SQUAD members.

2. MONITORING MECHANISM

To ensure ragging free campus, the Anti-Ragging Committee assisted by Anti-Ragging SQUAD along with other supporting systems such as electronic surveillance (CCTV) will be active 24 X 7. The students are facilitated with hassle free reporting mechanism regarding any untoward ragging incidents.

2.1 Anti-ragging Committee shall:

- a. Define the members of the anti-ragging squad.
- b. Brief the roles and responsibilities and the reporting mechanism of the squad.
- c. Frequency of meeting is once per quarter and as and when required.
- d. If a case is reported-
 - i. The Chairman should host a meeting with the committee.
 - ii. Anti-Ragging Committee shall conduct an enquiry observing a fair and transparent procedure to provide natural justice after giving adequate opportunity to the student or students accused of ragging.
- e. If there are no cases-
The committee will meet and approve the report of no cases observed.

2.2 Anti-Ragging Squad shall:

- a. Make frequent & surprise visits to Canteen, Hostels, Mess, Parking Bay, and other places vulnerable to ragging incidents.
- b. Schedule visits every day during break hours in college campus.
- c. Schedule surprise visits to hostels in morning and evening slots.
- d. Report to Member Secretary after every visit.
- e. In case of any ragging incidents, produce the sufficient evidence to anti-ragging committee for further enquiry.



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2.3 Reporting Mechanism for students:

Any student who is victim of Ragging shall report the incident by any of following systems for quick response.

- Reporting the incident to members of the Anti-Ragging Committee or Members of SQUAD through written letter.
- Reporting the incident can also be done orally or by written letter to the office of Principal.
- In extreme cases a student can report to National helpline number 1800-180-5522, and Email ID helpline@antiragging.in for reaching out for any assistance regarding Ragging issues.

3. ACTIONS AGAINST STUDENTS FOR INDULGING/ ABETTING RAGGING

TOCE follows AICTE Guidelines for Prevention and prohibition of Ragging in technical Institutions (<https://www.aicte-india.org/grievance/anti>). Depending upon the nature and quantum of the offence of ragging, any one, or any combination of following disciplinary actions shall be taken:

- 3.1 Suspension from attending classes/hostel
- 3.2 Withholding/withdrawing scholarship/fellowship and other benefits
- 3.3 Imposing Penalties
- 3.4 Debarring from appearing in any test/examination or other evaluation process
- 3.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 3.6 Suspension/expulsion from the hostel
- 3.7 Rustication from the institution
- 3.8 Cancellation of admission
- 3.9 Expulsion from the institution and consequent debarring from admission to any other institution.

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No.TOCE/EST/06/2022-23/57

Date: 12/08/2022

Circular

To

All Members,
Grievance Redressal Committee,
The Oxford College of Engineering.

Subject: Grievance Redressal Committee

Meeting Sir/Madam,

A meeting of Grievance Redressal Committee, The Oxford College of Engineering will be held on 13th August 2022 at 2:00 pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. Objectives of reconstitution of Grievance Redressal Committee for the academic year 2022-23.
2. Review of Grievances recorded during the academic year 2021-22, if any.
3. To discuss the year plan of the current academic year.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
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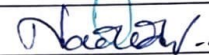
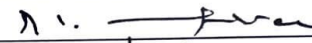
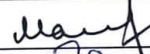
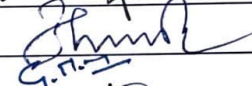
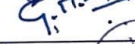



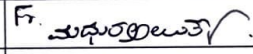


Copy to:-

Chairperson.
All members of Grievance redressal Committee.

Minutes of Meeting Grievance Redressal Committee

13th August 2022 at 2:00 pm

The Grievance Redressal Committee meeting of The Oxford College of Engineering was held on 13th August 2022 at 2:00 pm in the Board Room. The following members were present during the meeting.

SI.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.R.Ch.A.Naidu	HOD-CSE	Member Secretary	
3	Dr.R.Kangavalli	HOD-ISE	Member	
4	Dr.Manju Devi	HOD-ECE	Member	
5	Dr.Bharath V S	HOD-EEE	Member	
6	Dr.Madhu Sudhan Reddy	HOD-ME	Member	
7	Dr.Manjunath B K	HOD-BT	Member	
8	Dr.T.S. Malleiah	HOD-Civil	Member	
9	Dr.Raju B R	HOD-AUTO	Member	
10	Dr.Manjula C	HOD-MT	Member	
11	Mr.Jayanand Patil	Chief Warden	Member	
12	Dr. Ellsamma Thomas	Hostel Administrator	Member	

Agenda:

1. Objectives of reconstitution of Grievance Redressal Committee for the academic year 2022-23.
2. Review of Grievances recorded during the academic year 2021-22, if any.
3. To discuss the year plan of the current academic year.

The following points were discussed during the meeting:

1. The Grievance Redressal Committee unanimously decided to continue for the academic year 2022-23.
2. Chairperson welcomed all the committee members and it was reviewed that no grievances were reported during the academic year 2021-22.
3. Chairperson explained about the objectives and the standard operating procedures of Grievance Redressal committee.
4. Chairperson briefed that the student may submit their grievance either to the mentor or to the concerned Head of Department and in the second level, may report the matter to Principal. If the grievance of the applicant is not redressed in the expected manner, the applicant may report the matter to Management and further to Apex Bodies.
5. The activities for the current academic year were discussed and it was decided to provide awareness programs to the students regarding the activities of the cell.
6. Discussed the relevance of registering the grievances through college website portal and informing the students regarding the same.

Decisions Taken:

- To create awareness among students about the objectives of forming Grievance Redressal Cell.
- To register the grievances if any, through college website portal.

Action Taken:

- To ensure TOCE as Grievance free campus.



Principal

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No.TOCE/EST/06/2022-23/201

Date: 17/11/2022

Circular

To

All Members,
Grievance Redressal Committee,
The Oxford College of Engineering.

Subject: Grievance Redressal Committee

Sir/Madam,

A meeting of Grievance Redressal Committee, The Oxford College of Engineering will be held on 18th November 2022 at 11:00 am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. To review and discuss the grievance cases if any.
2. To educate students about cell activities and provide awareness.

Copy to:-

Chairperson.
All members of Grievance redressal Committee.

Principal



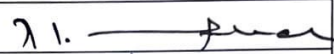
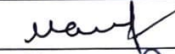

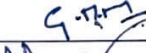


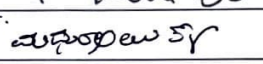
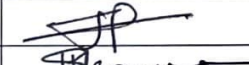
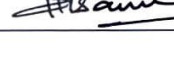

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Minutes of Meeting Grievance Redressal Committee

18th November 2022 at 11:00 am

The Grievance Redressal Committee meeting of the The Oxford College of Engineering was held on 18th November 2022 at 11:00 am in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.R.Ch.A.Naidu	HOD-CSE	Member Secretary	
3	Dr.R.Kangavalli	HOD-ISE	Member	
4	Dr.Manju Devi	HOD-ECE	Member	
5	Dr.Bharath V S	HOD-EEE	Member	
6	Dr.Madhu Sudhan Reddy	HOD-ME	Member	
7	Dr.Manjunath B K	HOD-BT	Member	
8	Dr.T.S. Malleiah	HOD-Civil	Member	
9	Dr.Raju B R	HOD-AUTO	Member	
10	Dr.Manjula C	HOD-MT	Member	
11	Mr.Jayanand Patil	Chief Warden	Member	
12	Dr. Ellsamma Thomas	Hostel Administrator	Member	

Agenda:

1. To review and discuss the grievance cases if any.
2. To educate students about cell activities and provide awareness.

The following points were discussed during the meeting:

- Chairperson reviewed the minutes of the previous meeting and discussed about the mechanism of redressal of grievances.
- Chairperson discussed about the need of educating students on self defense and planned to schedule an awareness session on the same.
- It is observed that no grievances were reported.

Decisions Taken:

- To provide an awareness session on the objectives of Grievance Redressal Cell for 3rd Semester students of all departments.

Action Taken:

- An awareness session is scheduled for 5th and 7th Semester students of all departments on 1st December 2022 at 3 pm on the objectives of Grievance Redressal Cell.


Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
Administrative Office: 1st Phase JP Nagar, Bengaluru - 560 078 ☎: 080-3041 0501 - 502

THE OXFORD COLLEGE OF ENGINEERING

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principal@theoxford.edu Web: www.theoxford.edu

No.TOCE/EST/06/2022-23/014

Date: 08/01/2023

Circular

To

All Members,
Grievance Redressal Committee,
The Oxford College of Engineering.

Subject: Grievance Redressal Committee

Sir/Madam,

A meeting of Grievance Redressal Committee, The Oxford College of Engineering will be held on 10th January 2023 at 10:00 am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. To review on MoM and understand the cases if any.
2. To evaluate the actions taken up to redress the grievances of students.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068




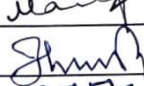
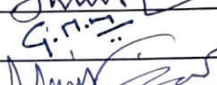


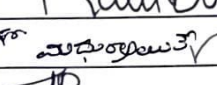
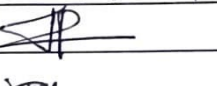



Copy to :-

Chairperson.
All members of Grievance redressal Committee.

Minutes of Meeting Grievance Redressal Committee

10th January 2023 at 10:00 am

The Grievance Redressal Committee meeting of the The Oxford College of Engineering was held on 10th January 2023 at 10:00 am in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.R.Ch.A.Naidu	HOD-CSE	Member Secretary	
3	Dr.R.Kangavalli	HOD-ISE	Member	
4	Dr.Manju Devi	HOD-ECE	Member	
5	Dr.Bharath V S	HOD-EEE	Member	
6	Dr.Madhu Sudhan Reddy	HOD-ME	Member	
7	Dr.Manjunath B K	HOD-BT	Member	
8	Dr.T.S. Malleshiah	HOD-Civil	Member	
9	Dr.Raju B R	HOD-AUTO	Member	
10	Dr.Manjula C	HOD-MT	Member	
11	Mr.Jayanand Patil	Chief Warden	Member	
12	Dr. Ellsamma Thomas	Hostel Administrator	Member	

Agenda:

1. To review on MoM and understand the cases if any.
2. To evaluate the actions taken up to redress the grievances of the students.

The following points were discussed during the meeting:

- Chairperson reviewed the minutes of the previous meeting and discussed with the committee regarding the effectiveness of the awareness session given to 5th and 7th Semester students.
- It is observed that no grievances were reported.

Decisions Taken:

- To provide an awareness session for first year students about the objectives of Grievance Redressal Cell and to inform the students to register their grievances online through college website portal.
- Inform all mentors to take necessary actions to redress the grievances of the students.

Action Taken:

- An awareness session regarding the objectives of Grievance Redressal Cell and how to register their grievances online through college website is scheduled for first year students on 16th January 2023 at 3pm.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
Administrative Office: 1st Phase JP Nagar, Bengaluru - 560 078 ☎: 080-3041 0501 - 502

THE OXFORD COLLEGE OF ENGINEERING

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No.TOCE/EST/06/2022-23/117

Date: 09/05/2023

Circular

To

All Members,
Grievance Redressal Committee,
The Oxford College of Engineering.

Subject: Grievance Redressal Committee

Sir/Madam,

A meeting of Grievance Redressal Committee, The Oxford College of Engineering will be held on 11th May 2023 at 1:30 pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. Time bond redressal of grievances received if any.
2. To discuss about securities in campus and hostel.


Principal

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The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068




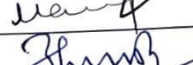
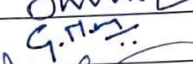


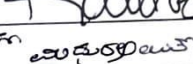
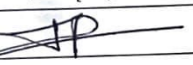



Copy to:-

Chairperson.
All members of Grievance redressal Committee.

Minutes of Meeting Grievance Redressal Committee

11th May 2023 at 1:30 pm

The Grievance Redressal Committee meeting of the The Oxford College of Engineering was held on 11th May 2023 at 1:30 pm in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.R.Ch.A.Naidu	HOD-CSE	Member Secretary	
3	Dr.R.Kangavalli	HOD-ISE	Member	
4	Dr.Manju Devi	HOD-ECE	Member	
5	Dr.Bharath V S	HOD-EEE	Member	
6	Dr.Madhu Sudhan Reddy	HOD-ME	Member	
7	Dr.Manjunath B K	HOD-BT	Member	
8	Dr.T.S. Malleshiah	HOD-Civil	Member	
9	Dr.Raju B R	HOD-AUTO	Member	
10	Dr.Manjula C	HOD-MT	Member	
11	Mr.Jayanand Patil	Chief Warden	Member	
12	Dr. Ellsamma Thomas	Hostel Administrator	Member	

Agenda:

1. Time bond redressal of grievances received if any.
2. To discuss about securities in campus and hostel.

The following points were discussed during the meeting:

- Chairperson reviewed the minutes of the previous meeting and discussed about the securities in campus and hostel to avoid misconduct.
- Time bond redressal of grievances received if any.

Decisions Taken:

- Discussed securities in campus and hostel to avoid misconduct and inform mentors to get feedback from hostellers.

Action Taken:

- To ensure security in hostel and campus to avoid misconduct.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



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engprincipal@theoxford.edu Web: www.theoxford.edu

No.TOCE/EST/06/2022-23/182

Date: 22/08/2022

Circular

To

All Members,
Anti-Ragging Committee,
The Oxford College of Engineering

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 23rd August 2022 at 2:00 pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. Objectives of reconstitution of Anti-Ragging Committee for the academic year 2022-23.
2. Review and understand the cases of ragging, if any reported during the academic year 2021-22.
3. To discuss the actions to be taken if any cases are reported.
4. To discuss the activities of the Anti-Ragging Committee for the current academic year.

Copy to:-

Chairman.

All members of Anti-Ragging Committee.

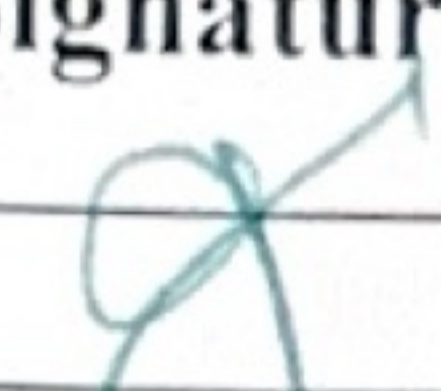
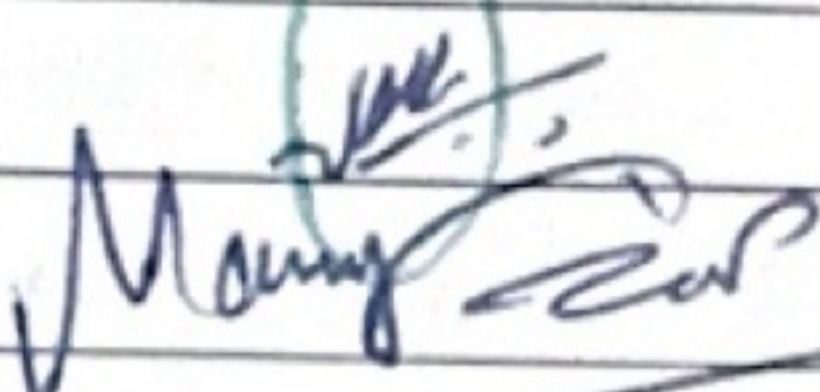
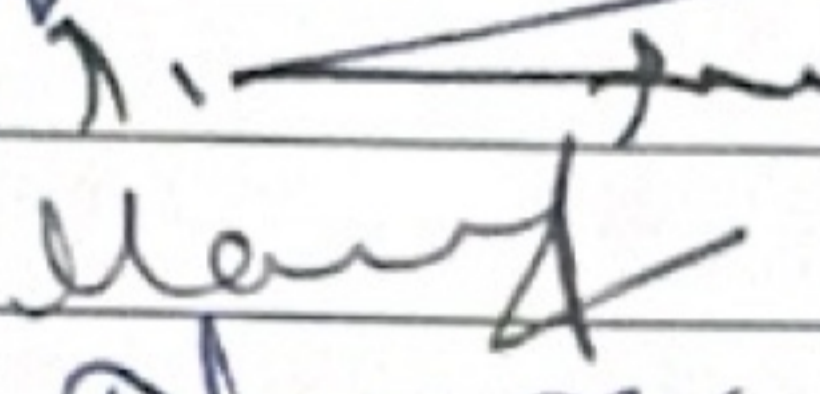
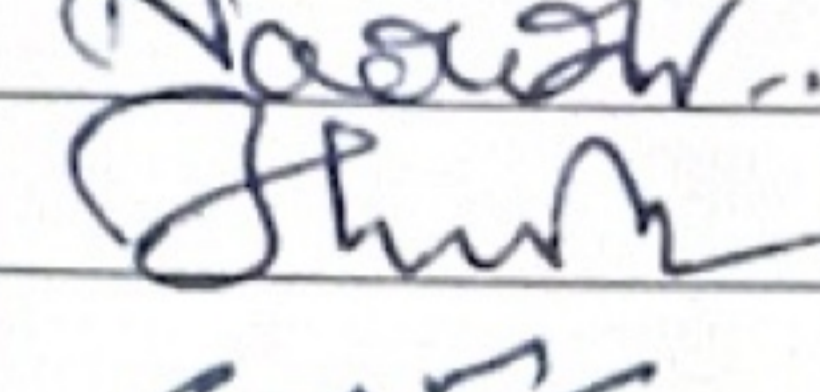
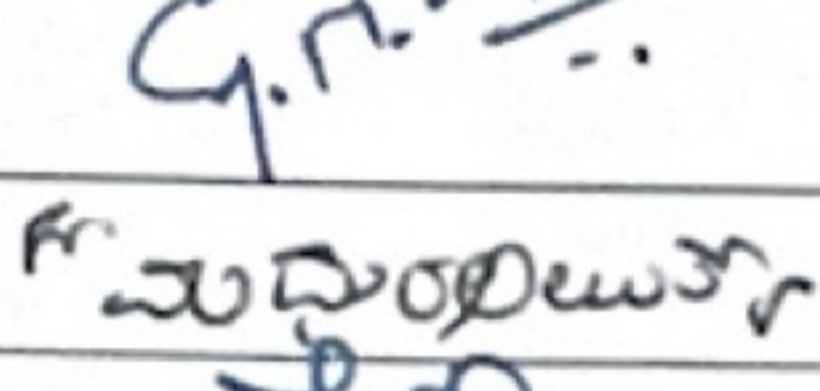

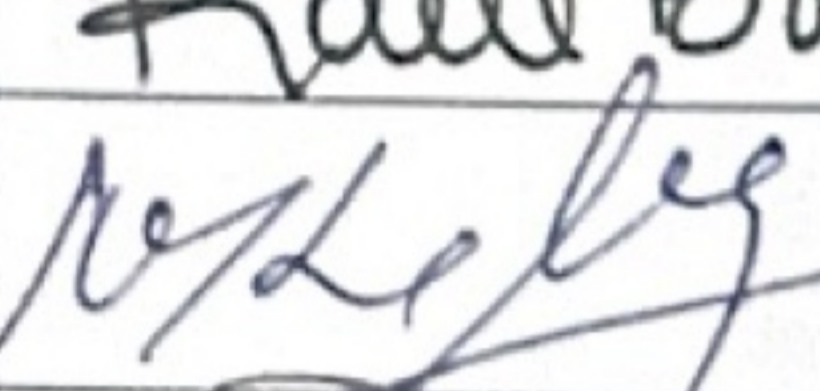
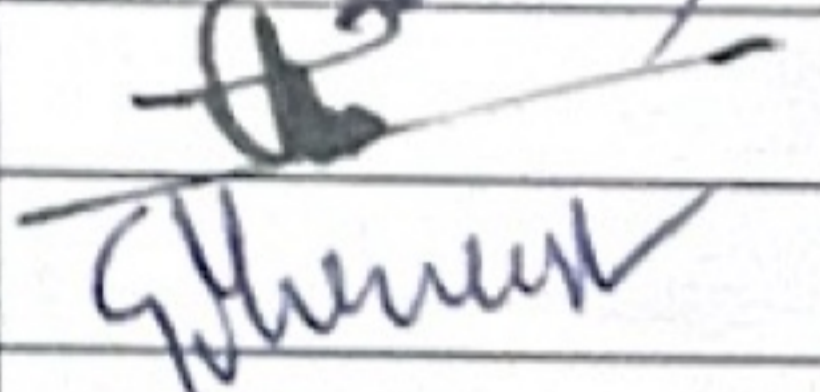
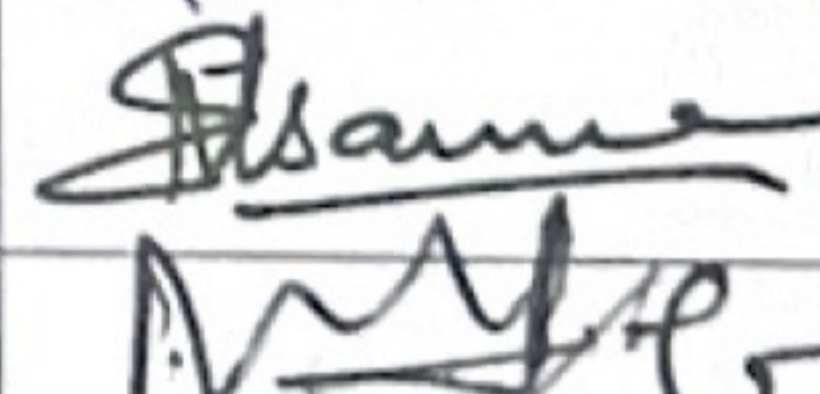
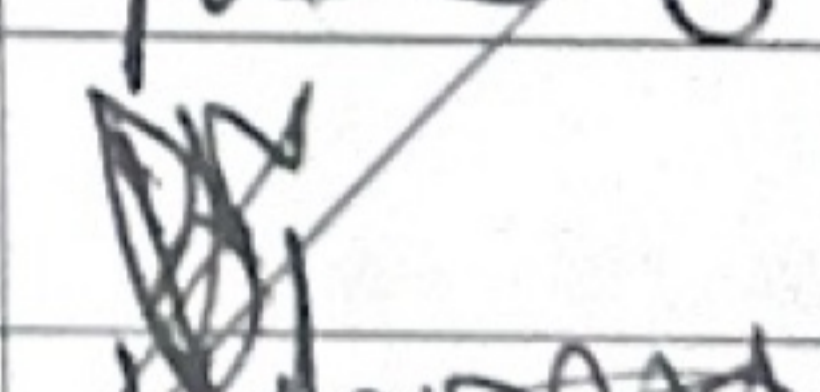
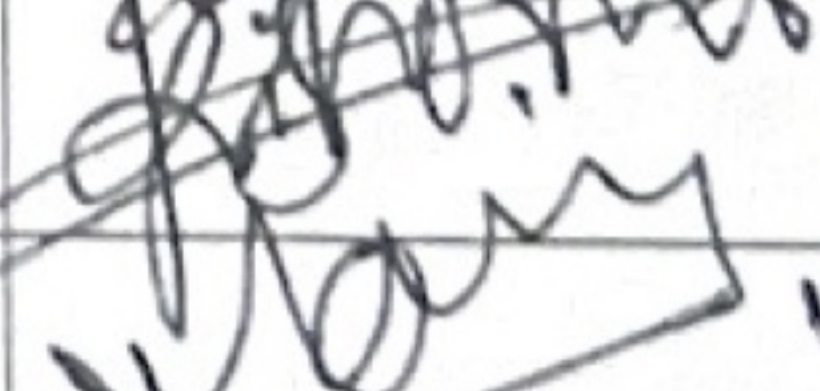
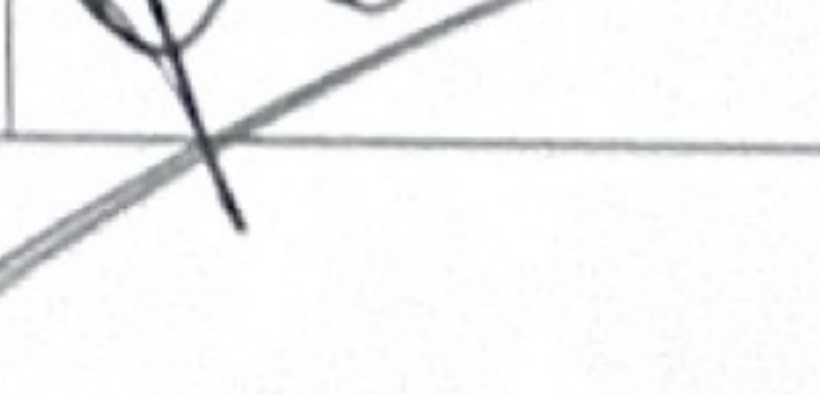

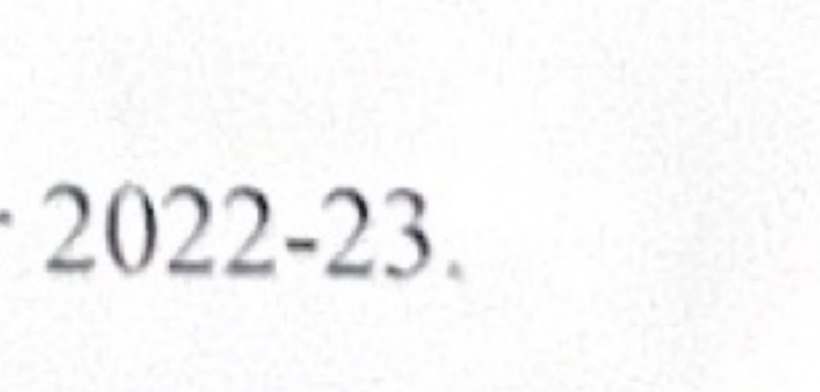
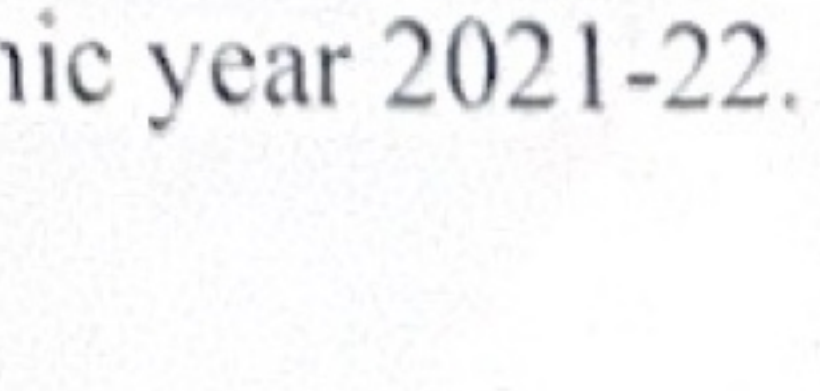
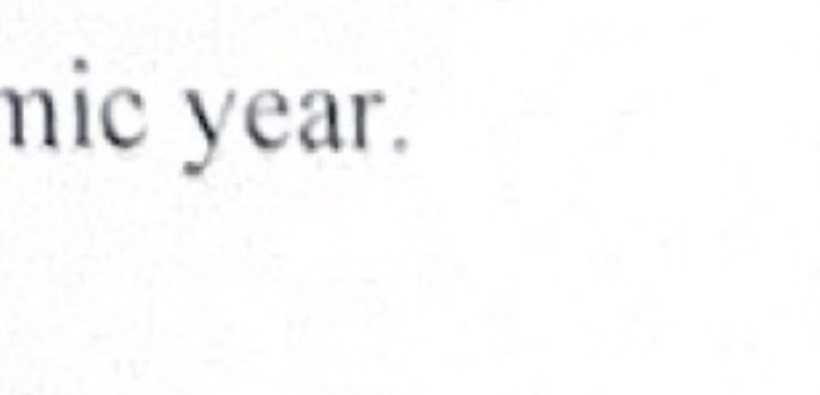




PRINCIPAL

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The Oxford College of Engineering,
Bommanahalli, Hosur Road
Bengaluru-560 068

Minutes of Meeting Anti-Ragging Committee

23rd August 2022 at 2:00 pm

The Anti-ragging Committee meeting of the Oxford College of Engineering was held on 23rd August 2022 at 2:00 pm in the Board Room. The following members were present during the meeting.

S.No	Name of the Member	Position	Status	Signature
1	Dr.N.Kannan	Principal	Chairman	
2	Dr. Mallikarjun	HOD-Maths	Member Secretary	
3	Dr.Manjunath B K	HOD-BT	Member	
4	Dr.R.Kanagavalli	HOD-ISE	Member	
5	Dr.Manju Devi	HOD-ECE	Member	
6	Dr.R.Ch.A.Naidu	HOD-CSE	Member	
7	Dr.Bharath V S	HOD-EEE	Member	
8	Dr.MadhuSudhan Reddy	HOD-ME	Member	
9	Dr.Manjula C	HOD-MT	Member	
10	Dr.T.S. Malleshiah	HOD-Civil	Member	
11	Dr.Shashidhar	HOD-MCA	Member	
12	Dr.Raju B R	HOD-AUTO	Member	
13	Dr.Taraka Ram Reddy	HOD-MBA	Member	
14	Dr.Abdul Kaddar	HOD-Physics	Member	
15	Mr.Muneesh	Administrator	Member	
16	Dr.Elsamma Thomas	Hostel Administrator	Member	
17	Mr.Mahesh	PED	Member	
18	Station House Officer	Madiwala Police Station	Member	
19	Student Representative	UG Programme	Member	
20	Student Representative	PG Programme	Member	

Agenda:

1. Objectives of reconstitution of Anti-Ragging Committee for the academic year 2022-23.
2. Review and understand the cases of ragging, if any reported during the academic year 2021-22.
3. To discuss the actions to be taken if any cases are reported.
4. To discuss the activities of the Anti-Ragging Committee for the current academic year.

The following points were discussed during the meeting:

- The Anti-Ragging Committee unanimously decided to continue for the academic year 2022-23.
- Chairman welcomed all the committee members, and it was reviewed that no cases were reported during the academic year 2021-22.
- Chairman explained about the objectives and the standard operating procedures of Anti-Ragging committee.
- Chairman briefed that if a case is reported, a meeting should be hosted immediately with the committee members. The Anti-Ragging Committee should conduct an enquiry to provide justice after giving adequate opportunity to the student or students accused of ragging.
- The cell members reviewed that there were no complaints on any sort of ragging activities and the chairman concluded the meeting.

Decisions Taken:

- Anti-ragging Flying Squad with Wardens and Senior Staff Members to ensure students safety and welfare in the Hostel, Campus and in the surrounding areas.
- Regular monitoring of complaints on ragging are recorded.

Action Taken:

- As per the Directions of UGC/MHRD online undertaking was done by the students and their parents /Guardian by filling up the compliance at www.antiragging.in in order to curb the menace of ragging in higher educational Institution.
- The Committee Posters, Rules and regulations of Anti ragging are put up in and around the College area like Notice Board, Departments, Common room, Canteen, Library and Hostels etc generate awareness amongst Students on Anti –Ragging.


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The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
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THE OXFORD COLLEGE OF ENGINEERING

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No.TOCE/EST/06/2022-23/210

Date: 05/12/2022

Circular

To

All Members,
Anti-Ragging Committee,
The Oxford College of Engineering

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 7th December 2022 at 2:00 pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

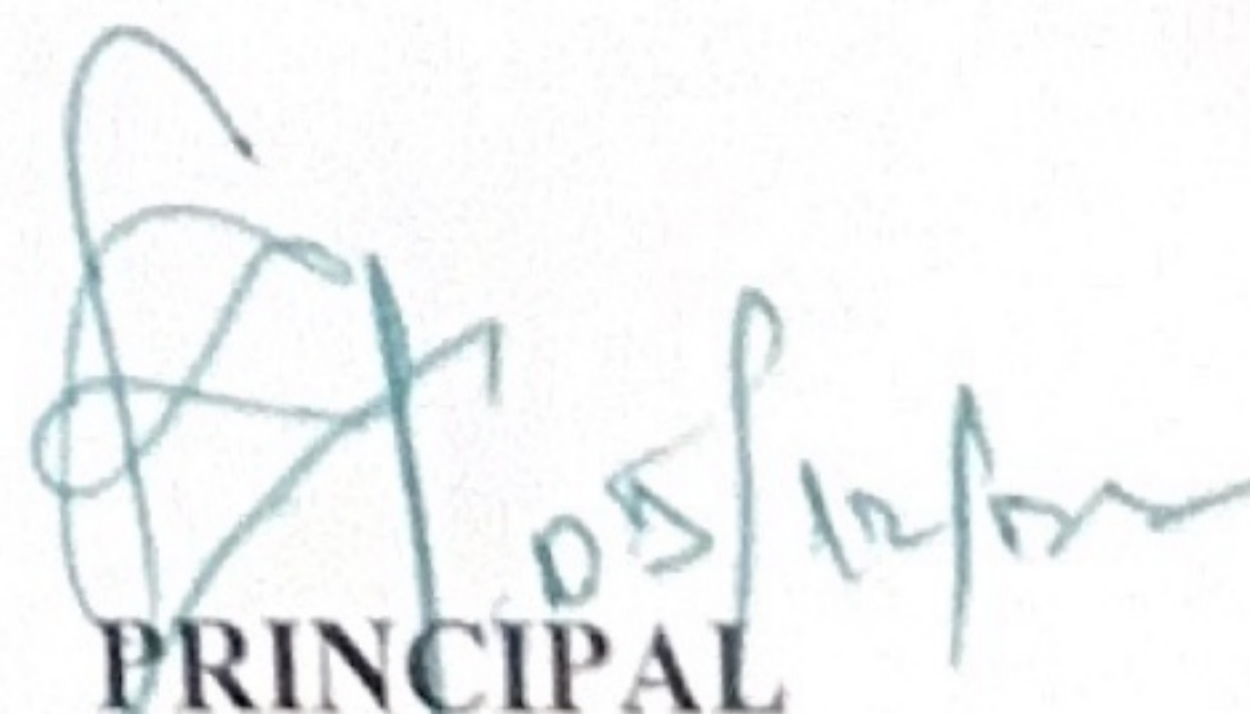
AGENDA:

1. To review and understand the cases of ragging if any.
2. To discuss actions to be taken if any ragging cases reported.
3. To discuss on Government orders related to Anti Ragging and follow the same.

Copy to:-

Chairman.

All members of Anti-Ragging Committee.


PRINCIPAL

PRINCIPAL
The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Minutes of Meeting Anti-Ragging Committee

7th December 2022 at 2:00 pm

The Anti-ragging Committee meeting of the Oxford College of Engineering was held on 7th December 2022 at 2:00 pm in the Board Room. The following members were present during the meeting.

S.No	Name of the Member	Position	Status	Signature
1	Dr.N.Kannan	Principal	Chairman	
2	Dr. Mallikarjun	HOD-Maths	Member Secretary	
3	Dr.Manjunath B K	HOD-BT	Member	
4	Dr.R.Kanagavalli	HOD-ISE	Member	
5	Dr.Manju Devi	HOD-ECE	Member	
6	Dr.R.Ch.A.Naidu	HOD-CSE	Member	
7	Dr.Bharath V S	HOD-EEE	Member	
8	Dr.Madhu Sudhan Reddy	HOD-ME	Member	
9	Dr.Manjula C	HOD-MT	Member	
10	Dr.T.S. Malleshiah	HOD-Civil	Member	
11	Dr.Shashidhar	HOD-MCA	Member	
12	Dr.Raju B R	HOD-AUTO	Member	
13	Dr.Taraka Ram Reddy	HOD-MBA	Member	
14	Dr.AbdulKaddar	HOD-Physics	Member	
15	Mr.Muneesh	Administrator	Member	
16	Dr.Elsamma Thomas	Hostel Administrator	Member	
17	Mr.Mahesh	PED	Member	
18	Station House Officer	Madiwala Police Station	Member	
19	Student Representative	UG Programme	Member	
20	Student Representative	PG Programme	Member	

Agenda:

1. To review and understand the cases of ragging if any.
2. To discuss actions to be taken if any ragging cases reported.
3. To discuss on Government notification related to Anti Ragging and follow the same.

The following points were discussed during the meeting:

- Chairman reviewed the minutes of the previous meeting and prioritized the formation of Anti –Ragging Committee inclusive of Police Personal, Parent representative and Student representatives to understand the cases of ragging, if any reported.
- The Anti –Ragging Committee members reviewed that there were no complaints on any sort of ragging activities.
- All are advised to strictly follow the recent government notification related to Anti Ragging.

Decisions Taken:

- Creating Anti-ragging awareness among students about the punishment and more awareness programs to be conducted from faculty members.
- Regular monitoring to be carried out in campus by flying squads and department HODs.
- Any cases of drug abuse that leads to ragging need to be monitored and the same to be recorded.
- Anti-ragging affidavit to be filled in by students with undertaking from parents.

Action Taken:

- As per government rule, online Anti-ragging affidavit to be filled in by students with undertaking from parents.
- Students Counseling cell and mentoring of the students by faculty members.


PRINCIPAL

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
Administrative Office: 1st Phase JP Nagar, Bengaluru - 560 078 ☎: 080-3041 0501 - 502

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No.TOCE/EST/06/2022-23/022

Date: 07/02/2023

Circular

To

All Members,
Anti-Ragging Committee,
The Oxford College of Engineering

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 9th February 2023 at 10:00 am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. Review and discussion on general guidelines of UGC and AICTE.
2. Discussion on roles and responsibilities of mentors.
3. Discussion on Anti ragging flying Squad report and records.

PRINCIPAL

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Copy to:-

Chairman.

All members of Anti-Ragging Committee.

Minutes of Meeting Anti-Ragging Committee

9th February 2023 at 10:00 am

The Anti-ragging Committee meeting of the Oxford College of Engineering was held on 9th February 2023 at 10:00 am in the Board Room. The following members were present during the meeting.

S.No	Name of the Member	Position	Status	Signature
1	Dr.N.Kannan	Principal	Chairman	
2	Dr. Mallikarjun	HOD-Maths	Member Secretary	
3	Dr.Manjunath B K	HOD-BT	Member	
4	Dr.R.Kanagavalli	HOD-ISE	Member	
5	Dr.Manju Devi	HOD-ECE	Member	
6	Dr.R.Ch.A.Naidu	HOD-CSE	Member	
7	Dr.Bharath V S	HOD-EEE	Member	
8	Dr.MadhuSudhan Reddy	HOD-ME	Member	
9	Dr.Manjula C	HOD-MT	Member	
10	Dr.T.S. Malleshiah	HOD-Civil	Member	
11	Dr.Shashidhar	HOD-MCA	Member	
12	Dr.Raju B R	HOD-AUTO	Member	
13	Dr.Taraka Ram Reddy	HOD-MBA	Member	
14	Dr.AbdulKaddar	HOD-Physics	Member	
15	Mr.Muneesh	Administrator	Member	
16	Dr.Elsamma Thomas	Hostel Administrator	Member	
17	Mr.Mahesh	PED	Member	
18	Station House Officer	Madiwala Police Station	Member	
19	Student Representative	UG Programme	Member	
20	Student Representative	PG Programme	Member	

Agenda:

1. Review and discussion on general guidelines of UGC and AICTE.
2. Discussion on roles and responsibilities of mentors.
3. Discussion on Anti ragging flying Squad report and records.

The following points were discussed during the meeting:

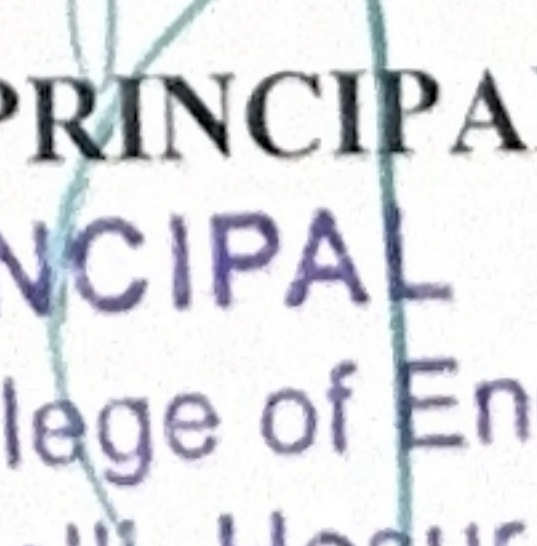
- Chairman reviewed the minutes of the previous meeting and discussed on setting up a Mentoring cell involving senior faculty Members from each Department and student representatives to prevent ragging within the institution & hostel premises.
- Discussed the need to put general guidelines of UGC and AICTE on consequences of ragging, in the prospectus and student hostel manuals.
- Discussed on the functioning of the cell and the areas to be focused for maintaining ragging free atmosphere in the campus.
- The committee members suggested on conducting a workshop by inviting jurisdictional Police officers and eminent personalities to address fresher's and senior students regarding anti ragging.
- The cell members reviewed that there were no complaints on any sort of ragging activities and the chairman concluded the meeting.

Decisions Taken:

- Anti-ragging squad involving members from each department and student representatives to prevent ragging within the institution & hostel premises.
- To conduct a workshop by inviting jurisdictional Police officers and eminent personalities to address fresher's and Senior students regarding Anti ragging.
- To achieve Zero Ragging in the Campus.

Action Taken:

- To conduct Anti - ragging awareness program in the campus for students.


PRINCIPAL
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The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
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engprincipal@theoxford.edu Web: www.theoxford.edu

No.TOCE/EST/06/2022-23/122

Date: 16/05/2023

Circular

To
All Members,
Anti-Ragging Committee,
The Oxford College of Engineering

Subject: Anti-Ragging Committee Meeting

Sir/Madam,

A meeting of Anti-Ragging Committee, The Oxford College of Engineering will be held on 17th May 2023 at 11:00 am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. To review and understand the cases of ragging if any.
2. Analysis of functioning of the cell.
3. Feedback from mentors.


PRINCIPAL

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Copy to:-

Chairman.

All members of Anti-Ragging Committee.

Minutes of Meeting Anti-Ragging Committee

16th May 2023 at 2:00 pm

The Anti-ragging Committee meeting of the Oxford College of Engineering was held on 17th May 2023 at 11:00 am in the Board Room. The following members were present during the meeting.

S.No	Name of the Member	Position	Status	Signature
1	Dr.N.Kannan	Principal	Chairman	
2	Dr. Mallikarjun	HOD-Maths	Member Secretary	
3	Dr.Manjunath B K	HOD-BT	Member	
4	Dr.R.Kanagavalli	HOD-ISE	Member	
5	Dr.Manju Devi	HOD-ECE	Member	
6	Dr.R.Ch.A.Naidu	HOD-CSE	Member	
7	Dr.Bharath V S	HOD-EEE	Member	
8	Dr.MadhuSudhan Reddy	HOD-ME	Member	
9	Dr.Manjula C	HOD-MT	Member	
10	Dr.T.S. Malleshiah	HOD-Civil	Member	
11	Dr.Pooja SHASHI	HOD-MCA	Member	
12	Dr.Raju B R	HOD-AUTO	Member	
13	Dr.Taraka Ram Reddy	HOD-MBA	Member	
14	Dr.AbdulKaddar	HOD-Physics	Member	
15	Mr.Muneesh	Administrator	Member	
16	Dr.Elsamma Thomas	Hostel Administrator	Member	
17	Mr.Mahesh	PED	Member	
18	Station House Officer	Madiwala Police Station	Member	
19	Student Representative	UG Programme	Member	
20	Student Representative	PG Programme	Member	

Agenda:

1. To review and understand the cases of ragging if any.
2. Analysis of functioning of the cell.
3. Feedback from mentors.

The following points were discussed during the meeting:


- Two short films and a documentary film to counsel students on ill effects of ragging are shown to the first year students during the Orientation Program
- During Class-Committee meetings Principal Heads of departments and Attendance in charge created awareness among students about prevention of ragging and other issues regarding ragging.
- The cell members reviewed that there were no complaints on any sort of ragging activities and the chairperson concluded the meeting.

Decisions Taken:

- The Counseling Psychologist person periodically organizes meetings with the help of NSS and YRC Co-coordinators to create awareness against ragging and gives guidance.
- Regular monitoring of complaints on ragging.

Action Taken:

- Till date no incident of ragging has been reported.
- Awareness given to first year students regarding the anti-ragging cell activities.


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The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
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TOCE/EST/06/2022-23/177

2/08/2022

CIRCULAR

This is to inform that, College Internal Complaints Committee has been constituted for 2022-23 with the following members.

Sl.NO	Name of the Member	Designation	Position
1	Dr. N.Kannan	Principal	Chairperson
2	Dr. Manju Devi	HOD-ECE	Member Secretary
3	Dr. Pallavi S G	Prof- Engg Chemistry	Member
4	Prof. Bheemeshwara Reddy	Head- Corporate Relations	Member
5	Prof. Seema	AP- MTE	Member
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member
7.	Mr. Sunil	Legal Officer	Member
8.	Student Member	UG/PG	Member

The Committee shall be responsible to ensure that grievances are dealt with effectively in accordance with the Grievance Procedures.


Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Copy to:

1. The Chairman, The Oxford Educational Institutions
2. All HODs, TOCE
3. Concerned Members
4. Notice
5. Office



CHILDREN'S EDUCATION SOCIETY (Regd.)
Administrative Office: 1st Phase JP Nagar, Bengaluru - 560 078 ☎: 080-3041 0501 - 502

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2(f) Bommanahalli, Hosur Road, Bangalore - 560068. ☎: 080 - 30219601/602, Fax: 080 - 26730661/ 30219629 E-mail:
examprincipal@theoxford.edu Web: www.theoxford.edu

Circular

TOCE/EST/03/2022-23/178

03-08-2022

To

All Members,
Internal Complaints Committee,
The Oxford College of Engineering.

Subject: Internal Complaints Committee

Sir/Madam,

A meeting of Internal Complaints Committee, The Oxford College of Engineering will be held on 8th August 2022 at 2:00pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. Objectives of constitution of Internal Complaints Committee.
2. To plan activities for the year 2021-22.

Copy to:-

Chairperson.
All members of Internal Complaints Committee.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



Minutes of Meeting Internal Complaints Committee

8th February 2023 at 11:00am

The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 8th February 2023 at 11:00am in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr.Pallavi S G	Prof- Engg Chemistry	Member	
4	Prof. Bheemeshwara Reddy	Head- Corporate Relations	Member	
5	Prof. Seema	AP- MTE	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Mr. Sunil	Legal Officer	Member	
8	Student Member	UG/PG	Member	

Agenda:

1. To review on MoM and understand the cases if any.
2. To evaluate the actions taken up to redress the grievances of the students.

The following points were discussed during the meeting:

- Chairperson reviewed the minutes of the previous meeting and discussed with the committee regarding the effectiveness of the awareness session given to second year students on 'Security applications related to Social media'.
- It is observed that no grievances were reported.

Decisions Taken:

- To create awareness among students about the importance of Internal Complaints Committee.
- Mentors were entrusted the responsibility and asked to counsel their respective mentees.

Action Taken:

- An awareness session was scheduled for first year girl students of all departments on Scholarships for their education.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



Circular

TOCE/EST/03/2022-23/204

Date: 10/11/2022

To

All Members,
Internal Complaints Committee,
The Oxford College of Engineering.

Subject: Internal Complaints Committee

Sir/Madam,

A meeting of Internal Complaints Committee, The Oxford College of Engineering will be held on 15th November 2022 at 11:00am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. To review and discuss the grievance cases if any.
2. To review those grievances are dealt with effectively in accordance with the Grievance Procedures.


Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Copy to:-

Chairperson.
All members of Internal Complaints Committee.



Minutes of Meeting Internal Complaints Committee

15th November 2022 at 11:00am

The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 15th November 2022 at 11:00am in the Board Room. The following members were present during the meeting.

SI.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	MemberSecretary	
3	Dr. Pallavi S G	Prof- Engg Chemistry	Member	
4	Prof. Bheemeshwara Reddy	Head- Corporate Relations	Member	
5	Prof. Seema	AP- MTE	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Mr. Sunil	Legal Officer	Member	
8	Student Member	UG/PG	Member	

Agenda:

1. To review and discuss the grievance cases if any.
2. To review those grievances are dealt with effectively in accordance with the Grievance Procedures.

The following points were discussed during the meeting:

- Chairperson welcomed all the committee members and explained about the objectives of Internal Complaints committee.
- Chairperson discussed the roles of members and the way to handle if any complaints arise and to take immediate action for the complaints of students.

Decisions Taken:

- To create awareness among students about the objectives of forming Internal Complaints Committee.
- Class teachers were entrusted the same.
- To display details of Internal Complaints Committee in all departments.
- An awareness session was scheduled for second year students on 'Security applications related to Social media'.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068



CHILDREN'S EDUCATION SOCIETY (Regd.)
Administrative Office: 1st Phase JP Nagar, Bengaluru - 560 078 ☎: 080-3041 0501 - 502

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Circular

TOCE/EST/03/2022-23/032

Date: 6/02/2023

To

All Members,
Internal Complaints Committee,
The Oxford College of Engineering.

Subject: Internal Complaints Committee

Sir/Madam,

A meeting of Internal Complaints Committee, The Oxford College of Engineering will be held on 8th February 2023 at 11:00am in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. To review on MoM and understand the cases if any.
2. To evaluate the actions taken up to redress the grievances of students.


Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Copy to:-

Chairperson.

All members of Internal Complaints Committee.



Minutes of Meeting Internal Complaints Committee

8th February 2023 at 11:00am

The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 8th February 2023 at 11:00am in the Board Room. The following members were present during the meeting.

SL.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr.Pallavi S G	Prof- Engg Chemistry	Member	
4	Prof. Bheemeshwara Reddy	Head- Corporate Relations	Member	
5	Prof. Seema	AP- MTE	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Mr. Sunil	Legal Officer	Member	
8	Student Member	UG/PG	Member	

Agenda:

1. To review on MoM and understand the cases if any.
2. To evaluate the actions taken up to redress the grievances of the students.

The following points were discussed during the meeting:

- Chairperson reviewed the minutes of the previous meeting and discussed with the committee regarding the effectiveness of the awareness session given to second year students on 'Security applications related to Social media'.
- It is observed that no grievances were reported.

Decisions Taken:

- To create awareness among students about the importance of Internal Complaints Committee.
- Mentors were entrusted the responsibility and asked to counsel their respective mentees.

Action Taken:

- An awareness session was scheduled for first year girl students of all departments on Scholarships for their education.

Principal

PRINCIPAL

The Oxford College of Engineering
Bemmanahalli, Hosur Road
Bengaluru-560 068



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Circular

TOCE/EST/03/2022-23/155

Date: 15/06/2023

To

All Members,
Internal Complaints Committee,
The Oxford College of Engineering.

Subject: Internal Complaints Committee

Sir/Madam,

A meeting of Internal Complaints Committee, The Oxford College of Engineering will be held on 20th June 2023 at 2:00pm in Board Room.

Kindly make it convenient to attend the same. The agenda of the meetings will be as follows:

AGENDA:

1. To discuss about activities for the awareness of CICC.
2. To motivate students to come forward and report regarding their problems.

Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli, Hosur Road
Bengaluru-560 068

Copy to:-

Chairperson.
All members of Internal Complaints Committee.



Minutes of Meeting Internal Complaints Committee

20th June 2023 at 2:00pm

The Internal Complaints Committee meeting of The Oxford College of Engineering was held on 20th June 2023 at 2:00pm in the Board Room. The following members were present during the meeting.

Sl.NO	Name of the Member	Designation	Position	Signature
1	Dr.N.Kannan	Principal	Chairperson	
2	Dr.Manju Devi	HOD-ECE	Member Secretary	
3	Dr.Pallavi S G	Prof- Engg Chemistry	Member	
4	Prof. Bheemeshwara Reddy	Head- Corporate Relations	Member	
5	Prof. Seema	AP- MTE	Member	
6	Mrs. Christy Abraham	Social Work Professional-NGO	Member	
7	Mr. Sunil	Legal Officer	Member	
8	Student Member	UG/PG	Member	

Agenda:

1. To discuss about activities for the awareness of CICC.
2. To motivate students to come forward and report regarding their problems.

The following points were discussed during the meeting:

- Chairperson reviewed the minutes of the previous meeting and discussed with the committee regarding the effectiveness of the awareness session given to first year girl students on Scholarships for their education.
- Chairperson said to arrange sessions for motivating the students to come forward and report regarding their problems by discussing about CICC.
- It is observed that no grievances were reported.

Decisions Taken:

- To educate the students about CICC and make sure the students are not affected by any problems.
- The members of CICC were asked to create awareness among students by meeting them at regular intervals.
- All faculty members were entrusted the responsibility to take care of the students.

Action Taken:

- To ensure TOCE as Grievance free campus.


Principal

PRINCIPAL

The Oxford College of Engineering
Bommanahalli Hosur Road
Bengaluru-560 068



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿಟಿಯು ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

State University of Government of Karnataka Established as per the VTU Act, 1994 "JnanaSangama" Belagavi-590018, Karnataka, India

Dr. B. E. Rangaswamy, Ph.D
REGISTRAR

Phone: (0831) 2498100
Fax: (0831) 2405467

REF: VTU/BGM/Aca/SA/Cirs/2023-24/ ೩೨೨

DATE:
16 MAY 2023

CIRCULAR

Sub: UGC (Redressal of Grievances of Students) Regulations , 2023 - reg..

Ref: UGC, New Delhi's Notification dt: 11-4-2023

With reference to the above, please find enclosed herewith the UGC (Redressal of Grievances of Students) Regulations , 2023.

In this regard, it is directed to take immediate needful action :

1. for mandatory publication of prospectus, its contents and pricing (Clause 4)
2. to constitute Student Grievance Redressal Committees (SGRC) (Clause (5))

These are subject verification during the ensuing LIC visits for the year 2023-24.

For necessary Compliance.

BY ORDER,

Rav 16/03/23 *KE*
REGISTRAR
(A)

To:

- 1 The Principals of all Engineering Colleges(Affiliated, Autonomous, Constituent) under ambit of VTU, Belagavi
- 2 The Chairpersons and Programme Coordinators of VTU Departments

Copy to:

- 1 The Registrar (Evaluation), VTU Belgaum
- 2 The Regional Director(I/C) of VTU Regional Offices for information and needful.
- 3 All the Concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi.
- 4 The Director(I/c), ITISMU, VTU, Belagavi- to upload on VTU website
- 5 The Secretary to VC, VTU Belgaum
- 6 The PS to Registrar, VTU, Belagavi

- च) उपयुक्त मीडिया में प्रमुखता से प्रदर्शित कर और आयोग की वेबसाइट पर पोस्ट कर प्रवेश हेतु संभावित अभ्यर्थियों सहित जनसाधारण को सूचित करना तथा इस बाबत घोषणा करना कि संस्थान में शिकायतों के निवारण के लिए न्यूनतम मानक मौजूद नहीं हैं;
- छ) महाविद्यालय के मामले में, संबद्धता को वापस लेने के लिए संबद्ध विश्वविद्यालय को सिफारिश करना;
- ज) सम विश्वविद्यालय संस्थान के मामले में ऐसी कार्रवाई करना, जो आवश्यक, उचित एवं उपयुक्त हो;
- झ) सम विश्वविद्यालय संस्थान के मामले में सम विश्वविद्यालय संस्थान के रूप में घोषणा को वापस लिए जाने के लिए, यदि आवश्यक हो तो, केंद्र सरकार को सिफारिश करना;
- ञ) राज्य अधिनियम के अंतर्गत स्थापित अथवा निगमित विश्वविद्यालय के मामले में राज्य सरकार को आवश्यक एवं उचित कार्रवाई करने की सिफारिश करना;
- ट) गैर अनुपालना के लिए संस्थान के प्रति ऐसी कार्रवाई करना जो आवश्यक एवं उपयुक्त समझी जाए।

बशर्ते इन विनियमों के अंतर्गत आयोग की ओर से कोई कार्रवाई नहीं की जाएगी, जब तक कि संस्थान को अपनी स्थिति को स्पष्ट करने एवं उसके पक्ष को सुने जाने का अवसर नहीं दिया गया हो।

11. इन विनियमों में उल्लिखित कोई भी शर्त, विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायत निवारण) विनियम, 2019 के प्रावधानों के अंतर्गत नियुक्त किसी पदधारी लोकपाल के कार्यकाल की अवधि के दौरान उसके पद पर बने रहने को प्रतिकूल रूप से प्रभावित नहीं करेगी; कार्यकाल समाप्त होने के पश्चात् लोकपाल की नियुक्ति विश्वविद्यालय अनुदान आयोग (छात्रों की शिकायतों का निवारण) के विनियम, 2023 के अनुरूप की जाएगी।

प्रा. मनिष र. जोशी, सचिव

[विज्ञापन-III/4/असा./13/2023-24]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 11th April, 2023

University Grants Commission (Redressal of Grievances of Students) Regulations, 2023

F.1-13/2022 (CPP-II).— In exercise of the powers conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2019, the University Grants Commission hereby makes the following regulations, namely -

1. SHORT TITLE, APPLICATION, AND COMMENCEMENT:

- (a) These regulations shall be called as the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.
- (b) They shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- (c) They shall come into force from the date of their publication in the Official Gazette.

2. OBJECTIVE

To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

3. DEFINITION:

(1) In these regulations, unless the context otherwise requires-

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- (c) "college" means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.
- (f) "grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
 - i. admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the process under the declared admission policy of the institution;
 - iii. refusal to admit in accordance with the declared admission policy of the institution;
 - iv. non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;
 - v. publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified to be charged in the declared admission policy of the institution;
 - viii. violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
 - ix. non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
 - x. delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
 - xi. failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
 - xii. non-transparent or unfair practices adopted by the institution for the evaluation of students;
 - xiii. delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
 - xiv. complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
 - xv. denial of quality education as promised at the time of admission or required to be provided;
 - xvi. harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
 - xvii. any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
 - xviii. any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.

- (g) "Institution" means a university as defined in sub-section (f) of Section 2 of the UGC Act, an institution declared as institution deemed to be university under Section 3 of the Act, and a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.
- (h) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (i) "Prospectus" means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;
- (j) "Student" means a person enrolled, or seeking admission to be enrolled, in any institution, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;
- (k) "Students' Grievance Redressal Committee (SGRC)" means a committee constituted under these regulations, at the level of an institution; and
- (l) "University" means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.
- (2) Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the same meanings as respectively assigned to them in the Act.

4. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS, AND PRICING:

- (1) Every institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
- (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;
 - (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
 - (f) rules/regulations for imposition and collection of any fines in specified heads or categories, minimum and maximum fines may be imposed;
 - (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
 - (h) details of the teaching faculty, including their educational qualifications, along with their type of appointment (Regular/visiting/guest) and teaching experience of every member thereof;
 - (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital, or industry wherein the practical training is to be imparted to the students and in particular the amenities accessible by students on being admitted to the institution;
 - (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
 - (k) Any other information as may be specified by the Commission.

Provided that an institution shall publish/upload information referred to in clauses (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication being on the website through advertisements displayed prominently indifferent newspapers and through other media.

- (2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution, or sale of prospectus.

5. STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC):

- (i) A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Students' Grievance Redressal Committee (SGRC).
- (ii) Every Institution shall constitute such number of Students' Grievance Redressal Committees (SGRC), as may be required to consider grievances of the students, with the following composition, namely:
 - a) A Professor - Chairperson
 - b) Four Professors/Senior Faculty Members of the Institution as Members.
 - c) A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- (iii) Atleast one member or the Chairperson shall be a woman and atleast one member or the Chairperson shall be from SC/ST/OBC category.
- (iv) The term of the chairperson and members shall be for a period of two years.
- (v) The term of the special invitee shall be one year.
- (vi) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- (vii) In considering the grievances before it, the SGRC shall follow principles of natural justice.
- (viii) The SGRC shall send its report with recommendations, if any, to the competent authority of the institution concerned and a copy thereof to the aggrieved student, preferably within a period of 15 working days from the date of receipt of the complaint.
- (ix) Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

6. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each University shall appoint Ombudsperson for redressal of grievances of students of the university and colleges/institutions affiliated with the university under these regulations.
- (ii) There shall be one or more part-time functionaries designated as Ombudspersons to hear, and decide on, appeals preferred against the decisions of the SGRCs.
- (iii) The Ombudsperson shall be a retired Vice-Chancellor or a retired Professor (who has worked as Dean/HOD) and has 10 years' experience as a Professor at State/Central Universities/Institutions of National Importance/Deemed to be Universities or a former District Judge.
- (iv) The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his/her tenure as Ombudsperson, be in conflict of interest with the Institution where his/her personal relationship, professional affiliations or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the Institution.
- (v) The Ombudsperson shall be appointed for a period of three years or until he/she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term.
- (vi) For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the respective university and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- (vii) The University may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour.
- (viii) No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person, not below the rank of a retired judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

7. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.

- (ii) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (iii) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

8. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- (ii) On receipt of an online complaint, the institution shall refer the complaint to the appropriate Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- (iii) The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- (iv) An aggrieved student may appear either in person or authorize a representative to present the case.
- (v) Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson by the university.
- (vi) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
- (vii) The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
- (viii) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- (ix) The institution shall comply with the recommendations of the Ombudsperson.
- (x) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

9. INFORMATION REGARDING OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEES:

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students' Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

10. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution, which wilfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Students' Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions till the institution complies with these Regulations to the satisfaction of the Commission, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;

- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) declaring the institution ineligible to offer courses through Online/ODL mode for a specified period;
- (e) withdrawing / withholding / suspending the approval for offering courses through Online/ODL mode;
- (f) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (g) recommend to the affiliating University for withdrawal of affiliation, in case of a college;
- (h) take such action as it may deem necessary, appropriate and fit, in case of an institution deemed to be University;
- (i) recommend to the Central Government, if required, for withdrawal of declaration as institution deemed to be a University, in case of an institution deemed to be University;
- (j) recommend to the State Government to take necessary and appropriate action, in case of a University established or incorporated under a State Act;
- (k) such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation, unless the institution has been provided an opportunity of being heard to explain its position.

11. Nothing mentioned herein above in these regulations shall affect the continuance in office, during the currency of the term, of an incumbent Ombudsperson appointed under the provisions of the UGC (Redress of Grievances of Students) Regulations, 2019; where after, the appointment of Ombudsperson shall be made as per University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

Prof. MANISH R. JOSHI, Secy.
[ADVT.-III/4/Exty./13/2023-24]



ज्ञान-विज्ञान विमुक्तये

प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O No.F.91-3/2020 (GS)

15 ज्येष्ठ, 1945/June 05, 2023

Respected Sir/Madam,

5 JUN 2023

As you are aware, the Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013 was notified on 9th December, 2013 to provide a safe and secure environment to women at the workplace.

Sexual Harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment.

The protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India.

University Grants Commission has also 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 Education has requested to take the following action in order to sensitize the issue related to maintenance of safe working environment as per "Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013"

- To issue advisory to the Universities /Colleges/Higher Educational Institutions (HEIs) to constitute an Internal Complaints Committee (ICC) and a Special cell in the institutions under your administrative control to deal with the issue of gender based violence and to conduct gender sensitization programmes.



Manish

- ii. To display banners/posters at conspicuous places in the buildings to create awareness amongst employees about what is sexual harassment and how to prevent it.
- iii. To display names and contact details of the members of the Complaints Committee at Notice Boards in the Institutions.
- iv. To upload the (i) "Sexual Harassment of Women at Workplace (Prevention Prohibition and Redressal) Act, 2013":- (ii) Constitution of the Committee and details of the Members of the Complaints Committee such as name, phone number, address etc. on their respective portals.
- v. To conduct training programmes to sensitize the employees of the Institutions.

I write this to request you to kindly take action on the above points and submit online compliance of Gender Audit on SAKSHAM portal i.e.(www.saksham.ac.in) for the year of 2022-23 and also inform the same to your affiliated colleges.

Yours sincerely,



(Manish Joshi)

The Vice-Chancellors of all Universities.

The Principals of all Colleges.



भारत का राजपत्र

The Gazette of India

असाधारण

EXTRAORDINARY

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मानव संसाधन विकास मंत्रालय

(विश्वविद्यालय अनुदान आयोग)

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 26 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 समारम्भ:- (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 जाएँगे।
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 केन्द्र, छात्रावास, भोजन कक्षों, स्टेडियम, वाहन पड़ाव स्थल, उपवनों जैसे स्थल तथा अन्य कुछ सुविधाएँ जैसे स्वास्थ्य केन्द्र, कैंटीन, बैंक पटल इत्यादि स्थित हैं तथा जिसमें छात्रों द्वारा उच्चशिक्षा के छात्र के रूप में दौरा किया जाता हो-जिस में वह परिवहन शामिल है जो उन्हें उस संस्थान से आने जाने के लिए, उस संस्थान के अलावा क्षेत्रीय भ्रमण हेतु

संस्थान पर, अध्ययनों, अध्ययन भ्रमण, सैर-सपाटे के लिए, लघु-अवधि वाली नियुक्तियों के लिए, शिविरों के लिए उपयोग किए जा रहे स्थानों, सांस्कृतिक समारोहों, खेलकूद आयोजनों एवं ऐसी ही अन्य गतिविधियों जिनमें कोई व्यक्ति एक कर्मचारी अथवा उच्चतर शैक्षिक संस्थान के एक छात्र के रूप में भाग ले रहा है—यह समस्त उस परिसर में सम्मिलित हैं;

(डी) "आयोग" का अर्थ है विश्वविद्यालय अनुदान आयोग जो विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 4 के अन्तर्गत स्थापित है;

(ई) "आवृत्त व्यक्तियों" से अर्थ उन व्यक्तियों से है जो एक सुरक्षित गतिविधि में कार्यरत हैं जैसे कि किसी लैंगिक उत्पीड़न की शिकायत को दायर करना—अथवा वे ऐसे किसी व्यक्ति से घनिष्ठ रूप से सम्बद्ध हैं जो सुरक्षित गतिविधि में कार्यरत है तथा ऐसा व्यक्ति एक कर्मचारी हो सकता है अथवा उस पीड़ित व्यक्ति का एक कर्मचारी हो सकता है अथवा एक साथी छात्र अथवा अभिभावक हो सकता है;

(एफ) "कर्मचारी" का अर्थ, उस व्यक्ति से है जिसे अधिनियम में परिभाषित किया गया है तथा इसमें इन विनियमों की दृष्टि से प्रशिक्षार्थी, शिक्षार्थी अथवा वे अन्य जिस नाम से भी जाने जाते हैं। आन्तरिक अध्ययन में लगे छात्र, स्वयंसेवक, अध्यापन-सहायक शोध-सहायक चाहे वे रोजगार में हैं अथवा नहीं, तथा क्षेत्रीय अध्ययन में, परियोजनाओं लघु-स्तर के भ्रमण अथवा शिविरों में कार्यरत व्यक्तियों से है;

(जी) "कार्यकारी प्राधिकारी" से अर्थ है उच्चतर शैक्षिक संस्थान के प्रमुख कार्यकारी प्राधिकारी, चाहे जिस नाम से वे जाने जाते हों— तथा जिस संस्थान में उच्चतर शैक्षिक संस्थान का सामान्य प्रशासन सम्मिलित है। सार्वजनिक रूप से निधि प्राप्त संस्थानों के लिए, कार्यकारी प्राधिकारी से अर्थ है अनुशासनात्मक प्राधिकारी जैसा कि केन्द्रीय नागरिक सेवायें (वर्गीकरण, नियन्त्रण एवं अपील) नियम तथा इसके समतुल्य नियमों में दर्शाया गया है;

(एच) "उच्चतर शैक्षिक संस्थान" (एचई.आई.) से अर्थ है—एक विश्वविद्यालय जो अनुच्छेद 2 की धारा (जे) के अन्तर्गत अर्थों के अनुसार है, ऐसा एक महाविद्यालय जो अनुच्छेद 12 (ए) के उप-अनुच्छेद (1) की धारा (बी) के अर्थ के अनुसार है तथा एक ऐसा संस्थान जो मानित विश्वविद्यालय के रूप में विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (1956 का 3) के अनुच्छेद 3 के अन्तर्गत है;

(आई) "आन्तरिक शिकायत समिति" (आई.सी.सी.) (इन्टरनल कम्प्लेन्ट्स कमिटी) से अर्थ है इन विनियमों के विनियम 4 के उप-विनियम (1) के अर्थ के अनुसार उच्चतर शैक्षिक संस्थान द्वारा गठित की जाने वाली आन्तरिक शिकायत समिति से है। यदि पहले से ही समान उद्देश्य वाला कोई निकाय सक्रिय है, (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न संबंधी विवाद देखेगी (जी.एस.सी.ए.एस.एच.) ऐसे निकाय को आन्तरिक शिकायत समिति (आईसीसी) के रूप में पुनर्गठित किया जाना चाहिए;

बशर्ते, बाद वाले मामले में उच्चतर शैक्षिक संस्थान ऐसा सुनिश्चित करेगा कि इन विनियमों के अन्तर्गत आन्तरिक शिकायत केन्द्र के लिए ऐसे एक निकाय का गठन आवश्यक है। बशर्ते कि ऐसा निकाय इन विनियमों के प्रावधानों द्वारा बाध्य होगा;

(जे) "संरक्षित गतिविधि" में ऐसी एक परम्परा, के प्रति तर्कपूर्ण विरोध शामिल है, जिसके बारे में ऐसा माना जाता है कि अपनी तरफ से अथवा कुछ दूसरे लोगों की तरफ से लैंगिक उत्पीड़न संबंधी कानूनों का उल्लंघन उस परम्परा के माध्यम से किया जा रहा है— जैसे कि लैंगिक उत्पीड़न मामलों की कार्रवाई में भागीदारी करना, किसी भी आन्तरिक जांच पड़ताल में अथवा कथित लैंगिक उत्पीड़न मामलों में सहयोग करना अथवा किसी बाहरी एजेन्सी द्वारा की जा रही जांच पड़ताल में अथवा किसी मुकदमे में बतौर गवाह मौजूद रहना;

(के) "लैंगिक उत्पीड़न" का अर्थ है—

(i) ऐसा एक अनचाहा आचरण जिसमें छिपे रूप में लैंगिक भावनाएँ जो प्रत्यक्ष भी हो जाती हैं अथवा जो भावनाएँ अत्यन्त मजबूत होती, नीचतायुक्त होती हैं, अपमानजनक होती हैं अथवा एक प्रतिकूल और धमकी भरा वातावरण पैदा करती हैं अथवा वास्तविक अथवा धमकी भरे परिणामों द्वारा अधीनता की ओर प्रेरित करने वाली होती हैं तथा ऐसी भावनाओं में निम्नलिखित अवांछित काम या व्यवहारों में कोई भी एक या उससे अधिक या ये समस्त व्यवहार शामिल हैं (चाहे सीधे तौर से या छिपे तौर से) नामतः—

(अ) लैंगिक भावना से युक्त कोई भी अप्रिय शारीरिक, मौखिक अथवा गैर मौखिक के अतिरिक्त कोई आचरण

(ब) लैंगिक अनुग्रह या अनुरोध करना

(स) लैंगिकतायुक्त टिप्पणी करना

- (ड़) शारीरिक रूप से संबंध बनाना अथवा पास बने रहने की कोशिश करना
- (ई) 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 बर्ताव 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 हैं;
- (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 दहशत भरा हिंसात्मक या द्वेषपूर्ण 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 हः
- 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 हैं:
- (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 हैं;
- (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 करें तथा इन विनियमों की आवश्यकता अनुसार अपने अध्यादेशों एवं नियमों को संशोधित करना;
- (ब) लैंगिक उत्पीड़न के विरुद्ध प्रावधानों को अधिसूचित करना तथा उनके विस्तृत प्रचार—प्रसार को सुनिश्चित करना;

- (स) जैसा कि आयोग की "सक्षम" (परिसरों में महिलाओं की सुरक्षा एवं लैंगिक संवेदीकरण कार्यक्रम) रिपोर्ट में दर्शाया गया है, प्रशिक्षण कार्यक्रम अथवा कार्यशाला, अधिकारियों, कार्यपालकों, संकाय सदस्यों एवं छात्रों के लिए उन्हें सभी को सुग्राही बनाना तथा इस अधिनियम एवं इन विनियमों में स्थापित अधिकारों, पात्रताओं एवं दायित्वों की जानकारी उन्हें सुनिश्चित कराना तथा उनके प्रति उन्हें जागरूक बनाना;
- (द) इस बात को पहचानते हुए कि प्राथमिक रूप से महिला कर्मचारी तथा छात्राओं एवं कुछ छात्र तथा तीसरे लिंग वाले छात्र कई प्रकार के लैंगिक उत्पीड़न, अपमान एवं शोषण के अन्तर्गत संवेदनशील हैं, तदनुसार सभी लिंगों के कर्मचारियों एवं छात्रों के प्रति सुनियोजित समस्त लिंग आधारित हिंसा के विरुद्ध निर्णयात्मक रूप से सक्रिय बनना ;
- (ई) लैंगिक उत्पीड़न के प्रति शून्य स्तर सहन संबंधी नीति की सार्वजनिक प्रतिबद्धता रखना;
- (एफ) सभी स्तरों पर अपने परिसर को, भेदभाव, उत्पीड़न, प्रतिशोध अथवा लैंगिक आक्रमणों से मुक्त बनाने की प्रतिबद्धता की पुनः पुष्टि करना;
- (जी) इस विषय में जागरूकता पैदा करना कि लैंगिक उत्पीड़न में क्या शामिल है— तथा इसके साथ ही हिंसापूर्ण वातावरण उत्पीड़न एवं प्रतिकर उत्पीड़न इन विषयों में जागरूकता पैदा करना;
- (एच) अपनी विवरणिका में सम्मिलित करना और महत्वपूर्ण स्थलों पर, विशिष्ट स्थानों पर या नोटिस बोर्ड पर लैंगिक उत्पीड़न के दण्ड एवं परिणामों को दर्शाया जाना तथा संस्थान के सभी समुदायों के वर्गों को इस तन्त्र की सूचना के प्रति जागरूक करना जो तन्त्र लैंगिक उत्पीड़न संबंधी शिकायतों के समाधान के लिए बनाया गया है तथा इसके बारे में आन्तरिक शिकायत समिति के सदस्यों का विवरण, उनसे संपर्क साधना, शिकायत के बारे में विधि आदि के बारे में बताना यदि कोई मौजूदा निकाय पहले से ही उसी लक्ष्य के साथ सक्रिय है (जैसे कि लैंगिक संवेदीकरण समिति जो लैंगिक उत्पीड़न के विरुद्ध है, ऐसे जेन्डर सेन्सीटाइजेशन कमिटी अगेंस्ट सैक्सुअल ह्यासमेंट—जी.एस.सी. ए.एस.एच निकाय को आन्तरिक शिकायत समिति) (इण्टरनल कम्प्लेन्टस कमिटी—आई.सी.सी) के समान ही पुनर्गठित करना :
- बशर्ते, बाद में दर्शाये गए मामले में उच्चतर शैक्षिक संस्थान सुनिश्चित करेंगे कि इस प्रकार के निकाय का गठन आई.सी.सी. के लिए आवश्यक सिद्धान्तों के आधार पर इन विनियमों के अन्तर्गत किया गया है। ऐसा कोई भी निकाय इन विनियमों के प्रावधानों के द्वारा बाध्य होगा;
- (आई) कर्मचारियों एवं छात्रों को उपलब्ध आश्रय के बारे में बताना, यदि वे लैंगिक उत्पीड़न के शिकार हुए हैं;
- (जे) आन्तरिक शिकायत समिति के सदस्यों द्वारा शिकायतों के निपटान, समाधान अथवा समझौते आदि की प्रक्रिया का संचालन संवेदनशील रूप से करने के लिए, नियमित अभिमुखी अथवा प्रशिक्षण कार्यक्रम संचालित करना;
- (के) कर्मचारियों एवं छात्रों के सभी प्रकार के उत्पीड़न के निराकरण हेतु सक्रिय रूप से गतिशील बनाना चाहे वह उत्पीड़न किसी प्रबल अधिकारी अथवा उच्चतर शैक्षिक संस्थान में स्थित पदानुक्रम संबंधों के आधार पर है। अथवा किसी घनिष्ठ भागीदार की हिंसा संबंधी हो अथवा समकक्षों से अथवा उस उच्चतर शैक्षिक संस्थान की भौगोलिक सीमाओं से बाहर किन्हीं तत्वों के कारण हो;
- (एल) उसके कर्मचारियों एवं छात्रों के प्रति किए गए लैंगिक उत्पीड़न के लिए दोषी जो लोग हैं उन्हें दण्डित करना तथा विधि द्वारा मान्य कानून के अनुसार समस्त कार्यवाही करना तथा परिसर में लैंगिक उत्पीड़न के निराकरण एवं अवरोध हेतु तन्त्रों एवं समाधान प्रणाली को यथार्थिती बनाना;
- (एम) यदि उस दुराचार का षडयंत्रकारी वहाँ का कर्मचारी है तो सेवा नियमों के अन्तर्गत लैंगिक उत्पीड़न को एक दुराचार के रूप में मानना;
- (एन) यदि अपराधकर्ता कोई छात्र है तो लैंगिक उत्पीड़न को अनुशासनात्मक नियमों (जो बहिष्कार एवं बहिष्करण तक हो सकता है) के उल्लंघन के रूप में देखना;
- (ओ) इन विनियमों के प्रकाशन की तिथि से लेकर 60 दिनों की अवधि में इन विनियमों के प्रावधानों का अनुपालन सुनिश्चित किया जाना, जिनमें आन्तरिक शिकायत समिति की नियुक्ति शामिल है;
- (पी) आन्तरिक शिकायत समिति द्वारा की गई रिपोर्टों का समयबद्ध रूप से प्रस्तुतीकरण;
- (क्यू) एक वार्षिक स्थिति रिपोर्ट जिसमें दायर मामलों का, उनके निपटान का विवरण हो, वह तैयार करना तथा इसे आयोग को प्रस्तुत करना;

3.2 समर्थन करने वाली गतिविधियाँ—

- (1) जिन नियमों, विनियमों अथवा अन्य इसी प्रकार के माध्यम जिनके द्वारा आन्तरिक शिकायत केन्द्र (आई.सी.सी.) प्रकाश करेगा, उन्हें अद्यतन किया जाएगा तथा उन्हें समय-समय पर संशोधित किया

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 प्रकार्य के लिए समस्त संभावित संसाधन उपलब्ध कराए जाने चाहिए— जिनमें कार्यालय और भवन अवसंरचना सहित (कम्प्यूटर, फोटो कॉपियर, श्रव्य दृश्य उपकरणों आदि) स्टाफ (टाइपिस्ट, सलाह एवं कानूनी सेवाओं) सहित पर्याप्त रूप में वित्तीय संसाधन का आबंटन 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) (एचआरडीसी) और क्षमता निर्माण के क्षेत्रीय केन्द्रों द्वारा लिंग संबंधी सत्रों को अपने अभिमुखी एवं पुनश्चर्या 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 सक्षम" रिपोर्ट का उपयोग करें जिसमें, इस बारे में, प्रविधियाँ उपलब्ध कराई जाती हैं;
- (7) उच्चतर शैक्षिक संस्थानों में प्रशासकों के लिए संचालित 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 अधूरी 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 पाना 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;

- (13) युवा छात्रों की तुलना में छात्रावास में स्थित छात्राओं की सुरक्षा के मामले को भेदभाव पूर्ण नियमों का आधार नहीं बनाया जाना चाहिए। परिसर की सुरक्षा संबंधी नीतियों को महिला कर्मचारी एवं छात्राओं की सुरक्षात्मकता के रूप में नहीं बन जाना चाहिए, जैसे कि आवश्यकता से अधिक सर्वेक्षण या पुलिसिया निगरानी अथवा आने जाने की स्वतंत्रता में कटौती करना— विशेषकर महिला कर्मचारी एवं छात्राओं के लिए;
- (14) सभी उच्चतर शैक्षिक संस्थानों के लिए पर्याप्त स्वास्थ्य सुविधायें होनी अधिदेशात्मक हैं। महिलाओं के विषय में इस प्रक्रिया में लिंग संवेदी डाक्टर और नर्सों तथा इसके साथ ही एक स्त्री रोग विशेषज्ञ की सेवाएँ उपलब्ध होनी चाहिए;
- (15) महाविद्यालयों में महिला विकास प्रकोष्ठ पुनः चालू किये जाने चाहिए एवं उन्हें धन दिया जाना चाहिए और इन्हें लैंगिक उत्पीड़न विरोधी समितियों तथा आन्तरिक शिकायत समिति के प्रकार्यों से पृथक करके स्वशासी रखा जाना चाहिए। उसके साथ ही वे आन्तरिक शिकायत केन्द्रों के परामर्श से अपनी गतिविधियाँ विस्तारित करेंगे जिनमें लैंगिक संवेदीकरण कार्यक्रम शामिल हैं तथा नियमित आधार पर लैंगिक उत्पीड़न विरोधी नीतियाँ परिसरों में प्रचारित प्रसारित करेंगे। "सांस्कृतिक पृष्ठभूमि" एवं "औपचारिक अकादमिक स्थल" इन्हें परस्पर सहभागिता करनी चाहिए ताकि ये कार्यशालाएँ नवोन्मेषी, आकर्षक बनें एवं मशीनी न हों;
- (16) छात्रावासों के वार्डन, अध्यक्ष, प्राचार्यों, कुलपतियों, विधि अधिकारियों एवं अन्य कार्यकारी सदस्यों को नियमों के अथवा अध्यादेशों में संशोधनों द्वारा जबाबदेही के दायरे में यथाआवश्यक रूप से लाना चाहिए;

4. शिकायत समाधान तन्त्रः—

- (1) लैंगिक उत्पीड़न के विरुद्ध प्रत्येक कार्यकारी प्राधिकारी लैंगिक संवेदीकरण के लिए एक आन्तरिक तन्त्र सहित एक आन्तरिक शिकायत समिति (आई.सी.सी.) का गठन करेंगे। आई.सी.सी. की निम्न संरचना होगी:—
 - (अ) एक पीठासीन अधिकारी जो एक महिला संकाय सदस्य हो और जो एक वरिष्ठ पद पर (एक विश्वविद्यालय की स्थिति में प्रोफेसर से निम्न न हो तथा किसी महाविद्यालय की स्थिति में सह-प्रोफेसर अथवा रीडर से निम्न न हो) शैक्षिक संस्थान में नियुक्त हो तथा कार्यकारी प्राधिकारी द्वारा नामित हो:

बशर्ते यदि किसी स्थिति में कोई वरिष्ठ स्तर की महिला कर्मचारी उपलब्ध नहीं है तो पीठासीन अधिकारी को उप-अनुभाग 2(ओ) में दर्शाये कार्यस्थल के अन्य कार्यालय अथवा प्रशासनिक एकांश से उन्हें नामित किया जाएगा:

"बशर्ते यदि उस कार्यस्थल के अन्य कार्यालयों अथवा प्रशासनिक एकांशों में कोई वरिष्ठ स्तर की महिला कर्मचारी नहीं है तो अध्यक्ष अधिकारी को उसी नियुक्ता के कार्यस्थल से अथवा किसी अन्य विभाग या संगठन में से नामित किया जा सकता है"
 - (ब) दो संकाय सदस्य एवं दो गैर-अध्यापनरत कर्मचारी जो अधिमानतः महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं तथा जिन्हें सामाजिक कार्य अथवा कानूनी जानकारी है, उन्हें कार्यकारी प्राधिकारी द्वारा नामित किया जाना चाहिए;
 - (स) यदि किसी मामले में छात्र शामिल हैं तो उसमें तीन छात्र हों जिन्हें स्नातक पूर्व, स्नातकोत्तर एवं शोधस्तर पर क्रमशः भर्ती किया जायेगा जिन छात्रों को पारदर्शी लोकतांत्रिक प्रणाली द्वारा चुना गया है;
 - (द) गैर सरकारी संगठनों में से किसी एक में से अथवा किसी ऐसी सभा में से जो महिलाओं की समस्याओं के लिए प्रतिबद्ध हैं या एक ऐसा व्यक्ति हो जो लैंगिक उत्पीड़न से जुड़े मामलों का जानकार हो, जो कार्यकारी प्राधिकारी द्वारा नामित हो;
- (2) आन्तरिक शिकायत समिति के कुल सदस्यों में न्यूनतम आधे सदस्य महिलायें होनी चाहिए;
- (3) उच्चतर शैक्षिक संस्थानों में वरिष्ठ प्रशासनिक पदों पर नियुक्त व्यक्ति जैसे कुलपति, पदेन कुलपति, रेक्टर, कुलसचिव, डीन, विभागों के अध्यक्ष आदि आन्तरिक समिति के सदस्य नहीं होंगे ताकि ऐसे केन्द्र के प्रकार्यों की स्वायत्तता सुनिश्चित रहे;

- (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 सभाओं 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 सेवा में निरन्तरता को जनहित के प्रतिकूल माना जाएगा;

तो ऐसा अध्यक्ष अधिकारी अथवा सदस्य, यथास्थिति, इस समिति से हटा दिया जाएगा तथा इस प्रकार से होने वाली रिक्ति अथवा ऐसी कोई नैमित्तिक (कैजुअल) 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 समीचीन 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 न्यूनतम 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 अनिवार्यताओं में छूट द्वारा अथवा अन्य किसी विभाग में अथवा किसी सर्वेक्षणकर्ता 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 को 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 संचालित 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;

बशर्ते 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;

बशर्ते, 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:-

- (1) शिकायत मिलने पर आन्तरिक शिकायत समिति इसकी एक प्रति को प्रतिवादी को इसके प्राप्त होने से सात दिनों के भीतर भेजेगी;
 - (2) शिकायत की प्रति मिलने के बाद प्रतिवादी अपना उत्तर इस शिकायत के बारे में, समस्त दस्तावेजों की सूची, गवाहों के नामों एवं पतों के नामों एवं उनके पतों सहित दस दिन की अवधि में दाखिल करेगा;
 - (3) शिकायत प्राप्त होने के 90 दिनों के भीतर ही जाँच पड़ताल पूरी की जानी चाहिए। अनुशंसाओं सहित, यदि वे हों, तो, जाँच पड़ताल रिपोर्ट उस जाँच के पूरा होने के 10 दिनों के भीतर उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी को प्रस्तुत की जानी चाहिए। इस शिकायत से जुड़े दोनों पक्षों के समक्ष इस जाँच के तथ्यों या सिफारिशों की प्रति दी जाएगी;
 - (4) जाँच रिपोर्ट प्राप्त होने के 30 दिनों के भीतर इस समिति की सिफारिशों पर उच्चतर शैक्षिक संस्थान के अध्यक्ष प्राधिकारी कार्यवाही करेंगे, यदि किसी भी पक्ष द्वारा उस अवधि में जाँच के विरुद्ध कोई अपील दायर न की गई हो;
 - (5) दोनों में से किसी भी पक्ष द्वारा आन्तरिक शिकायत समिति द्वारा प्रदान तथ्यों/अनुशंसाओं के विरुद्ध उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी के समक्ष की गई अनुशंसाओं की तिथि से तीस दिन की अवधि में अपील दायर की जा सकती है;
 - (6) उच्चतर शैक्षिक संस्थान का कार्यकारी प्राधिकारी यदि आन्तरिक शिकायत समिति की सिफारिशों के अनुसार कार्य नहीं करने का निर्णय लेता है तो वह इसके बारे में लिखित रूप से कारण स्पष्ट करेगा जिन्हें आन्तरिक शिकायत समिति को तथा उस कार्यवाही से जुड़े दोनों पक्षों को भेजा जाएगा। यदि दूसरी ओर वह आन्तरिक शिकायत समिति द्वारा की गई सिफारिशों के अनुसार कार्य करने का निर्णय लेता है तो एक कारण बताओ नोटिस जिसका 10 दिनों के भीतर उत्तर भेजा जाना है— उसे उस पक्ष को भेजा जाएगा जिसके विरुद्ध कार्यवाही की जानी है। उच्चतर शैक्षिक संस्थान के कार्यकारी प्राधिकारी उस असन्तुष्ट व्यक्ति का पक्ष सुनने के पश्चात ही आगे की कार्यवाही करेंगे;
 - (7) मामले को निपटाने के उद्देश्य से पीड़ित पक्ष एक सुलह का आग्रह कर सकता है। सुलह का आधार कोई आर्थिक समझौता नहीं होना चाहिए। यदि कोई सुलह का प्रस्ताव रखा जाता है तो यथास्थिति उच्चतर शैक्षिक संस्थान सुलह की प्रक्रिया को आन्तरिक शिकायत समिति के माध्यम से सुलभ कराएगा। किसी भी दण्डात्मक हस्तक्षेप की तुलना में, जहाँ तक संभव होता है, उस पीड़ित पक्ष की पूरी संतुष्टि के लिए उस पारस्परिक विरोध के समाधान को अधिमानता दी जाती है;
 - (8) पीड़ित पक्ष अथवा पीड़ित व्यक्ति अथवा गवाह अथवा अपराधकर्ता की पहचान सार्वजनिक नहीं की जाएगी या विशेष रूप से उस जाँच प्रक्रिया के दौरान इसे सार्वजनिक क्षेत्र में रखा जाएगा;
- 9. अन्तरिम समाधान:— उच्चतर शैक्षिक संस्थान,**
- (अ) यदि आन्तरिक शिकायत केन्द्र सिफारिश करता है तो शिकायतकर्ता अथवा प्रतिवादी को अन्य किसी अनुभाग अथवा विभाग में स्थानान्तरित किया जा सकता है ताकि सम्पर्क अथवा अन्योन्य क्रिया में शामिल जोखिम कम से कम बना रहे;
 - (ब) पीड़ित पक्ष को, सम्पूर्ण स्तर संबंधी एवं अन्य हित लाभों के संरक्षण सहित तीन माह तक का अवकाश स्वीकृत कर दे;
 - (स) शिकायतकर्ता के किसी भी काम अथवा निष्पादन अथवा परीक्षण अथवा परीक्षाओं के संबन्ध में कोई बात प्रकट न करने के लिए प्रतिवादी को बाध्य कर दें;
 - (द) सुनिश्चित करें कि अपराधकर्ताओं को पीड़ित व्यक्तियों से दूरी बना कर रखनी चाहिए तथा यथा आवश्यक, यदि कोई प्रत्यक्ष धमकी है तो उनका परिसर में प्रवेश प्रतिबंधित कर दे;
 - (ई) लैंगिक उत्पीड़न की किसी शिकायत के परिणाम स्वरूप, शिकायतकर्ता को प्रतिशोध एवं उत्पीड़न से सुरक्षा प्रदान करने के लिए तथा एक अनुकूल वातावरण उपलब्ध कराने के लिए सख्त उपाय किये जाने चाहिए;
- 10. दण्ड एवं हरजाना:—**
- (1) अपराधकर्ता यदि उच्चतर शैक्षिक संस्थान का कर्मचारी है तथा लैंगिक उत्पीड़न का दोषी पाया जाता है तो उसे संस्थान के सेवा नियमों के अनुसार दण्डित किया जाएगा;
 - (2) अपराध की गंभीरता को देखते हुए— यदि प्रतिवादी कोई छात्र है, तो उच्चतर शैक्षिक संस्थान:—
 - (अ) ऐसे छात्र के विशेषाधिकारों को रोक सकता है तो, जैसे—पुस्तकालय, सभागार, आवासीय आगारों, यातायात, छात्रवृत्ति, भत्तों एवं पहचान पत्र आदि तक पहुँच बनाना;

- (ब) एक विशेष समय तक परिसर में उसका प्रवेश स्थगित अथवा बाधित करना;
- (स) यदि उस अपराध की ऐसी गंभीरता है तो उस छात्र को संस्थान से निष्कासित किया जा सकता है तथा उसका नाम उस संस्थान की नामावलि से हटाया जा सकता है, इसके साथ ही पुनः प्रवेश की अनुमति उसे नहीं होगी;
- (द) अधिदेशात्मक परामर्श अथवा सामुदायिक सेवाओं जैसे सुधारवादी दण्ड प्रदान करना;
- (3) पीड़ित व्यक्ति मुआवजे का अधिकारी है। आन्तरिक शिकायत समिति द्वारा अनुशंसित तथा कार्यकारी प्राधिकारी द्वारा स्वीकृत मुआवजे के भुगतान के लिए उच्चतर शैक्षिक संस्थान निर्देश जारी करेगा, जिसकी वसूली अपराधकर्ता से की जाएगी। देय मुआवजे का निर्धारण निम्न आधार पर होगा:—
- (अ) पीड़ित व्यक्ति को जितना मानसिक तनाव, कष्ट, व्यथा एवं दुख पहुँचा है;
- (ब) उस लैंगिक उत्पीड़न की घटना के कारण उन्हें अपनी जीविका के सुअवसर की हानि उठानी पड़ी;
- (स) पीड़ित व्यक्ति द्वारा अपने शारीरिक एवं मनोरोग संबंधी आधार के लिए खर्च किए गए चिकित्सा व्यय;
- (द) कथित अपराधकर्ता एवं उस पीड़ित व्यक्ति की आय एवं जीवन स्तर, और
- (ई) ऐसे समस्त भुगतान का एकमुश्त रूप से या किस्तों में किए जाने का औचित्य;

11. झूठी शिकायत के विरुद्ध कार्यवाई:—

इस बात को सुनिश्चित करने के लिए कि लैंगिक उत्पीड़न मामलों में कर्मचारियों एवं छात्रों की सुरक्षा के प्रावधानों का दुरुपयोग न हो, असत्य एवं द्वेष भावना पूर्ण शिकायतों के विरुद्ध प्रावधान किये जाने की आवश्यकता है तथा इन्हें उच्चतर शैक्षिक संस्थानों में प्रचारित प्रसारित किया जाना चाहिए। आन्तरिक शिकायत समिति यदि यह निष्कर्ष निकालती है कि लगाए गए अभियोग असत्य, थे, विद्वेषपूर्ण थे अथवा यह जानते हुए भी कि वह शिकायत असत्य अथवा जाली है अथवा भ्रामक सूचना को उस पड़ताल के दौरान उपलब्ध कराया गया है तो शिकायतकर्ता विनियम (10) के उप विनियम (1) के तहत दण्डित किये जाने के लिए बाध्य होगा यदि शिकायतकर्ता एक कर्मचारी है, तथा यदि वह अपराधकर्ता एक छात्र है तो वह इस विनियम की उप-विनियम (2) के प्रावधानों के अनुसार सजा के लिए बाध्य होगा तथापि किसी भी शिकायत को प्रमाणित करने अथवा उसके लिए पर्याप्त सबूत उपलब्ध न कर पाने का आधार, शिकायतकर्ता के विरुद्ध कार्यवाई करने का कारण नहीं माना जा सकता है। शिकायतकर्ता द्वारा द्वेषपूर्ण उद्देश्य से दायर शिकायत की जाँच पड़ताल द्वारा तय किया जाना चाहिए तथा इस बारे में किसी कार्यवाई की सिफारिश किए जाने से पूर्व इस विषय में निर्धारित प्रणाली के अनुसार जाँच की जानी चाहिए;

12. गैर अनुपालन के परिणाम:—

- (1) ऐसे संस्थान जो जानबूझकर अथवा बारंबार उन दायित्वों तथा कर्तव्यों के अनुपालन में असमर्थ बना रहता है जिन्हें कर्मचारियों एवं छात्रों के प्रति लैंगिक उत्पीड़न के निराकरण, निषेध एवं समाधान हेतु निर्धारित किया गया है, तो इस स्थिति में आयोग विधिवत नोटिस देकर निम्न में से किसी एक अथवा इससे अधिक बिन्दुओं पर कार्यवाई करेगा:—
- (अ) विश्वविद्यालय अनुदान आयोग अधिनियम 1956 की धारा 12(बी) के अन्तर्गत की गई घोषणा जो पात्रता दिये जाने के विषय में है, उसका आहरण किया जाना;
- (ब) आयोग द्वारा अधिनियम 1956 की धारा 2 (एफ) के अन्तर्गत अनुरक्षित सूची में से उस विश्वविद्यालय अथवा महाविद्यालय का नाम हटाना;
- (स) संस्थान को आबंटित किसी भी अनुदान को रोक देना;
- (द) आयोग को किसी भी सामान्य अथवा विशेष सहायता कार्यक्रमों के अन्तर्गत किसी भी सहायता को प्राप्त करने के लिए उस संस्थान को अपात्र घोषित किया जाना;
- (ई) जन साधारण को, एवं रोजगार अथवा प्रवेश के इच्छुक भावी प्रत्याशियों को एक ऐसे नोटिस द्वारा सूचित करना जो समाचार पत्रों में प्रमुख रूप से दर्शाया गया है अथवा उपयुक्त मीडिया में दर्शाया गया है तथा आयोग की वेबसाइट पर प्रदर्शित किया गया है तथा जिस नोटिस में घोषणा की गई है कि वह संस्थान लैंगिक उत्पीड़न के विरुद्ध शून्य सहनशीलता नीति, मतव जवसमतंदबम चवसपबलद्ध का समर्थन नहीं करता है;
- (एफ) यदि वह एक महाविद्यालय है तो उसके सम्बद्ध विश्वविद्यालय द्वारा उसकी सहसम्बद्धता को आहरित करने की अनुशंसा के लिये कहें;

- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
 - (2) They shall apply to all higher educational institutions in India.
 - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
 - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
 - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

- (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;

- (l) “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;
 Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) “workplace” means the campus of a HEI including-
- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

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.

(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. Grievance redressal mechanism.—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

- (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:
- (a) contravenes the provisions of section 16 of the Act; or
- (b) 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
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) 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;

- (b) 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;
- (c) 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;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. The process for making complaint and conducting Inquiry – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

7. Process of making complaint of sexual harassment - 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.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.”

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

8. Process of conducting Inquiry- (1) 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.

(2) 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.

(3) 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 Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI 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.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI 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 Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI 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.

(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)

of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
 - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
 - (c) withholding any grant allocated to the institution;
 - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
 - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
 - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
 - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
 - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
 - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ

Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama" Belagavi-590018, Karnataka, India

Phone: (0831) 2498100, Fax: (0831) 2405467, Website: vtu.ac.in

Prof. A.S. Deshpande B.E.,M.Tech., Ph.D.

Phone: (0831) 2405468

REGISTRAR

Fax : (0831) 2405467

Ref. No.VTU/BGM/WC/ICC/2021-22/ 6370/1

Date: 17 MAR 2022

CIRCULAR

- Sub:** Constitution of College Internal Complaints Committee (CICC) w.r.t Prevention, prohibition and redressal of Sexual Harassment – reg..
- Ref:** Visvesvaraya Technological University (Prevention Prohibition and Redressal of sexual harassment of women employees and students) Regulations 2019.

To comply with Visvesvaraya Technological University (Prevention Prohibition and Redressal of sexual harassment of women employees and students) Regulations 2019, the Internal Complaints Committee (ICC) is reconstituted at Women Cell, Visvesvaraya Technological University, Belagavi, as follows:

SI No.	Name	Committee	Mobile Number	Office Number & E-Mail ID
1	Dr. Shubhangi. D.Chikte Professor and Programme Coordinator, Dept. of CSE & ECE, VTU, PG Centre, Kalaburgi	Chairman	9448716838	0831-2498157 vtuicc@vtu.ac.in
2	Dr. Rayangouda. H. Goudar Associate Professor. Dept.of CNE, VTU, Belagavi	Member	8971584906	
3	Smt. Ranjana Nadagoudar Assistant Professor, Dept.of CSE, VTU, Belagavi	Member	8904142106	
4	Smt. Namita Kulkarni Personal Secretary to VC, VTU, Belagavi	Member	9449873461	
5	Mr. Shankarappa. Madiwalar Assistant, Academic Section, VTU, Belagavi	Member	7337856362	
6	Dr Anuradha Patil Professor and Head, Department of Biochemistry JN Medical College, Belgaum	Member	9481738133	
7	Shri. D.S Shinde, Retired District and Session Judge, Belagavi	Member	9448897030	
8	3 Student Members	Members		
9				
10				
11	Smt. Mamatha Mallapur Assistant, DPAR Section, VTU, Belagavi	Member Convenor	8277222113	0831-2498123

In this regard, the Principals/Head of Institutions of (Affiliated, Autonomous, Constituent) VTU colleges are hereby informed to immediately constitute the College Internal Complaints Committee (CICC) in the format as detailed below and also the acceptance from the chairman & all the members in the format enclosed. This should reach the undersigned by e-mail to vtuicc@vtu.ac.in on or before 25th March 2022 and later the hard copy of the same by post.

Composition of CICC shall be:

- a) A Chairman should be a woman faculty member employed at a senior level, not below the rank of Associate Professor and not below the rank of Associate Professor or Reader in case of a college.
- b) At least one-half of the total members of the ICC shall be women.
- c) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have an experience in social work or have legal knowledge, nominated by the Executive Authority.
- d) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's and research scholar levels respectively, elected/nominated through transparent democratic procedure.
- e) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

f)

Sl No.	Name and Designation	Position in CICC	Gender	Mobile Number & e-mail ID	Official Number
1		Chairperson (Shall be woman)	F		
2		Faculty Member			
3		Faculty Member			
4		Member (non-teaching employee)			
5		Member (non-teaching employee)			
6		Student			
7		Student			
8		Student			
9		Member from the NGO			

Further it is informed to publicize the VTU ICC & CICC Committee at prominent places of your institution.

Note: Consequence of non-compliance of the same as per Para (12) of the Reference is enclosed.

Encl: 1) VTU Regulations 2019.
2) Acceptance letter format

REGISTRAR

To,

The Principals of all Engineering Colleges (Affiliated, Autonomous, Constituent) under VTU, Belagavi.

Copy to:

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi.
2. The members of the VTU ICC committee.
3. The Regional Directors of all the regions.
4. The Computer Network Centre, VTU, Belagavi to upload in the VTU website.

CICC -2021-22

LETTER OF ACCEPTANCE

(To be compulsorily submitted by CICC Chairman / Member)

Name	:	
Designation	:	
Department	:	
College / Institute	:	
Address for correspondence	:	
Contact Details (Please specify the STD Code)	:	Off: Res: Mobile: E-mail ID
Accepted / Not Accepted the Assignment (If not accepted, mention the reason)	:	

Date:

Signature of the CICC Chairman / Member



Phone : 011-26131577 - 78, 80
011-29581000
Website : www.aicte-india.org



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)
(Ministry of Human Resource Development, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F. No. AICTE/P&AP/Misc/2022/

Dated: 21.03.2022

CIRCULAR

To

**All Vice Chancellors of Technical Universities and
All Directors/ Principals of AICTE Approved Institutions,**

Subject: Maintenance of safe working environment for female employees at workplace.

Sir/Madam,

As you are aware that Government of India is committed to promote gender equality and women empowerment across every sector and prevent all forms of violence against women that negatively impact gender equality and human dignity. Sexual Harassment of Women at Workplace (Prevention, prohibition and Redressal) Act, 2013 gives legal right to female employees, both regular and contractual to voice against any type of sexual harassment at the workplace.

1. All employers are expected to honour the Act and maintain a safe working environment for female employees, while discharging their duties, so that, they may carry out their duty with dignity.
2. It is, therefore, requested to take the following actions in order to sensitize the issue related to maintenance of safe working environment as per "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013":-
 - (i) Constitute an Internal Complaints Committee (ICC) and a Special cell in the institutions under your administrative control to deal with the issue of gender based violence and to conduct gender sensitization programmes.
 - (ii) To display banners/posters at conspicuous places in the buildings and campuses to create awareness amongst employees about what is sexual harassment and how to prevent it.
 - (iii) To display names and contact details of the members of the Internal Complaints Committee (ICC) at Notice Boards in the Institutions.
 - (iv) To upload the (i) "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013"; (ii) Constitution of the Committee; and (iii) details of the Members of the Internal Complaints Committee (ICC) such as name, phone number, address etc., on institute's portal at a prominent place.
 - (v) To conduct training programmes to sensitize the employees of the Institutions on the issues related to maintenance of safe working environment.
4. Actions taken in the matter may kindly be intimated to AICTE.

Regards

(Dr. Ramesh Unnikrishnan)

Advisor-II

Policy & Academic Planning Bureau



-Visvesvaraya Technological University (Prevention, prohibition and redressal of sexual harassment of women employees and students) Regulations 2019.

Preamble:

The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive.

The Supreme Court of India, in a landmark judgment in August 1997 (Vishaka & others Vs The State of Rajasthan & others) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15 and 21 of Constitution of India and amounts to a violation of “Right to Freedom” under Article 19(1)(g). Another Supreme Court Judgment in January 1999 (Apparel Export Promotion Council Vs Chopra) has stated that sexually harassing behavior “needs to be eliminated as there is no compromise on such violations”.

Sexual harassment is widely condemned as a form of human rights violation, and as an infringement on life and liberty of women as defined by the Constitution of India. Sexual harassment is contrary to anti-discrimination laws [Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex or place of birth “ and Article 19(1)(g) : Right to Freedom which upholds a woman’s right to practice any profession, or to carry on any occupation, trade and business”].

Visvesvaraya Technological University (VTU), Belagavi is committed to create, ensure and maintain a community in which students, teaching and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. This includes all forms of gender violence, sexual harassment and discrimination. In line with this, VTU, Belagavi is committed to uphold the Constitutional mandate for ensuring the above mentioned human rights, are framed at VTU.

1. Title, Jurisdiction and commencement

- (a) These Regulations may be called as the Visvesvaraya Technological University (Prevention, prohibition and redressal of sexual harassment of women employees and students) Regulations 2019.
- (b) Jurisdiction of these regulations are as follows:
- (i) Head office, VTU Belagavi
 - (ii) Regional offices Belagavi, Mysuru, Kalburgi, Bengaluru, PG Centres at Muddenahalli, Mysuru, and Kalaburgi, VTU Extension centre Mangalore, Skill development centre Dandeli & other centres for excellence which may be established by VTU in future.
 - (iii) Constituent College UBDT College of Engineering, Davanagere,
 - (iv) Temporary offices set up as per needs (such as valuation centres) and
 - (v) All constituent, affiliated and autonomous colleges under VTU umbrella.
- (c) These regulations shall come into force from the date of approval of the Executive Council of VTU.

2. Definitions:

In these regulations unless the context otherwise requires:

- (a) **'Aggrieved Woman'** means all women working, or visiting any workplace whether in the capacity of regular, temporary, adhoc, or daily wage basis, including a co-worker, a contract worker, probationer, trainee, apprentice, or called by any other such name and also includes students as defined in regulation No. 2(o). Such aggrieved women are protected under these regulations.
- (b) **'Act'** means the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013 (Section 14 of 2013).

(c) Campus

- (i) **'University Campus'** Means the location or the land on which a Visvesvaraya Technological University and its related institutional facilities like libraries, teaching / learning area, residences, halls, toilets, student centers, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc. are

situated and also includes extended campus like VTU PG Centres and covers within its scope places visited as a student of the VTU including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the VTU.

- (ii) **‘College Campus’** means the location or land on which affiliated/Constituent/Autonomous Colleges of VTU exists with the facilities as defined under clause (c)(i).
- (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 the 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 employed at a workplace for any work on regular, temporary, adhoc or daily wage basis either directly or through an agent, including a contractor with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of the employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name
- (g) **‘University’** means Visvesvaraya Technological University (VTU) affiliating engineering colleges in the state of Karnataka.
- (h) **‘Colleges’** means, Affiliated or Constituent or Autonomous colleges coming under purview of VTU.
- (i) **‘Executive Authority of the University’** is the Vice Chancellor of the University.

(j) ‘Executive Authority of the College’ is Principal of the concerned College.

(k) ‘Internal Complaints Committee’ (ICC) means a committee to be constituted by a University under sub regulation (1) of regulation 5 of these regulations.

(l) ‘College Internal Complaints Committee’ (CICC) means a committee constituted by the College and shall be bounded by the provisions under sub regulation (1) of regulation 5 of these regulations.

(m) ‘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.

(n) “Sexual Harassment” includes

- (i) any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:
 - (a) Physical contact or advances;
 - (b) A demand or request for sexual favours;
 - (c) Making sexually coloured remarks;
 - (d) Showing pornography;
 - (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature
- (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 the work.

- (o) “Student”** means a person duly admitted and perusing a programme of study either through regular mode or part time, including short-term training programmes in VTU / Colleges.

Provided that a student who is in the process of taking admission in VTU campus / College campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of the VTU/College where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in VTU/College in which the student may not be part when such student is enrolled, shall be treated, for the purposes of these regulations, as a student of the VTU/College where any incident of sexual harassment takes place against such student;

- (p) “Third Party Harassment”** refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of VTU/College but a visitor to the VTU / College in some other capacity or for some other purpose or reason;

- (q) “Victimisation”** means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;

- (r) “Workplace”:**

Means the campus of VTU/College including-

- (i) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University/College.
- (ii) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in University/College.
- (iii) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in the University/College.

- (s) “Respondent”** means, a person against whom the aggrieved women has made a complaint under Section 9 of the Act read with regulation 7.

3. Responsibilities of the University and Colleges

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employee and the students, and modify its ordinances and rules in consonance with the requirement of the Regulations;
- (b) Publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) Organise training programmes or as the case may be, workshops for the officers, functionaries (including security staff), faculty and students as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) Publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) Create awareness about what constitute sexual harassment including hostile environment harassment and quid-pro-quo harassment;
- (h) Include in its prospectus and display prominently at conspicuous places or Notice Boards (the existence of Internal Complaints Committee (ICC/CICC)) as constituted under clause Grievance Redressal Mechanism) the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of ICC/CICC, 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/CICC;
- (i) Inform employees and students of the recourse available to them if they are victim of sexual harassment;

- (j) Organise regular orientation and training programmes for the members of the ICC/CICC 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 University / College or owing to intimate partner violence or from peers or from elements outside of the geographical limits of University /College.
- (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/CICC to curb and prevent sexual harassment on its campus;
- (m) Treat sexual harassment as a violation of the disciplinary rules.
- (n) Ensure compliance with the provisions of these regulations, including appointments of ICC/CICC within a period of sixty days from the date of publication of these regulations.
- (o) Monitor the timely submission of reports by the ICC/CICC.
- (p) Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission/University respectively.

4. Supportive Measures-

- (1) The rules, regulations or any such other instrument by which ICC/CICC shall function have to be updated and revised from time-to-time, as court judgements 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 University / College must mandatorily extend full support to see that the recommendations of the ICC/CICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC/CICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.) staff (typist, 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 University must ensure that the guidelines for ethics for Research Supervision are put in place.
- (5) University must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.
- (6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDC's)) and Regional Centres for capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.
- (7) Orientation courses for administrators conducted in VTU/Colleges must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the VTU/Colleges community.
- (8) Counselling services must be institutionalised in University and its colleges (affiliated, constituent colleges and PG Centres) and must have well trained full-time counsellors.
- (9) Deficit in lighting in the University and college Campus are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance at University/Colleges.
- (10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.
- (11) For the safety of the employees and students transport facility should be provided.
- (12) Proper, safe and secured hostel facilities to be provided for girls.
- (13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.
- (14) Adequate health facilities are equally mandatory at campuses. In case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.
- (15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti-sexual harassment committees and ICC/CICC. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs/CICC and help to disseminate anti-sexual harassment policies on

campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

- (16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in rules or Ordinances where necessary.

5. Grievance redressal mechanism:

- (1) Head of the institution shall constitute an Internal Complaints Committee (ICC) in case of University / College Internal Complaints Committee (CICC) in case of College, with inbuilt mechanism for gender sensitization against sexual harassment.

The ICC/ CICC shall have the following composition:-

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below the rank of Professor in case of a university, and not below the rank of 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(r).

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 non-teaching employees, preferably committed to the cause of women or who have an experience in social work or have legal knowledge, nominated by the Executive Authority.
- (c) Three students, if the matter involves, who shall be enrolled at the undergraduate, master's and research scholar level respectively, elected / nominated 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/CICC shall be women.
- (3) Persons in senior administrative positions in the VTU, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Principal, Heads of the Departments, etc., shall not be members of ICC/ CICC, in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC/CICC shall be for a period of three years. The student members shall retire after one year of their nomination/election and in their place new student members shall be nominated /elected.
- (5) Any member/chairperson may resign by submitting his / her resignation addressed to the Executive Authority. However when any member resigns it must be through the Chairperson of ICC/CICC. However he/she shall function as member till the resignation is accepted or for a period of two months whichever is earlier.
- (6) The member appointed from amongst the non-government organisations shall be paid. Such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as per the University / College norms.
- (7) Whether Presiding Officer or any member of the Internal Committee:
 - (a) Contravenes the provisions of section 16 of the Act, or
 - (b) 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
 - (c) He /She has been found guilty in any disciplinary or a disciplinary proceedings is pending against him; or
 - (d) 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.

6. Responsibilities of Internal Complaints Committee (ICC) / College Internal Complaints Committee (CICC):

The Committee Shall

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) 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 violation;
- (c) 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 supervise, as required during the pendency of the complaint, or also provide for the transfer of the respondent;
- (d) Ensure that victims or witnesses are not victimised or discriminated against, while dealing with complaint of sexual harassment.

7. The process of making complaint and conducting Inquiry:

The ICC/CICC shall comply with the procedure prescribed in these Regulations and the Act, for making complaint and inquiring into the complaint in a time bound manner. The Executive Authority shall provide all necessary facilities to the ICC/CICC to conduct the inquiry expeditiously and with required privacy.

I. Process of making complaint of sexual harassment:

- i. An aggrieved person is required to submit a written complaint with three copies to the ICC/CICC through Women Cell, within three months from the date of incident and in case of a series of incidents, within a period of three months, from the date of the last incident.
- ii. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC/CICC shall render all reasonable assistance to the person for making the complaint in writing and should be documented.
- iii. Provided further that the ICC/CICC may, for the reason to be recorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within said period.
- iv. Friends, relatives, colleagues, Co-students, Psychologist, or any other associated of the victim, may file along with the identity, the

complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in-capacity or death.

II. Process of conducting an Inquiry:

- (a) Any complaint received by ICC/CICC must be notified to the member/Chairperson of the committee at the earliest through e-mail to obtain the consent.
- (b) The committee should discuss and decide on its jurisdiction to deal with the case or if the jurisdiction other than University, the case may be refer to CICC and as per the report.
- (c) The ICC/CICC shall send one copy of the complaint to the respondent within a period of seven days of receipt of the complaint.
- (d) 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.
- (e) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.
- (f) The ICC/CICC, before initiating an inquiry at the request of the aggrieved woman, can take steps to settle the matter between her and the respondent through conciliation. In such case, the Executive Authority shall facilitate a conciliation process through ICC/CICC.
- (g) No monetary settlement shall be made as the basis of conciliation. If any settlement is arrived, the committee shall record the settlement so arrived and forward the same to the employer for necessary compliance.
- (h) The committee shall provide the copies of the settlement as recorded under clause (f) above, to the aggrieved woman and to the respondent. No further inquiry shall be conducted by the Committee once the conciliation is done.
- (i) If conciliation is found to be not feasible, notice should be issued to both the parties for hearing.
- (j) The inquiry has to be completed within a period of ninety days of the first date of the hearing on merits. The inquiry report with recommendations, if any, has to be submitted within ten days from the date of completion of the inquiry, to the Executive Authority. Copy of the findings or recommendations shall also be served to both parties of the complaint and either party may file an appeal before the

- Executive Authority within a period of thirty days from the date of receipt of copy of recommendation. The decision of the Executive Authority shall be final.
- (k) The Executive 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 of ICC/CICC is filed within that time by either party.
 - (l) If the Executive Authority decides not to act as per the recommendations of the ICC/CICC, then it shall record written reasons for the same and to be conveyed to ICC/CICC and both the parties of the proceedings.
 - (m) The identities of the aggrieved party or victim of the witness or offender shall not be made public or kept in the public domain especially during the process of the inquiry.

8. Interim redressal – The Executive Authority shall,

- (a) Transfer the complainant or the respondent to the another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC/CICC;
- (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 the 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 the retaliation and victimisation as consequences of making a complaint of sexual harassment.
- (f) If ICC/CICC feels it necessary to provide a interim redressal for a complainant, the same may be recommended to the Executive Authority.

9. Punishment and compensation-

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University/ College, if the Respondent is an employee, the Executive Authority may:
 - a) Issue Warning

- b) Seek written apology
- c) Seek Bond on Good behaviour
- d) Blacklist from examination works / University work.
- e) Debar from Nomination on the committees/statutory bodies of the University
- f) Suspend for specific period of time.
- g) Record adverse remarks in Service books/ confidential service register.
- h) Withhold pay rise or increments.
- i) Reprimand or censure.
- j) Recommend for demotion/suspension/dismissal.
- k) Any other punishment according to the service rules applicable to the respondent.
- l) To file a police complaint in relation to an offence under Indian Penal Code, if aggrieved woman chooses so.

(2) If the respondent is a student, depending upon the severity of the offence, the Institution may :

- a) Issue Warning
- b) Seek Written apology
- c) Seek Bond on Good behaviour
- d) Suspend for specific period of time
- e) Withholding results
- f) Debarring from exams
- g) Debarring from holding posts such as member of committee
- h) Expulsion
- i) Denial of admission /readmission/change of College/Change of Branch
- j) Declaring the harasser as “ persona non grata” for stipulated period of time
- k) Any other relevant action

10. 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 publicized in the workplace. If the ICC/CICC 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 9, if the complainant happens to be an employee and as per sub-regulation (2) of this regulation 9, if the complainant happens to be a student. However, the merely inability to substantiate a complaint or provide adequate proof will not attract

attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

11. Consequences of non-compliance.-

- (1) The University shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following action after providing due notice:-
 - (a) Removing the name of the College from the list of affiliated colleges / withdrawal of affiliation.
 - (b) Withholding any grant allocated to the institution.
 - (c) Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the University.
 - (d) Informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the University, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
 - (e) Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Regulations, for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the University under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

&&&&&&



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿಜಯ ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY

State University of Government of Karnataka Established as per the VTU Act, 1994 "JnanaSangama" Belagavi-590018, Karnataka, India

Dr. B. E. Rangaswamy, Ph.D
REGISTRAR

Phone: (0831) 2498100
Fax: (0831) 2405467

REF: VTU/BGM/Aca/SA/Cirs/2023-24/ 4990

DATE: 19 DEC 2023

CIRCULAR

Sub: UGC Anti Ragging Compliance - reg..

Ref: UGC, New Delhi's Communication dt: 14-12-2023

With reference to the above, please find enclosed herewith the UGC, New Delhi's Communication dt: 14-12-2023

In this regard, it is directed to take immediate needful action.

For necessary Compliance.

BY ORDER,

R. S. 19/12/23 BE
REGISTRAR
KA

To:

- 1 The Principals of all Engineering Colleges(Affiliated, Autonomous, Constituent) under ambit of VTU, Belagavi
- 2 The Chairpersons and Programme Coordinators of VTU Departments

Copy to:

- 1 The Registrar (Evaluation), VTU Belgaum
- 2 The Regional Director(I/C) of VTU Regional Offices for information and needful.
- 3 All the Concerned Special Officers and Case-workers of Academic Section, VTU, Belagavi.
- 4 The Director(I/c), ITISMU, VTU, Belagavi- to upload on VTU website
- 5 The Secretary to VC, VTU Belgaum
- 6 The PS to Registrar, VTU, Belagavi



मान-विमान विमुक्तये

प्रा. मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

D. O. No. F. 1-15/2009 (ARC) Pt.III

December 14, 2023/23 अग्रहायण, 1945

Respected Madam/Sir,

In pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, to exercise the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website www.ugc.gov.in & www.antiragging.in.

It is once again brought to your kind notice that ragging is a criminal offence and UGC has framed regulations on curbing the menace of ragging in higher educational institutions in order to prohibit, prevent and eliminate the scourge of ragging. These regulations are mandatory, and all institutions are required to take necessary steps for its implementation in Toto including the monitoring mechanism. Any violation of these regulations will be viewed seriously. If any institution fails to take adequate steps to prevent ragging or does not act in accordance with these Regulations or fails to punish perpetrators of incidents of ragging suitably, it will attract punitive action against itself by the UGC.

You are requested to step up anti-ragging mechanism by way of adequate publicity through various mediums; constitution of Anti-Ragging committee and Anti-Ragging squad, setting up of Anti-Ragging Cell, installing CCTV cameras at vital points, Anti-Ragging workshops and seminar, updating all websites with nodal officers' complete details, alarm bells etc. Regular interaction and counseling with the students, identification of trouble-triggers and mention of Anti-Ragging warning in the institution's E-prospectus and E-information booklets/brochures must be ensured. Surprise inspection of hostels, students' accommodation, canteens, rest cum recreational rooms, toilets, bus-stands must be carried out & Anti-Ragging posters must be displayed at all prominent places like Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. These posters are available on UGC website www.ugc.ac.in. The size of the posters should be 8x6 feet. Any other measure which would augur well in preventing/quelling ragging and any uncalled-for behavior/incident must be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in. For any other information regarding ragging you may please visit the UGC website i.e. www.ugc.gov.in & www.antiragging.in and contact UGC monitoring agency i.e. Centre for Youth (C4Y) on Mobile No. 09818044577 (only in case of emergency).

सत्यमेव जयते

ONE EARTH • ONE FAMILY • ONE FUTURE

Manish

CONTINUATION SHEET

-02-

In compliance to the directions of the Anti-Ragging Monitoring Committee constituted by Hon'ble Supreme Court of India, HEIs/Councils have to implement the following:

1. The concept of mentor-mentee as given out in the UGC Regulations for curbing the Menace of Ragging in HEIs - 2009 be followed by students in all institutions to make a comfortable bond amongst Juniors and Seniors.
2. The Anti Ragging Cell and Anti Ragging Squads of institutions should be empowered by provisioning of a legal counsel so that airtight cases against the ragging culprits can be made.
3. Henceforth for extreme ragging and suicide cases, Principal of the college and Registrar of the University will be called and will be answerable to the National Anti-Ragging Monitoring Committee for the reasons of non-compliance of UGC Regulations for ragging.
4. All the Councils/Regulatory Bodies must constitute a committee as and when a serious/suicide/death case is reported related to their Council/Regulatory Body to relook into the issue even when case is under police investigation. The Regulatory Bodies/Councils are also advised to appoint a legal person for the matter.
5. The Committee has also instructed the Anti Ragging Monitoring Agency to be more vigilant and carry out surprise checks all across the Nation to ensure that the UGC Regulations to curb the menace of ragging are being strictly adhered to by the HEI's, Teaching Staff and the students. Punitive action as mentioned in these regulations will be taken against the defaulters.

UGC also drives an Anti-Ragging Media Campaign through different modes and has undertaken the following activities to promote the campaign which are available on UGC website www.ugc.gov.in

1. UGC developed 05 TV Commercials of 30 seconds each with different perspective for Parents, Victim and Offenders.
2. UGC designed and distributed 04 types of posters amongst Universities / Regulatory Authorities / Councils / IITs / NITs / other educational institutions for their prominent display.
3. UGC consecutively organized 02 Anti-Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.

In compliance of the 2nd Amendment in UGC Regulations, you are requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in

You are also requested to implement the revised procedure for students to file an online Anti-Ragging affidavit. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to the Nodal officer in his/her university/college e-mail.

Universities/Colleges have to display the email address and contact number of the Nodal Officer of Anti-Ragging Committee of their university/college on their website and campus areas like Admission Centre, Departments, Library, Canteen, Hostel, and Common facilities, etc.

Ami

CONTINUATION SHEET

-03-

Universities and Colleges are requested to insert a mandatory column in their university/college's admission form as per the given format:

Anti Ragging Undertaking Reference no:	<input type="text"/>
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All HEI's are further advised to fill in the complete details of their respective Anti Ragging Committee and Anti Ragging Squad on the website i.e. www.antiragging.in and also display these lists on the Notice Boards.

Universities are also requested to ensure strict compliance of this advisory and fill the compliance on www.antiragging.in. You are also requested to forward this advisory to all the colleges in your ambit with strict compliance directions. All colleges be instructed to make multiple prints of this circular and the same to be prominently displayed at all the locations visited by the Students.

IT IS ONCE AGAIN REITERATED FOR THE BENEFIT OF ALL THE STAKEHOLDERS THAT RAGGING IS A CRIMINAL OFFENCE AND THE CULPRITS WILL ATTRACT PUNITIVE ACTION AS MENTIONED IN THE UGC REGULATIONS.

With kind regards,

Yours sincerely,


(Manish Joshi)

The Vice-Chancellor/Registrars of all Universities

Copy to:

1. All Regulatory Authorities
2. Ms. Jasleen Kaur, Under Secretary, Ministry of Education, (jasleen.kau@nic.in).
3. DS(website), UGC (for uploading on (i) UGC website, (ii) Under ragging related Twitter handle of UGC)
4. Ms. Alka Tomar, Centre for Youth (C4Y)(alka.tomar@c4yindia.org) (for uploading on antiragging.in)


(Manish Joshi)



Visvesvaraya Technological University

“Jnana Sangama”

Belagavi - 590 018, Karnataka State

Dr. H N Jagannatha Reddy M.E., Ph.D.

Registrar

Phone : (0831) 2498100

Fax : (0831) 2405467

Ref: VTU/BGM/ICC/2017-18/ 9119

Date : 1 JAN 2018

CIRCULAR

Sub : Constitution of College Internal Complaint Committee (CICC) w.r.t. Prevention, Prohibition and Redressal of Sexual Harassment – reg

Ref : This office circular No.VTU/Aca/OS-ASHC-ICC/2016-17/8933 dated 15-02-2017

With reference to the above, it has been already informed to the Principal / Head of Institutes (Affiliated, Autonomous, Constituent and VTU's PG Centers) to constitute the College Internal Complaint Committee (CICC) in their respective Colleges and requested to inform the names of the Members of the said Committee to the undersigned on or before 20-02-2017. However, it is observed that till date some of the Colleges have not informed the same.

Hence, once again it is hereby informed to constitute the CICC immediately as per the details provided vide the above cited circular.

The details of the committee so constituted shall be sent to the undersigned in MS-Excel format by e-mail to vtuicc@vtu.ac.in on or before 05-01-2018 and later to send the letter by post. If the committee is already been constituted, the same may be also informed to the undersigned.

Further, you are required to submit the report for the academic year 2016-17 for the following:

- Activities conducted by CICC in brief with supported photographs.
- Complaints received and action taken by the college

Treat this matter as most urgent and important & for immediate necessary compliance.

BY ORDER
Sd/-
REGISTRAR

To,

- The Principal of all Engineering Colleges (Affiliated, Autonomous, Constituent) under VTU, Belagavi.
- The PG Co-ordinators of all VTU PG Centers.

Copy to :

- The Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi.
- The Members of the VTU ICC Committee.
- The I/c Regional Directors of all the Regional Office of VTU.
- The Computer Network Centre, VTU, Belagavi.

REGISTRAR

28/12/17