

Function	Effective date	Validity date
Human Resource	4 th August 2023	Till Review

Objective:

- *To provide a safe, secure and enabling environment free from sexual harassment at workplace thereby improving women's participation in work.*
- *Protection of right to work with dignity for women.*
- *Mechanism of grievance redressal with deterrent action.*

1. Policy:

No woman shall be subjected to sexual harassment at the Institute or during the course of employment in connection with the work related to the Institute.

2. Applicability:

- All employees of the Institute
- Students pursuing Courses in the Institute
- Those engaged through the Contractor(s) having service agreement with the Institute or as defined in clause (f) of section 2 of the Act.

3. The Internal Complaints Committee:

The ICC has been constituted effective 8th February 2023 and shall hold office for a period of 3 years.

SI No	Member Name	Position
1	Dr. Abha Gupta, Professor - Physiology Dept. Email : drabha2020@mail.com : No 9044804983	Presiding Officer
2	Dr. Surabhi Arora, Asst. Professor – Pharmacology Dept. Email : surabhiarora12345@gmail.com No 9838172394	Member Internal
3	Dr. Amber Kumar, Associate Professor - E.N.T Dept. Email : amber.kr@rediffmail.com No 7233070820	Member Internal
4	Lt. Col. Mohini Tiwari (Retired) - Nursing Supt. Email : lcolmohini@gmail.com No. 9452842233	Member Internal
5	Dr. Sharad Kr Singh, Associate Professor- Pediatrics Dept. Email : drsharadsingh999@gmail.com No. 8765588502	Member Internal
6	Mr V. K. Yadav, Chief Engineer(Retired) - U.P Irrigation Dept. Email : vyadav444@gmail.com No 9415046521	Member External

4. How to file complaint:

Any aggrieved woman can make complaint on email to any of the ICC members within 3 months of incident / 3 months from last incident in case of more incidents with name and addresses of witness.

5. Timelines of Inquiry:

Once complaint is received, the ICC shall conduct inquiry and complete within the timelines prescribed as per the Act / Rules. The inquiry report and recommendation for punishment if found guilty shall be submitted to the Principal.

6. Frequency of ICC Meeting:

ICC shall meet at least quarterly irrespective of complaint or not, document MOM and forward to Principal with copy to HR Dept.

7. Punishing Authority & Punishment: staff

The Principal is the punishing authority. Based on the outcome of inquiry report submitted to the Principal, and if the accused is found guilty, one or more punishments commensurate as per the gravity of the misconduct from the following will be awarded.

- a) Written apology
- b) Warning
- c) Reprimand or censure
- d) Fine
- e) Suspension
- f) Reduction of salary
- g) With holding of promotion
- h) With holding of pay rise/increments
- i) Termination

7.1 Punishing Authority & Punishment: students

- a) Written apology
- b) Warning
- c) Reprimand or censure
- d) Fine
- e) Suspension
- f) Detention
- g) Rustication
- h) Expulsion

7.2 Punishment for false or malicious complaint or false evidence:

If the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or has produced any forged or misleading document, shall also be awarded punishment as deemed fit as per para 7 or 7.1. Similarly, any witness who has given false evidence or produced any forged or misleading document shall also be awarded punishment deemed fit as per para 8.

8. Appellate Authority:

The aggrieved employee can appeal against proposed punishment to Vice Chairman of the Institute for which reply will be given within 10 days of receiving the appeal.

9. Administrative Support:

HR Dept.to give secretarial/office space support to ICC for conducting meeting/inquiry.

10. This is Institute's Internal Policy for implementation and not exhaustive. For detail please refer to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013/Rules. Anything not mentioned here but laid down in the Act and Rules shall apply by default as per this law.

11. Policy Administration:

Any clarification / interpretation with regard to this policy shall be referred to HR Dept. for decision.