



KANYA MAHAVIDYALAYA

'A' Grade

Kharkhoda Distt. Sonepat (Haryana)

Ph. 0130-2584110

email : kanyamahavidyalaya@yahoo.in

kmkharkhoda@gmail.com

Website : www.kmkharkhoda.com

Ref. No.

Dated

Policy Document against Sexual Harassment at Workplace

The College has Constituted Internal Complaints Committee as per UGC Regulation on Sexual Harassment of Women at workplace (Prevention, Harassment & Redressal) Act 2013 (14 of 2013) WIDE NOTIFICATION D.O.No. – F 91 – 1 – 2013 (TGFS) & UGC Notification (D.O.No. F. 91-9/2015 (GS/MHRD) dated 05/07/2016 to prevent Sexual Harassment of Women at the workplace.

Objectives

- Prevention of Discrimination & Sexual Harassment against Women by promoting gender amity among employees & students.
- Deal with cases of Discrimination & Sexual Harassment against Women & Students.
- Recommend appropriate punitive action against the guilty.
- To create a secure social environment to deter any act of Sexual Harassment.
- To raise awareness on Sexual Harassment in its various forms.

What constitutes Sexual Harassment?

According to the Supreme Court Guidelines Sexual Harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as:

- A. Physical contact & advances;
- B. Demand or request for Sexual Favours.
- C. Sexually coloured remarks
- D. Showing pornography, and
- E. Other unwelcome physical, verbal or non-verbal Conduct of sexual nature (Vishaka Judgement by Supreme Court of India)

The following sexual harassment is also covered by the committee:

- Eve-teasing
- Innuendos & Taunts
- Touching or brushing against any part of the body and the like
- Forcible physical touch or molestation
- Gender based insults
- Any other act likely to violate one's privacy.



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Working of Internal Complaints Committee:

- All complaints will be dealt confidentially.
- Only matters pertaining to Sexual Harassment or discrimination to staff & students will be under the Jurisdiction of Internal Complaint Committee.
- The committee shall study the complaint & may hear both the complainant & the accused & other involved parties to determine if an enquiry should be instituted.
- The enquiry committee shall complete the enquiry in the shortest possible time not exceeding to 3 months/ 100 days from the date of complaint.
- The enquiry committee shall provide reasonable opportunity to the complainant, the accused for defending their case.
- The enquiry committee shall then submit a detailed report to the Principal & management for further action.

Procedure for filling a complaint with Internal Complaint Committee

- Complaints regarding Sexual Harassment must be made in written.
- Nature of the complaint should be clearly stated in detail i.e. write exactly what happened, dates, Nature of witnesses & documents, if any.
- A complaint should be lodged within three months of the incident. In extraordinary circumstances this could be extended to another three months.

As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal), Rules 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative, friend, her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

The possible actions that can be taken against the respondent

- Warning
- Written apology
- Adverse remark in the confidential report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions



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COMMITTEE MEMBERS

Internal Complaint Committee Members

Session 2020-21

Name & Designation	Gender	Mobile No.
Dr. Yogita Malik	F	9996960033
Mrs. Meenakshi	F	9416479479
Dr. Pardeep	M	9812600660
Mr Ishwer	M	7082002802
Mrs. Sunita	F	9416348255

How to file a complaint

- Submit the complaint directly at the office of the Internal Complaint Committee.
- Send an email to : malik.yogita@ymail.com

Frequency of meeting – Twice in a year

Useful Documents/Attachment

- UGC/MHRD Notifications.
- HANDBOOK on Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013.
- Vishaka Guidelines against Sexual Harassment at workplace.



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handbook-on-sexual-
harassment-of-wome



icc_VishakaGuidelines
2.pdf

President
Kanya Mahavidyalaya
Kharkhoda, Sonapat

Principal
Kanya Mahavidyalaya
Kharkhoda, Sonapat

Co-ordinator
IQAC
Kanya Mahavidyalaya
Kharkhoda, Sonapat



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade

No. CB-V/2018/

Dated : _____

Through E-Mail

To

The Directors/Principals
of all the Colleges/Institutions
affiliated to M.D. University, Rohtak.

Sub: Constitution of Committee to Check Sexual Harassment and Violence Against Women at Workplace at College Level.

Sir/Madam,

Please refer to this office Endst. No. CB-V/2017/9435-9685 dated 13.7.2017 on the subject cited above vide which a copy of letter No. SCSHVW/17/18 dated 6.07.2017 received from the Chairperson SCSHVW, M.D. University, Rohtak was forwarded to your college/Institute for taking further necessary action in the matter.

In this connection, I am directed to inform you that it has been noticed that some colleges have not taken proper action on the letter under reference so far. Needless to say that it is mandatory for the colleges to constitute Internal Complaints Committee (ICC) for hearing the complaints of sexual harassment at work place. If ICC is not constituted then there is provision under Section 26 to impose penalty on employer which may extent to 50,000/-. It is also required that every college must develop a page on their website for lodging of sexual harassment complaints. The details of the Ordinance: Rules against sexual harassment are also available on the website of M.D. University, Rohtak for their Constitution.

You are, therefore, again requested to constitute the above mentioned committee (if not), and send the information regarding constitution of committee to Director, Women and Child Development, Haryana immediately. You are also requested to send the Annual Report regarding number of complaints received in and disposed off during the year to Haryana State Commission for Women. Complete details and format about preparation of Annual Report is available on www.wcdhry.gov.in

This may kindly be treated as MOST URGENT.

Yours faithfully,

Superintendent (Colleges)
DCDC

Endst.No. CB-V/2018/976-77 Dated 19-1-18

Copy of the above is forwarded to the following for information:

1. Chairperson, SCSHVW, Deptt. of Mathematics, M.D. University, Rohtak.
2. Director, University Computer Centre, M.D. University, Rohtak with the request to upload the same on University website.

Superintendent (Colleges)
DCDC