



# SHDCHE

**SANT HARI DASS COLLEGE OF HIGHER EDUCATION**

(RECOGNIZED BY NCTE, GOVT. OF INDIA, APPROVED BY DHE, GOVT. OF NCT OF DELHI & AFFILIATED TO GGSIPU, DELHI)



**Date: 30/07/2022**

## NOTIFICATION

In pursuance of the resolution passed by the Governing Body Members in their meeting held on 30 July, 2022 vide resolution No. 2.

It is hereby notified for information of all the concerned staff members and students that the College has implemented the “**Policy on Prevention, Prohibition and Redressal of Sexual Harassment of women Employees and Students**” with effect from the session 2022-2023 and shall be applicable on all the faculty members, staff members and students of the institution.

The “Policy on Prevention, Prohibition and Redressal of Sexual Harassment of women Employees and Students” mainly comprises of the following parts:

- Meaning of Sexual Harassment
- Measures to be taken by the Institute
- Composition of Sexual Harassment Committee
- Process of making complaint of sexual harassment
- Process of conducting Inquiry
- Interim Redressal
- Punishment and Compensation

The Policy Document will serve as a detailed guideline and will be useful to all concerned.

**Jai Bhagwan Singh**  
Chairman, SHDCHE

Copy to:

1. Dr. Jai Bhagwan, Principal, SHDCHE
2. Dr. Neelam Soni, Director and IQAC Coordinator
3. Head of each Department, SHDCHE
4. Accounts Officer, SHDCHE



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## POLICY ON SEXUAL HARASSMENT

This Policy document shall be called the “**SHDCHE Policy on Prevention, Prohibition and Redressal of Sexual Harassment of women Employees and Students**”. It shall come into force from the session 2022-2023.

### **Meaning of Sexual Harassment**

Sexual Harassment means-

“An unwanted conduct with sexual undertones if it occurs or which is persistent and 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;-

- any unwelcome physical, verbal or non-verbal conduct of sexual nature;
- demand or request for sexual favours;
- making sexually coloured remarks;
- physical contact and advances; or
- showing pornography”

### **Measures to be taken by the Institute**

The institution shall-

- publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- organise training programmes/workshops for the officers, faculty members and students to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined under this policy;
- publicly commit itself to a zero tolerance policy towards sexual harassment;
- 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 Sexual Harassment Committee, complaint procedure and so on;
- inform staff members and students of the recourse available to them if they are victims of sexual harassment;
- prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Governing Body.
- the institution must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy;
- ensure adequate and well trained security including a good proportion or balance of women security staff and also ensure adequate lighting in the college campus;
- adequate health facilities are mandatory. In case of women this must include gender sensitive doctors as well as the services of a gynaecologist.

Chairman

Sant Hari Dass College of Higher Education  
Bani Camp Najafgarh, New Delhi-110043

## **Composition of Sexual Harassment Committee**

- 1) The Committee 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), nominated by the Governing Body Members;
  - b) Two faculty members and two non-teaching employees, nominated by the Governing Body Members;
  - c) Three students, 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 Governing Body Members.
- 2) At least one-half of the total members of the Committee shall be women.
- 3) The term of office of the members of the Sexual Harassment Committee shall be for a period of three years.
- 4) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Committee, by the Governing Body as may be prescribed.

## **Process of making complaint of sexual harassment**

An aggrieved person is required to submit a written complaint to the Sexual Harassment Committee 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.

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.

## **Process of conducting Inquiry**

- 1) The Committee 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 Governing Body. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- 4) The Governing Body 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 committee may be filed by either party before the Governing Body within a period of thirty days from the date of the recommendations.
- 6) If the Governing Body decided not to act as per the recommendations of the Committee, then it shall record written reasons for the same to be conveyed to the Committee and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the Committee, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Governing Body shall proceed only after considering the reply or hearing the aggrieved person.

Chairman

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## **Interim Redressal**


The institute may-

- 1) grant leave to the aggrieved with full protection of status and benefits for a period upto three months;
- 2) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- 3) ensure that offenders are warned to keep distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- 4) 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.

## **Punishment and Compensation**

- 1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules if the institution, if the offender is an employee.
- 2) Where the respondent is a student, depending upon the severity of the offence, the institution may,-
  - a) withhold privileges of the student such as access to the library, labs, seminar hall, 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 institute shall issue direction for payment of the compensation recommended by the Committee and accepted by the Governing Body, 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 alleged perpetrator and victim;
  - e) the feasibility of such payment in lump sum or in instalments.

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