



# Tika Ram Girls College

Affiliated to MDU, Rohtak  
Mission Road, Sonapat

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**Dr. Monika Verma**

Principal

## **POLICY DOCUMENT AGAINST SEXUAL HARASSMENT AT WORK PLACE**

### **Preamble:**

The Internal Complaint Committee of Tika Ram Girls College, Sonapat is committed to provide an environment which is free from violence, harassment, and exploitation. This includes all forms of gender violence, sexual harassment against women. The Committee members are expected to render full assistance to the “aggrieved woman” in writing the complaint of Sexual Harassment, the members should also be aware of the responsibilities and duties under the UGC Regulations as well as under the Sexual Harassment of Women at Workplace Act, 2013.

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

The Internal Complaint Committee of the Tika Ram Girls College, Sonapat is formed under Section 4 of University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of women employees and students in higher educational institution) Regulation, 2015 & under Section 4 of Sexual Harassment of Women at Workplace (Prohibition, Prevention & Redressal) Act, 2013.

### **Historical Background of the Sexual Harassment of Women at Workplace Act, 2013:**

The Supreme Court laid down the following guidelines for the redressal of Sexual Harassment of Women at Workplace, the guidelines as also known as the “Vishaka Guidelines”:

- i) Appropriate work conditions for women to ensure that there is no hostile environment for women at workplaces.
- ii) Duty of the employer to prevent the sexual harassment of women at the workplace & to provide for the procedures for resolution and settlement.
- iii) The rules and regulations relating to conduct and discipline in any Government or Private enterprise should include rules and regulations relating to sexual harassment of women at the workplace.
- iv) An appropriate Complaint Mechanism should be made for the victim to ensure

time-bound redressal of the cases.

- v) The Head of the Complaint Committee should be a woman & more than half of the members should be women & to maintain impartiality, the Complaint Committee should involve a third party

In 2013, Parliament made legislation on Sexual Harassment named “Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 (POSH Act). The Act was enacted with the basic objective of preventing and protecting sexual harassment at the workplace & to ensure redressal mechanism.

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

- To provide an environment free of gender discrimination.
- To assist the “Aggrieved Woman” to make the complaint relating to Sexual Harassment of Women at Workplace.
- To create a secure physical and social environment that will deter acts of sexual harassment
- To raise Awareness sexual harassment in its different forms.
- To deal with cases of sexual harassment and gender discrimination against women and students.

### **Definitions:**

- **Aggrieved Woman:** Section 2 (a) of the Act mentions as:

“Aggrieved woman” means—

- (i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house

- **Sexual Harassment:** Section 2(n) of the Act mentions as:

“Sexual Harassment” includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favors;
- (iii) making sexually colored remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

- **Workplace:** Section 2(o) of the Act mentions as:

- (i) any department, organization, 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 Government or the local authority or a Government company or a corporation or aco-operative society;
- (ii) any private sector organization or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;
- (iii) hospitals or nursing homes;
- (iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports, or other activities relating thereto;
- (v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;
- (vi) a dwelling place or a house;

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

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

record and consider the evidence produced by both parties.

- vii) The Committee shall make all endeavors to complete its proceedings within a period of Ninety (90) days from the date of receipt of the complaint.
- viii) On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the principal and management within a period of ten days (10) from the date of completion of the inquiry, and such report be made available to the concerned parties.
- vi) Where the Internal Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Employer to act for sexual harassment as a misconduct in accordance with the provisions of the Service Rules applicable to the respondent & he shall also be liable to pay to the victim, the compensation amount of as decided by the Committee, which shall be deducted from the salary or wages of the respondent.

#### **Members of the Internal Complaint Committee**

<b>Name &amp; Designation</b>	<b>Position in the Committee</b>
Dr. Monika Verma (Principal Tika Ram Girls College, Sonapat	Chairperson/
Mrs Sujata,	Convenor
Dr. Neelam	Member
Dr.Asha Rathi	Member

13/3/18  
18/11/18



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

**Through E-Mail**

No. CB-V/2018/ \_\_\_\_\_  
Dated : \_\_\_\_\_

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. SCSHW/17/18 dated 6.07.2017 received from the Chairperson SCSHW, 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](http://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, SCSHW, 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

C. S. Saini  
19/1/18



