

OFFICE ORDER - Internal Complaints Committee

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

The ICC comprises of the following members:

1	Presiding Officer	Prof. Widhi Dubey, Director, Science	Chairperson
2	Two faculty members	*Mr Ladley Mohan Verma Associate Professor (Mechanical Engineering) Dr. Sonu Agrawal, Assistant Professor-I (Law)	Member Member
3	Two non-teaching employees	Shri Hemant Bohra, Programmer Ms. Jaya Sharma, Jr. Engr (Lab)-II	Member Member
4	A member from NGO or a person familiar with sexual harassment issues	Rajul Smriti Sansthan	Member
5	Three Student nominees (if the matter involves students)	Shivam Gupta, B.Sc. Biotech II Sem. Deepanshu Lodha, B.Tech. Mechanical, II Sem. Nishi Bansal, B.Tech. CSE, II Sem	Member Member Member

* Mr Ladley Mohan Verma* will act as the Member Secretary

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director/Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal Cell or to Registrar.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If 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


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inquiry, the complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary/Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.

Who can approach ICC for help?

Any female employee (faculty, student or staff) of JECRC University, Jaipur.

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions.

If you think you are harassed or being harassed, what should you do?

- Send an email to widhi.dubey@jecrcu.edu.in
- You may also refer to <http://www.jecrcuniversity.edu.in/>

Your complaint will be kept **CONFIDENTIAL**.

Inquiry process:

The inquiry shall be completed within a period of ninety days from the date of the complaint.

- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry. If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

Useful Documents/Notices:

UGC / MHRD Notifications
Sexual Harassment Electronic Box
Sexual Harassment Handbook

Cc: All Deans/Directors/HODs/Faculty/Students (eNotice).


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