

Key Indicator – 7.1 Institutional Values and Social Responsibilities

(50)

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The institutional Code of Conduct principles are displayed on the website
2. There is a committee to monitor adherence to the institutional Code of Conduct principles
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

(5)

Criterion 7 – Institutional Values and Best Practices

(100)



APPENDIX – I

POLICY DOCUMENT CODE OF ETHICS

2019-2020

ANSAL UNIVERSITY
STUDENT HANDBOOK

INDEX

S. No.	Particulars
	MESSAGE FROM VICE-CHANCELLOR
I	ABOUT UNIVERSITY
II	RECOGNITIONS & APPROVALS
III	VISION & MISSION
IV	AWARDS & ACHIEVEMENTS
V	PEDAGOGY
1	PREAMBLE
2	JURISDICTION
3	ETHICS AND CONDUCT
4	BREACH OF CODE OF CONDUCT
5	APPEAL
6	ACADEMIC INTEGRITY
7	ANTI-RAGGING
8	SEXUAL HARASSMENT
9	STUDENT GRIEVANCE
10	COVID COMMITTEE
11	STUDENT PARTICIPATION IN GOVERNANCE
12	E-LIBRARY RESOURCES
13	HOSTEL LIFE AND FACILITIES
14	SPORTS FACILITIES
15	MEDICAL FACILITIES
16	FEE PAYMENT DETAILS
17	UNIVERSITY ACADEMIC CALENDAR 2019-20
18	CONTACT NO. OF UNIVERSITY OFFICIALS
19	METRO ROUTE MAP
20	BUS ROUTE 2019-20
21	LOCATION AND CONTACT DETAILS



Message from Vice-Chancellor

To All Prospective Students

Aim of education is to create a learning platform for critical enquiry. What, How, and Why. The world is evolving at a very fast pace. Diverse opportunities and innumerable challenges – the simultaneous existence of both is desirous of an education methodology that shapes intellectuals who deliver quality performance.

Ansal University, Gurugram located in the midst of fortune 500 companies is an emerging educational temple. It evolves through a growth oriented learner-market centric engagement in order to create an experiential ambiance. Methodology and drives of education at the University are oriented to ensure a competency-based education. To this, our approach is multi/trans/inter- disciplinary, which provides assurance of quality learning and thereby influencing learners' overall performance.

The vision of the University is to provide an academically enriching environment, to help to create build and hold a “Globally Competent Graduates” for an ever-changing knowledge economy, as well as the professionalism at large. To an effect, University has strong global collaborations; distinguished faculty which comprises a blend of academically and professionally qualified; practicing executives; state of the art infrastructure, research engagements and consultancy projects; and, an educational portfolio that blends the best of campus and digital delivery into a highly supportive and personalized student experience.

Students at University are highly enthusiastic, participative, and entrepreneurial in their bent of mind. We at University create an opportunity for our students to develop a global mindset through our partnerships with universities and organizations around the world.

With students-teachers being an important component of university, along with other stakeholders, we are engaged in a research-focused; participative; and innovative practice while we are in engagement with a diverse group of participants.

On behalf of faculty, students and the Ansal University, I deem it as my privilege to welcome you all to this temple of knowledge to collaborate and engage in the journey of experiential learning with us to enhance creativity and innovation.

Let us learn and excel together...



Dr. Raj Singh
Vice Chancellor, Ansal University



I. ABOUT UNIVERSITY

Ansal University was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. The University has eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development. The University has a collaboration with some of the finest Universities and Institutions in the UK and other countries like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France

II. RECOGNITIONS & APPROVALS

- Approved by the Higher Education Department Government of Haryana under Haryana Private Universities Act 2006 (Amended in Year 2012)
- Approved by University Grants Commission
- School of Art and Architecture – Approved by Council of Architecture
- School of Law – Approved by Bar Council of India
- School of Planning and Development – Approved by Institute of Town Planners of India
- School of Health Sciences – Pharmacy Department – Approved by Pharmacy Council of India
- Vatel Hotel and Tourism Business School – Affiliated with Vatel Corporation France

III. VISION & MISSION

VISION

Achieving excellence in higher education through research, Innovation, participatory governance and global presence

MISSION

- Transform lives and communities through education and research
- Achieve excellence through participatory governance and focus on quality research and innovation
- Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration

IV. AWARDS & ACHIEVEMENTS

ANSAL UNIVERSITY

- National Education Excellence Award for the Best University in North India 2017
- Best institution for Academic Excellence in Design in India” by ASSOCHAM India
- CSR Excellence Award 2017 & 2018

SCHOOL OF ART AND ARCHITECTURE

- Won the Best Private College of Architecture in India for Year 2018
- No. 1 Private Architecture school in India – 2019 Outlook Magazine
- Best Institute for Academic Excellence in India for Year 2019



- Best Institute for Innovation & Pedagogy in India for Year 2019
- IPAC 2019 - International Planning and Architecture Conclave was held at SAA in Feb 2019
- Degree Show 2018 – held at JKC Gallery, SAA, Sushant University, Gurgaon
- Degree Show 2019 - held at India Habitat Centre, New Delhi
- Verandah I - SAA Journal First Issue launched in Feb 2019
- Verandah II - SAA Journal Second Issue launched in Mar 2020

SCHOOL OF DESIGN

- Best institution for Academic Excellence in Design in India by Assocham India in 2019 and the Education Post, in the 2nd Asia Pacific Education and Technology Awards.

SCHOOL OF LAW

- Ranked no # 1 in the category of 'Most Promising Law School in India' by GHRDC 2019 survey
- Ranked no # 8 in the category of 'Top Outstanding Law Schools of Excellence in India' by GHRDC 2020
- Ranked no # 3 in the category of 'Top Law Schools of State CSR' by GHRDC 2020
- Recognized as the 'Emerging Law School of the Year-2018' by Legal Desire, ranked as one of the top promising law schools 2018
- No.1 Rank in the category of Promising Law School by GHRDC (Global Human Resource Development Centre) in 2017
- Recognized as the 'Emerging Law School of the Year-2016' by INBA

SCHOOL OF ENGINEERING AND TECHNOLOGY

- Published 16 patents
- Ranked no # 4 in the category of 'Top Engineering College of Excellence' by GHRDC 2020 survey

V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Ansal University (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University

2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

3.3. University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

3.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.7 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.



4. BREACH OF CODE OF CONDUCT: If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 **RESTRICTIONS** - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 **EXPULSION** - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 **SUSPENSION**- A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

- a) Ineligibility to reapply for admission to the University for a period of three years, and
- b) Withholding the grade card or certificate for the courses studied or work carried out



5. APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

- a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct
- b) Refer the case back to the committee for reconsideration.

In any case, the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others
- properly acknowledges all contributors to a given piece of work
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

6.2 Violations of this policy include, but are not limited to:

(i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:



- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation

(ii) **Cheating** includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

(iv) **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").

- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

7. ANTI-RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University.

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at <https://ansaluniversity.edu.in/admin-assets/uploaddata/Anti-Ragging-Committeev2.pdf>

7.3 Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://ansaluniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://ansaluniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://ansaluniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

11. E-LIBRARY RESOURCES

AnsAL University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

Online Learning Resources by HRD Ministry

- www.swayam.gov.in
- <http://ugcmoocs.inflibnet.ac.in>
- www.epgp.inflibnet.ac.in
- <http://cec.nic.in>
- www.swayamprabha.gov.in



- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkqp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

12. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



Facilities

- Each resident is provided with cupboard, computer table with rack, chair and bed with mattress.
- Housekeeping (sweeping, mopping & cleaning) facilities are provided without any extra charge.
- A common/dining room with TV, newspapers and magazines is provided in each hostel. Hostel inmates can use Outdoors games facilities like Basket Ball, Football, Cricket, volleyball etc. on campus. A gym facility is also available on campus.
- Geysers are provided in each washroom
- Water coolers with RO water are available on alternate floors.
- Students are provided good quality meals (Veg/Non-Veg) with no restriction on quantity, except for certain items.
- Meal facility is also available to parents on subsidized rates.
- 24 hours security is provided at both the hostels.
- Internet facility is provided at no extra cost.
- Free consultation by the doctor is provided twice a week.

13. SPORTS FACILITIES

The University has state-of-the-art sports facilities for its students and faculty with a choice of playing for fun and health or training for serious competition. All the students are encouraged to participate in at least one sports activity of their interest. Whether you want to improve your health, try a new activity, or train for competitive events, you can do it all here!

The sports facilities includes

- Sport complex
 - 2 tennis courts
 - 2 volleyball courts
 - 1 basketball court
- Canteen area
 - 1 basketball court
- Ground
 - 4500 square yard football & cricket ground
- Cricket pitch
- Gym room & Yoga room

Intra and inter college sports events are organized regularly. Coaches and instructors are available to train the aspirants in sports of their interest.

Programs and events that showcase the many cultures, customs and celebrations are part of the University.

Several programs for life skill development, team building, group discussion and role-plays are organized for students' participation from time to time.

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



15. MEDICAL FACILITIES

Infrastructure:

- A dedicated medical room with first aid
- An ambulance on campus

Equipment:

- Blood pressure device
- Stethoscope
- Glucometer
- Oximeter
- Oxygen tank

Staff:

- Medical emergency technologist available on campus on working days
- Psychiatric counselors available twice a week

16. FEE PAYMENT DETAILS

To make the Fee payment, students can use any one of the following options:

- Pay via student portal <https://c01.digialm.com/EForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
 - "AUCODE" is e-collect code allocated for ANSAL UNIVERSITY.
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number. If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
 - Beneficiary Name : ANSAL UNIVERSITY
 - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
 - Bank Name : Yes Bank
 - Branch : Worli, Mumbai
 - "Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."
- Demand Draft / Cheque in favor of 'ANSAL UNIVERSITY' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:
Accounts Department,
ANSAL UNIVERSITY
Sector-55, Golf Course Road,
Gurugram, Haryana-122003.



17. UNIVERSITY ACADEMIC CALENDAR 2019-20

ODD SEMESTER	DATES
Orientation	10.09.2019 & 11.09.2020
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2019
All PG 1st Semester Batches	14.09.2019
All UG 1st Semester Batches	21.09.2019
Mid Semester Evaluation (MSE)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2019 to 16.10.2019
All PG & UG 1st Semester Batches	23.11.2019 to 27.11.2019
Fresher's Day	02.11.2019
Diwali Break	13.11.2019 to 16.11.2019
Convocation	Last Week of November 2019
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2019 to 24.12.2019
All PG & UG 1st Semester Batches	11.01.2020 to 22.01.2020
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	25.12.2019 to 17.01.2020
All PG & UG 1st Semester Batches	25.01.2020 to 31.01.2020

EVEN SEMESTER	DATES
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2020
All PG & UG 2nd Semester Batches	01.02.2020
Sports Meet and Annual Function	20.02.2020 to 22.02.2020
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2020 to 26.03.2020
All PG & UG 2nd Semester Batches	29.03.2020 to 02.04.2020
End Semester Examination (ESE)	24.05.2020 to 11.06.2020
Summer Break (For Students Only)	12.06.2020 onwards

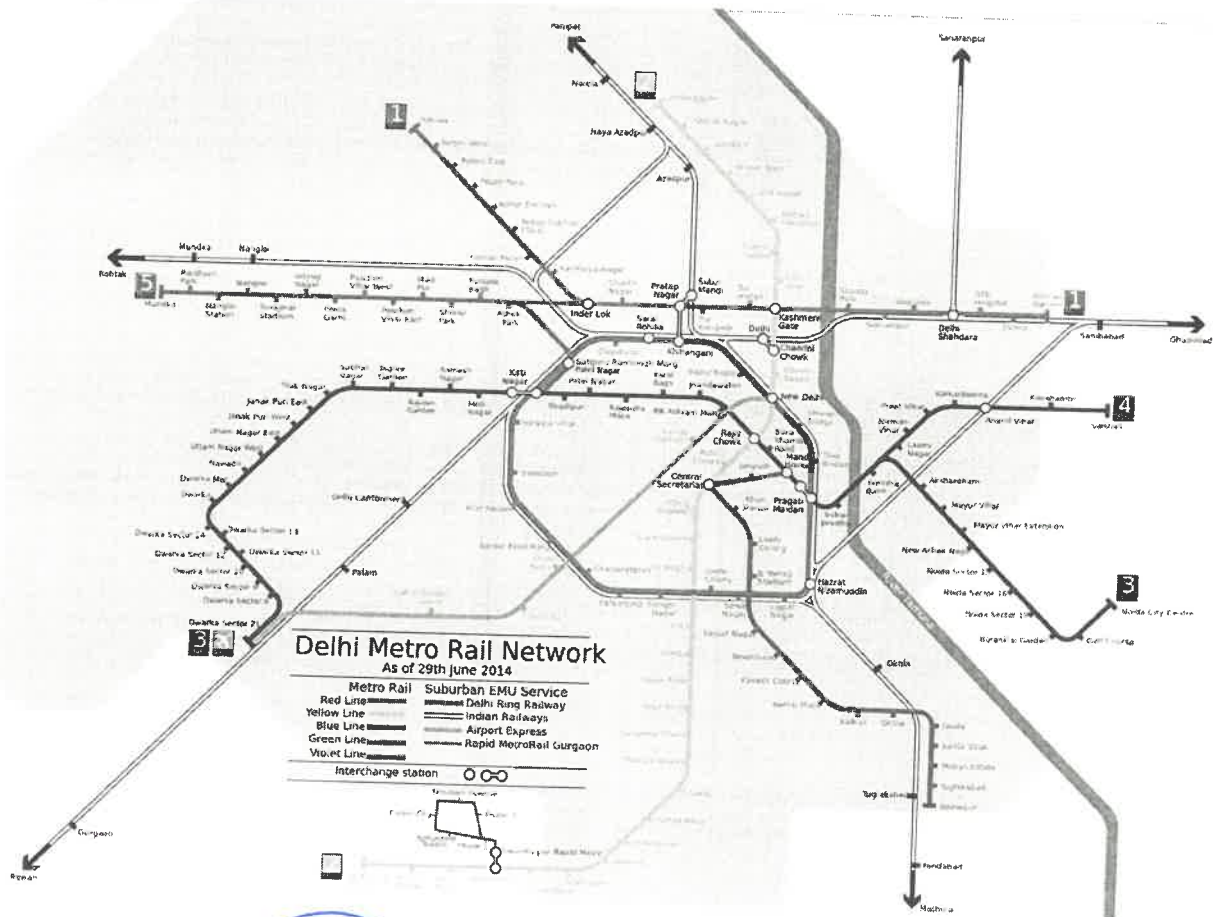
17. CONTACT NO. OF UNIVERSITY OFFICIALS

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

18. METRO ROUTE MAP

To reach the university from Delhi or Noida, ride the yellow line to Sikanderpur station. Proceed to Gurgaon rapid metro within the same station and ride until you reach Sector 54 Chowk Metro. The University is 5 minutes walking distance.

DELHI METRO



20. BUS ROUTE 2019-20

DELHI

ITO (ROUTE -D-1)

<u>Time</u>	<u>Stop</u>
(AM)	
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market 1 (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK 1
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7:50	Select city walk
8:00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

AZADPUR (ROUTE -D-2)

<u>Time</u>	<u>Stop</u>
(AM)	
6:50	Azad Pur
6:55	Model Town (AlpanaCinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

UTTAM NAGAR (ROUTE-D-3)

<u>Time</u>	<u>Stop</u>
(AM)	
7:00	Uttam Nagar
7:05	Tilakpul
7:10	Mata Channan Devi Hospital (C-1 Janak Puri)
7:15	Dabri More
7:20	Mahavir Enklave III
7:30	Dwarka Sec 6-7 Crossing
7:40	I.T.L. Public School (Sector 9-10 Dwarka)
7:55	Samalkha T-Point
8:45	Campus



ROHINI (ROUTE -D-4)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

MALKA GANJ (ROUTE -D-5)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Malka Ganj Bus Stand
6:50	Ice Factory (old Sabzi Mandi)
6:55	Filmistan Cinema
7:00	Faiz Road (corner)/ Karol Bagh
7:10	Link Road (round about)/Ridge Road corner)
7:55	Ridge Road (Shankar Road round about)
7:20	R.M.L Hospital/ Willington Crescent Road
7:25	Teen murti (round about)/Chanakya Puri PS
7:40	Sarojini Nagar Depot
7:45	AIIMS
7:50	IIT Delhi
8:45	Campus

GURUGRAM

Gurugram (Route G-1)

<u>Time</u> (AM)	<u>Stop</u>
7:40	CB School
7:50	Ansal Plaza
7:55	Spanish Court
8:00	Sec. 5 Mother Dairy
8:10	New Colony
8:20	Civil Hospital/ Sharma Restaurant
8:25	HOPE Apartment
8:27	Jharsha Traffic Light/ Park View
8:32	Sector 31/40
8:37	South City (Business Park)
8:50	Campus



Gurugram (Route G-2)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

Gurugram (Route G -3)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
7:55	Sector 4/7 (Shakuntala)
8:05	Blue Bells School (Sector - 4)
8:10	Pataudi Chowk
8:15	Bhuteshwar Mandir
8:20	Nehru Stadium
8:30	Sector – 42
8:35	Sector – 46
8:40	Airtimes Hospital
8:50	Campus

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis Contact

Name & No. – **Mr. Ram Baran Singh; 9899448456**



21. LOCATION AND CONTACT DETAILS

Address – Ansal University Sector-55, Golf Course Road, Gurugram

Website URL – www.ansaluniversity.edu.in

General Contact Nos. - +91 124 4750400/501

Nearest Metro Station – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

Nearest Airport – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

Nearest Railway Junction Station – New Delhi Railway Station (30 Kms from the University Campus)

Nearest Bus Station – Gurugram Bus Station (13 Kms from the University Campus)




Registrar:



2020-2021

SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

STUDENTS HANDBOOK

INDEX

S. No.	Particulars
	MESSAGE FROM VICE-CHANCELLOR
I	ABOUT UNIVERSITY
II	RECOGNITIONS & APPROVALS
III	VISION & MISSION
IV	AWARDS & ACHIEVEMENTS
V	PEDAGOGY
1	PREAMBLE
2	JURISDICTION
3	ETHICS AND CONDUCT
4	BREACH OF CODE OF CONDUCT
5	APPEAL
6	ACADEMIC INTEGRITY
7	ANTI-RAGGING
8	SEXUAL HARASSMENT
9	STUDENT GRIEVANCE
10	COVID COMMITTEE
11	STUDENT PARTICIPATION IN GOVERNANCE
12	E-LIBRARY RESOURCES
13	HOSTEL LIFE AND FACILITIES
14	SPORTS FACILITIES
15	MEDICAL FACILITIES
16	FEE PAYMENT DETAILS
17	UNIVERSITY ACADEMIC CALENDAR 2020-21
18	CONTACT NO. OF UNIVERSITY OFFICIALS
19	METRO ROUTE MAP
20	BUS ROUTE 2020-21
21	LOCATION AND CONTACT DETAILS



Message from Vice-Chancellor

To All Prospective Students

Aim of education is to create a learning platform for critical enquiry. What, How, and Why. The world is evolving at a very fast pace. Diverse opportunities and innumerable challenges – the simultaneous existence of both is desirous of an education methodology that shapes intellectuals who deliver quality performance.

Sushant University (Erstwhile Ansal University), Gurugram located in the midst of fortune 500 companies is an emerging educational temple. It evolves through a growth oriented learner-market centric engagement in order to create an experiential ambiance. Methodology and drives of education at the University are oriented to ensure a competency-based education. To this, our approach is multi/trans/inter- disciplinary, which provides assurance of quality learning and thereby influencing learners' overall performance.

The vision of the University is to provide an academically enriching environment, to help to create build and hold a “Globally Competent Graduates” for an ever-changing knowledge economy, as well as the professionalism at large. To an effect, University has strong global collaborations; distinguished faculty which comprises a blend of academically and professionally qualified; practicing executives; state of the art infrastructure, research engagements and consultancy projects; and, an educational portfolio that blends the best of campus and digital delivery into a highly supportive and personalized student experience.

Students at University are highly enthusiastic, participative, and entrepreneurial in their bent of mind. We at University create an opportunity for our students to develop a global mindset through our partnerships with universities and organizations around the world.

With students-teachers being an important component of university, along with other stakeholders, we are engaged in a research-focused; participative; and innovative practice while we are in engagement with a diverse group of participants.

On behalf of faculty, students and the Sushant University (Erstwhile Ansal University), I deem it as my privilege to welcome you all to this temple of knowledge to collaborate and engage in the journey of experiential learning with us to enhance creativity and innovation.

Let us learn and excel together...


Prof. (Dr.) D. N. S. Kumar, Vice Chancellor
Sushant University (Erstwhile Ansal University),



I. ABOUT UNIVERSITY

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. The University has eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development. The University has a collaboration with some of the finest Universities and Institutions in the UK and other countries like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France

II. RECOGNITIONS & APPROVALS

- Approved by the Higher Education Department Government of Haryana under Haryana Private Universities Act 2006 (Amended in Year 2012)
- Approved by University Grants Commission
- School of Art and Architecture – Approved by Council of Architecture
- School of Law – Approved by Bar Council of India
- School of Planning and Development – Approved by Institute of Town Planners of India
- School of Health Sciences – Pharmacy Department – Approved by Pharmacy Council of India
- Vatel Hotel and Tourism Business School – Affiliated with Vatel Corporation France

III. VISION & MISSION

VISION

Achieving excellence in higher education through research, Innovation, participatory governance and global presence

MISSION

- Transform lives and communities through education and research
- Achieve excellence through participatory governance and focus on quality research and innovation
- Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration

IV. AWARDS & ACHIEVEMENTS

SUSHANT UNIVERSITY

- National Education Excellence Award for the Best University in North India 2017
- Best institution for Academic Excellence in Design in India" by ASSOCHAM India
- CSR Excellence Award 2017 & 2018

SCHOOL OF ART AND ARCHITECTURE

- Won the Best Private College of Architecture in India for Year 2018
- No. 1 Private Architecture school in India – 2019 Outlook Magazine
- Best Institute for Academic Excellence in India for Year 2019

- Best Institute for Innovation & Pedagogy in India for Year 2019
- IPAC 2019 - International Planning and Architecture Conclave was held at SAA in Feb 2019
- Degree Show 2018 – held at JKC Gallery, SAA, Sushant University, Gurgaon
- Degree Show 2019 - held at India Habitat Centre, New Delhi
- Verandah I - SAA Journal First Issue launched in Feb 2019
- Verandah II - SAA Journal Second Issue launched in Mar 2020

SCHOOL OF DESIGN

- Best institution for Academic Excellence in Design in India by Assocham India in 2019 and the Education Post, in the 2nd Asia Pacific Education and Technology Awards.

SCHOOL OF LAW

- Ranked no # 1 in the category of ‘Most Promising Law School in India’ by GHRDC 2019 survey
- Ranked no # 8 in the category of ‘Top Outstanding Law Schools of Excellence in India’ by GHRDC 2020
- Ranked no # 3 in the category of ‘Top Law Schools of State CSR’ by GHRDC 2020
- Recognized as the ‘Emerging Law School of the Year-2018’ by Legal Desire, ranked as one of the top promising law schools 2018
- No.1 Rank in the category of Promising Law School by GHRDC (Global Human Resource Development Centre) in 2017
- Recognized as the ‘Emerging Law School of the Year-2016’ by INBA

SCHOOL OF ENGINEERING AND TECHNOLOGY

- Published 16 patents
- Ranked no # 4 in the category of ‘Top Engineering College of Excellence’ by GHRDC 2020 survey

V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Sushant University (Erstwhile Ansal University) (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University

2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

3.3. University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

3.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.7 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.



3.10 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.11 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

4. BREACH OF CODE OF CONDUCT: If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 **WARNING** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 **RESTRICTIONS** - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 **EXPULSION** - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 **MONETARY PENALTY**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 **SUSPENSION**- A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

- a) Ineligibility to reapply for admission to the University for a period of three years, and
- b) Withholding the grade card or certificate for the courses studied or work carried out



5. APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

- a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct
- b) Refer the case back to the committee for reconsideration.

In any case, the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others
- properly acknowledges all contributors to a given piece of work
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

6.2 Violations of this policy include, but are not limited to:

(i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:



- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation

(ii) **Cheating** includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

(iv) **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").



- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

7. ANTI-RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University.

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at
<https://sushantuniversity.edu.in/admin-assets/upload.data/Anti-Ragging-Committeev2.pdf>

7.3 Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

10. COVID COMMITTEE

COVID-19 is rapidly evolving and has become worrisome for the whole world. We had never lived through a crisis quite like this leading to fundamental changes to our daily lives – including the way we communicate, socialize, work and support loved ones. It is an unprecedented event whose course is very difficult to predict and it is likely that we will have to continue to make changes as the epidemic progresses. The University fraternity has been working for its student's community above and beyond the call of duty over the past days and weeks in the face of this situation with the deep knowledge, capability, and great sense of commitment. The University has developed collective ability to weather this period with strength and agility.

The major transitions adapted at the University in a very short space of time to avoid the academic loss, mental stress & anxiety and psychosocial concerns include:

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students,



- i) All preventive measures and sanitization done at the campus to avoid any infection in the hostel residents of the University.

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

12. E-LIBRARY RESOURCES

Sushant University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

Online Learning Resources by HRD Ministry

- www.swayam.gov.in
- <http://ugcmooocs.inflibnet.ac.in>
- www.epgp.inflibnet.ac.in
- <http://cec.nic.in>
- www.swayamprabha.gov.in
- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



Facilities

- Each resident is provided with cupboard, computer table with rack, chair and bed with mattress.
- Housekeeping (sweeping, mopping & cleaning) facilities are provided without any extra charge.
- A common/dining room with TV, newspapers and magazines is provided in each hostel. Hostel inmates can use Outdoors games facilities like Basket Ball, Football, Cricket, volleyball etc. on campus. A gym facility is also available on campus.
- Geysers are provided in each washroom
- Water coolers with RO water are available on alternate floors.
- Students are provided good quality meals (Veg/Non-Veg) with no restriction on quantity, except for certain items.
- Meal facility is also available to parents on subsidized rates.
- 24 hours security is provided at both the hostels.
- Internet facility is provided at no extra cost.
- Free consultation by the doctor is provided twice a week.

14. SPORTS FACILITIES

The University has state-of-the-art sports facilities for its students and faculty with a choice of playing for fun and health or training for serious competition. All the students are encouraged to participate in at least one sports activity of their interest. Whether you want to improve your health, try a new activity, or train for competitive events, you can do it all here!

The sports facilities includes

- Sport complex
 - 2 tennis courts
 - 2 volleyball courts
 - 1 basketball court
- Canteen area
 - 1 basketball court
- Ground
 - 4500 square yard football & cricket ground
- Cricket pitch
- Gym room & Yoga room

Intra and inter college sports events are organized regularly. Coaches and instructors are available to train the aspirants in sports of their interest.

Programs and events that showcase the many cultures, customs and celebrations are part of the University.

Several programs for life skill development, team building, group discussion and role-plays are organized for students' participation from time to time.

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



15. MEDICAL FACILITIES

Infrastructure:

- A dedicated medical room with first aid
- An ambulance on campus

Equipment:

- Blood pressure device
- Stethoscope
- Glucometer
- Oximeter
- Oxygen tank

Staff:

- Medical emergency technologist available on campus on working days
- Psychiatric counselors available twice a week

16. FEE PAYMENT DETAILS

To make the Fee payment, students can use any one of the following options:

- Pay via student portal <https://e01.digialm.com/EForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
 - "AUCODE" is e-collect code allocated for SUSHANT UNIVERSITY.
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number.
If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
 - Beneficiary Name : SUSHANT UNIVERSITY
 - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
 - Bank Name : Yes Bank
 - Branch : Worli, Mumbai
 - "Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."
- Demand Draft / Cheque in favor of 'SUSHANT UNIVERSITY' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:
Accounts Department,
SUSHANT UNIVERSITY
Sector-55, Golf Course Road,
Gurugram, Haryana-122003.



17. UNIVERSITY ACADEMIC CALENDAR 2020-21

ODD SEMESTER	DATES
Orientation	10.09.2020 & 11.09.2020
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2020
All PG 1st Semester Batches	14.09.2020
All UG 1st Semester Batches	21.09.2020
Mid Semester Evaluation (MSE)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2020 to 16.10.2020
All PG & UG 1st Semester Batches	23.11.2020 to 27.11.2020
Fresher's Day	02.11.2020
Diwali Break	13.11.2020 to 16.11.2020
Convocation	Last Week of November 2020
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2020 to 24.12.2020
All PG & UG 1st Semester Batches	11.01.2021 to 22.01.2021
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	25.12.2020 to 17.01.2021
All PG & UG 1st Semester Batches	25.01.2021 to 31.01.2021

EVEN SEMESTER	DATES
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2021
All PG & UG 2nd Semester Batches	01.02.2021
Sports Meet and Annual Function	20.02.2021 to 22.02.2021
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2021 to 26.03.2021
All PG & UG 2nd Semester Batches	29.03.2021 to 02.04.2021
End Semester Examination (ESE)	24.05.2021 to 11.06.2021
Summer Break (For Students Only)	12.06.2021 onwards

Please note: For 2020 admitted students, classes will be held on Saturdays as well



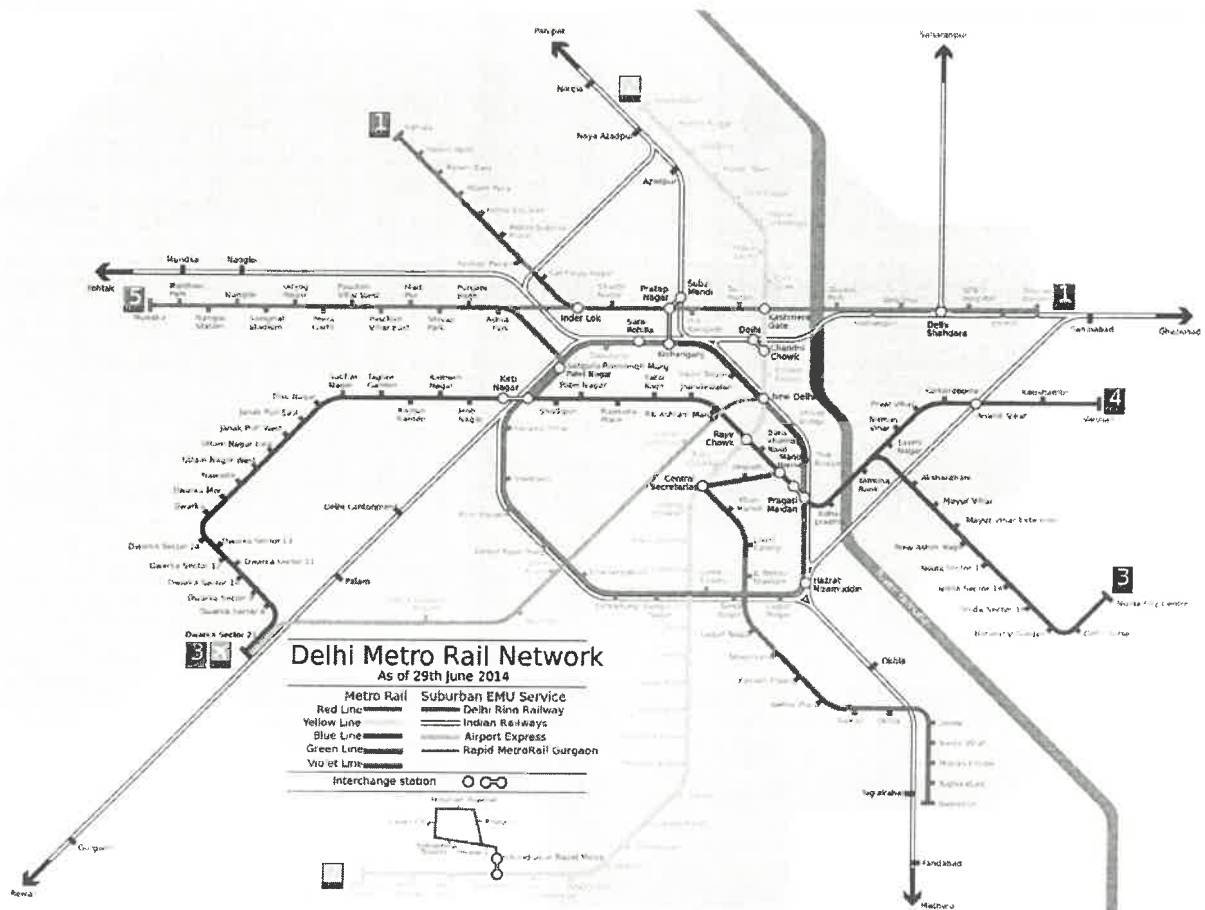
18. CONTACT NO. OF UNIVERSITY OFFICIALS

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

19. METRO ROUTE MAP

To reach the university from Delhi or Noida, ride the yellow line to Sikanderpur station. Proceed to Gurgaon rapid metro within the same station and ride until you reach Sector 54 Chowk Metro. The University is 5 minutes walking distance.

DELHI METRO



20. BUS ROUTE 2020-21

DELHI

ITO (ROUTE -D-1)

Time (AM)	Stop
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market 1 (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK 1
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7.50	Select city walk
8.00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

AZADPUR (ROUTE -D-2)

Time (AM)	Stop
6:50	Azad Pur
6:55	Model Town (Alpana Cinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

UTTAM NAGAR (ROUTE-D-3)

Time (AM)	Stop
7:00	Uttam Nagar
7:05	Tilakpul
7:10	Mata Channan Devi Hospital (C-1 Janak Puri)
7:15	Dabri More
7:20	Mahavir Enklave III
7:30	Dwarka Sec 6-7 Crossing
7:40	I.T.L. Public School (Sector 9-10 Dwarka)
7:55	Samalkha T-Point
8:45	Campus



ROHINI (ROUTE –D-4)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

MALKA GANJ (ROUTE –D-5)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Malka Ganj Bus Stand
6:50	Ice Factory (old Sabzi Mandi)
6:55	Filmistan Cinema
7:00	Faiz Road (corner)/ Karol Bagh
7:10	Link Road (round about)/Ridge Road corner
7:55	Ridge Road (Shankar Road round about)
7:20	R.M.L Hospital/ Willington Crescent Road
7:25	Teen murti (round about)/Chanakya Puri PS
7:40	Sarojini Nagar Depot
7:45	AIIMS
7:50	IIT Delhi
8:45	Campus

GURUGRAM

Gurugram (Route G-1)

<u>Time</u> (AM)	<u>Stop</u>
7:40	CB School
7:50	Ansal Plaza
7:55	Spanish Court
8:00	Sec. 5 Mother Dairy
8:10	New Colony
8:20	Civil Hospital/ Sharma Restaurant
8:25	HOPE Apartment
8:27	Jharsha Traffic Light/ Park View
8:32	Sector 31/40
8:37	South City (Business Park)
8:50	Campus



Gurugram (Route G-2)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

Gurugram (Route G -3)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
7:55	Sector 4/7 (Shakuntala)
8:05	Blue Bells School (Sector - 4)
8:10	Pataudi Chowk
8:15	Bhuteshwar Mandir
8:20	Nehru Stadium
8:30	Sector – 42
8:35	Sector – 46
8:40	Airtimes Hospital
8:50	Campus

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis Contact

Name & No. – **Mr. Ram Baran Singh; 9899448456**



21. LOCATION AND CONTACT DETAILS

Address - Sushant University (Erstwhile) Sector-55, Golf Course Road, Gurugram

Website URL – www.sushantuniversity.edu.in

General Contact Nos. - +91 124 4750400/501

Nearest Metro Station – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

Nearest Airport – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

Nearest Railway Junction Station – New Delhi Railway Station (30 Kms from the University Campus)

Nearest Bus Station – Gurugram Bus Station (13 Kms from the University Campus)



[Handwritten Signature]
Registrar:



2021-2022



SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

INDEX

S. No.	Particulars
	MESSAGE FROM VICE-CHANCELLOR
I	ABOUT UNIVERSITY
II	RECOGNITIONS & APPROVALS
III	VISION & MISSION
IV	AWARDS & ACHIEVEMENTS
V	PEDAGOGY
1	PREAMBLE
2	JURISDICTION
3	ETHICS AND CONDUCT
4	BREACH OF CODE OF CONDUCT
5	APPEAL
6	ACADEMIC INTEGRITY
7	ANTI-RAGGING
8	SEXUAL HARASSMENT
9	STUDENT GRIEVANCE
10	COVID COMMITTEE
11	STUDENT PARTICIPATION IN GOVERNANCE
12	E-LIBRARY RESOURCES
13	HOSTEL LIFE AND FACILITIES
14	SPORTS FACILITIES
15	MEDICAL FACILITIES
16	FEE PAYMENT DETAILS
17	UNIVERSITY ACADEMIC CALENDAR 2021-22
18	CONTACT NO. OF UNIVERSITY OFFICIALS
19	METRO ROUTE MAP
20	BUS ROUTE 2021-22
21	LOCATION AND CONTACT DETAILS



Message from Vice-Chancellor

To All Prospective Students

Aim of education is to create a learning platform for critical enquiry. What, How, and Why. The world is evolving at a very fast pace. Diverse opportunities and innumerable challenges – the simultaneous existence of both is desirous of an education methodology that shapes intellectuals who deliver quality performance.

Sushant University (Erstwhile Ansal University), Gurugram located in the midst of fortune 500 companies is an emerging educational temple. It evolves through a growth oriented learner-market centric engagement in order to create an experiential ambiance. Methodology and drives of education at the University are oriented to ensure a competency-based education. To this, our approach is multi/trans/inter- disciplinary, which provides assurance of quality learning and thereby influencing learners' overall performance.

The vision of the University is to provide an academically enriching environment, to help to create build and hold a "Globally Competent Graduates" for an ever-changing knowledge economy, as well as the professionalism at large. To an effect, University has strong global collaborations; distinguished faculty which comprises a blend of academically and professionally qualified; practicing executives; state of the art infrastructure, research engagements and consultancy projects; and, an educational portfolio that blends the best of campus and digital delivery into a highly supportive and personalized student experience.

Students at University are highly enthusiastic, participative, and entrepreneurial in their bent of mind. We at University create an opportunity for our students to develop a global mindset through our partnerships with universities and organizations around the world.

With students-teachers being an important component of university, along with other stakeholders, we are engaged in a research-focused; participative; and innovative practice while we are in engagement with a diverse group of participants.

On behalf of faculty, students and the Sushant University (Erstwhile Ansal University), I deem it as my privilege to welcome you all to this temple of knowledge to collaborate and engage in the journey of experiential learning with us to enhance creativity and innovation.

Let us learn and excel together...


Prof. (Dr.) D. N. S. Kumar, Vice Chancellor
Sushant University (Erstwhile Ansal University),



I. ABOUT UNIVERSITY

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. The University has eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development. The University has a collaboration with some of the finest Universities and Institutions in the UK and other countries like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France

II. RECOGNITIONS & APPROVALS

- Approved by the Higher Education Department Government of Haryana under Haryana Private Universities Act 2006 (Amended in Year 2012)
- Approved by University Grants Commission
- School of Art and Architecture – Approved by Council of Architecture
- School of Law – Approved by Bar Council of India
- School of Planning and Development – Approved by Institute of Town Planners of India
- School of Health Sciences – Pharmacy Department – Approved by Pharmacy Council of India
- Vatel Hotel and Tourism Business School – Affiliated with Vatel Corporation France

III. VISION & MISSION

VISION

Achieving excellence in higher education through research, Innovation, participatory governance and global presence

MISSION

- Transform lives and communities through education and research
- Achieve excellence through participatory governance and focus on quality research and innovation
- Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration

IV. AWARDS & ACHIEVEMENTS

SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

- National Education Excellence Award for the Best University in North India 2017
- Best institution for Academic Excellence in Design in India” by ASSOCHAM India
- CSR Excellence Award 2017 & 2018

SCHOOL OF ART AND ARCHITECTURE

- Won the Best Private College of Architecture in India for Year 2018
- No. 1 Private Architecture school in India – 2019 Outlook Magazine
- Best Institute for Academic Excellence in India for Year 2019



- Best Institute for Innovation & Pedagogy in India for Year 2019
- IPAC 2019 - International Planning and Architecture Conclave was held at SAA in Feb 2019
- Degree Show 2018 – held at JKC Gallery, SAA, Ansal University, Gurgaon
- Degree Show 2019 - held at India Habitat Centre, New Delhi
- Verandah I - SAA Journal First Issue launched in Feb 2019
- Verandah II - SAA Journal Second Issue launched in Mar 2020

SCHOOL OF DESIGN

- Best institution for Academic Excellence in Design in India by Assocham India in 2019 and the Education Post, in the 2nd Asia Pacific Education and Technology Awards.

SCHOOL OF LAW

- Ranked no # 1 in the category of 'Most Promising Law School in India' by GHRDC 2019 survey
- Ranked no # 8 in the category of 'Top Outstanding Law Schools of Excellence in India' by GHRDC 2020
- Ranked no # 3 in the category of 'Top Law Schools of State CSR' by GHRDC 2020
- Recognized as the 'Emerging Law School of the Year-2018' by Legal Desire, ranked as one of the top promising law schools 2018
- No.1 Rank in the category of Promising Law School by GHRDC (Global Human Resource Development Centre) in 2017
- Recognized as the 'Emerging Law School of the Year-2016' by INBA

SCHOOL OF ENGINEERING AND TECHNOLOGY

- Published 16 patents
- Ranked no # 4 in the category of 'Top Engineering College of Excellence' by GHRDC 2020 survey

V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Sushant university (Erstwhile Ansal University) (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University

2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

3.3. University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

3.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.7 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.



3.10 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.11 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

4. BREACH OF CODE OF CONDUCT: If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 WARNING - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 SUSPENSION- A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

- a) Ineligibility to reapply for admission to the University for a period of three years, and
- b) Withholding the grade card or certificate for the courses studied or work carried out



5. APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

- a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct
- b) Refer the case back to the committee for reconsideration.

In any case, the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others
- properly acknowledges all contributors to a given piece of work
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

6.2 Violations of this policy include, but are not limited to:

(i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:



- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation

(ii) **Cheating** includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

(iv) **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").



- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

7. ANTI-RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University.

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at
<https://sushantuniversity.edu.in/admin-assets/upload.data/Anti-Ragging-Committeev2.pdf>

7.3 Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

10. COVID COMMITTEE

COVID-19 is rapidly evolving and has become worrisome for the whole world. We had never lived through a crisis quite like this leading to fundamental changes to our daily lives – including the way we communicate, socialize, work and support loved ones. It is an unprecedented event whose course is very difficult to predict and it is likely that we will have to continue to make changes as the epidemic progresses. The University fraternity has been working for its student's community above and beyond the call of duty over the past days and weeks in the face of this situation with the deep knowledge, capability, and great sense of commitment. The University has developed collective ability to weather this period with strength and agility.

The major transitions adapted at the University in a very short space of time to avoid the academic loss, mental stress & anxiety and psychosocial concerns include:

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students,



- i) All preventive measures and sanitization done at the campus to avoid any infection in the hostel residents of the University.

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

12. E-LIBRARY RESOURCES

Sushant University (Erstwhile Ansal University) has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

Online Learning Resources by HRD Ministry

- www.swayam.gov.in
- <http://ugcmoocs.inflibnet.ac.in>
- www.epgp.inflibnet.ac.in
- <http://cec.nic.in>
- www.swayamprabha.gov.in
- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



Facilities

- Each resident is provided with cupboard, computer table with rack, chair and bed with mattress.
- Housekeeping (sweeping, mopping & cleaning) facilities are provided without any extra charge.
- A common/dining room with TV, newspapers and magazines is provided in each hostel. Hostel inmates can use Outdoors games facilities like Basket Ball, Football, Cricket, volleyball etc. on campus. A gym facility is also available on campus.
- Geysers are provided in each washroom
- Water coolers with RO water are available on alternate floors.
- Students are provided good quality meals (Veg/Non-Veg) with no restriction on quantity, except for certain items.
- Meal facility is also available to parents on subsidized rates.
- 24 hours security is provided at both the hostels.
- Internet facility is provided at no extra cost.
- Free consultation by the doctor is provided twice a week.

14. SPORTS FACILITIES

The University has state-of-the-art sports facilities for its students and faculty with a choice of playing for fun and health or training for serious competition. All the students are encouraged to participate in at least one sports activity of their interest. Whether you want to improve your health, try a new activity, or train for competitive events, you can do it all here!

The sports facilities includes

- Sport complex
 - 2 tennis courts
 - 2 volleyball courts
 - 1 basketball court
- Canteen area
 - 1 basketball court
- Ground
 - 4500 square yard football & cricket ground
- Cricket pitch
- Gym room & Yoga room

Intra and inter college sports events are organized regularly. Coaches and instructors are available to train the aspirants in sports of their interest.

Programs and events that showcase the many cultures, customs and celebrations are part of the University.

Several programs for life skill development, team building, group discussion and role-plays are organized for students' participation from time to time.

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



15. MEDICAL FACILITIES

Infrastructure:

- A dedicated medical room with first aid
- An ambulance on campus

Equipment:

- Blood pressure device
- Stethoscope
- Glucometer
- Oximeter
- Oxygen tank

Staff:

- Medical emergency technologist available on campus on working days
- Psychiatric counselors available twice a week

16. FEE PAYMENT DETAILS

To make the Fee payment, students can use any one of the following options:

- Pay via student portal <https://g01.digialm.com/EForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
 - “AUCODE” is e-collect code allocated for SUSHANT UNIVERSITY.
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number. If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
 - Beneficiary Name : SUSHANT UNIVERSITY (ERSTWHILE ANSAL)
 - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
 - Bank Name : Yes Bank
 - Branch : Worli, Mumbai
 - “Please note that currently E-Collect setup doesn’t support UPI. Please use only RTGS/NEFT/IMPS.”
- Demand Draft / Cheque in favor of ‘SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)’ (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:
Accounts Department,
SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)
Sector-55, Golf Course Road,
Gurugram, Haryana-122003.



17. UNIVERSITY ACADEMIC CALENDAR 2021-22

ODD SEMESTER	DATES
Orientation	08.09.2021 & 09.09.2021
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2021
All PG 1st Semester Batches	14.09.2021
All UG 1st Semester Batches	21.09.2021
Mid Semester Evaluation (MSF)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2021 to 15.10.2021
All PG & UG 1st Semester Batches	23.11.2021 to 26.11.2021
Fresher's Day	02.11.2021
Diwali Break	13.11.2021 to 18.11.2021
Convocation	Last Week of November 2021
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2021 to 24.12.2021
All PG & UG 1st Semester Batches	11.01.2022 to 21.01.2022
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	24.12.2021 to 17.01.2022
All PG & UG 1st Semester Batches	25.01.2022 to 31.01.2022

EVEN SEMESTER	DATES
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2022
All PG & UG 2nd Semester Batches	01.02.2022
Sports Meet and Annual Function	18.02.2022 to 22.02.2022
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2022 to 25.03.2022
All PG & UG 2nd Semester Batches	29.03.2022 to 01.04.2022
End Semester Examination (ESE)	24.05.2022 to 10.06.2022
Summer Break (For Students Only)	11.06.2022 onwards

Please note: For 2021 admitted students, classes will be held on Saturdays as well



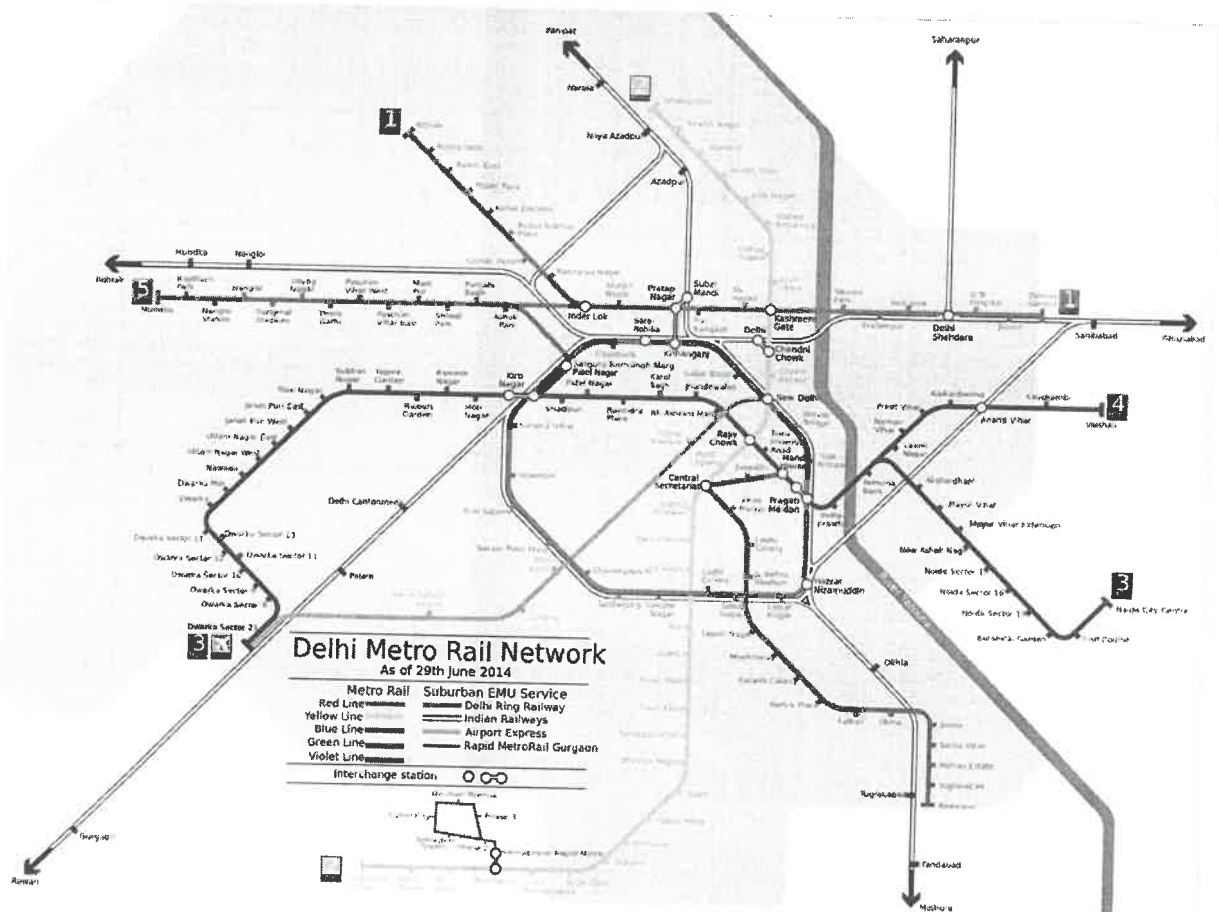
18. CONTACT NO. OF UNIVERSITY OFFICIALS

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

19. METRO ROUTE MAP

To reach the university from Delhi or Noida, ride the yellow line to Sikanderpur station. Proceed to Gurgaon rapid metro within the same station and ride until you reach Sector 54 Chowk Metro. The University is 5 minutes walking distance.

DELHI METRO



20. BUS ROUTE 2021-22

DELHI

ITO (ROUTE -D-1)

<u>Time</u> <u>(AM)</u>	<u>Stop</u>
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market I (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK I
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7:50	Select city walk
8:00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

AZADPUR (ROUTE -D-2)

<u>Time</u> <u>(AM)</u>	<u>Stop</u>
6:50	Azad Pur
6:55	Model Town (AlpanaCinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

UTTAM NAGAR (ROUTE-D-3)

<u>Time</u> <u>(AM)</u>	<u>Stop</u>
7:00	Uttam Nagar
7:05	Tilakpul
7:10	Mata Channan Devi Hospital (C-1 Janak Puri)
7:15	Dabri More
7:20	Mahavir Enklave III
7:30	Dwarka Sec 6-7 Crossing
7:40	I.T.L. Public School (Sector 9-10 Dwarka)
7:55	Samalkha T-Point
8:45	Campus



ROHINI (ROUTE –D-4)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

MALKA GANJ (ROUTE –D-5)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Malka Ganj Bus Stand
6:50	Ice Factory (old Sabzi Mandi)
6:55	Filmistan Cinema
7:00	Faiz Road (corner)/ Karol Bagh
7:10	Link Road (round about)/Ridge Road corner
7:55	Ridge Road (Shankar Road round about)
7:20	R.M.L Hospital/ Willington Crescent Road
7:25	Teen murti (round about)/Chanakya Puri PS
7:40	Sarojini Nagar Depot
7:45	AIIMS
7:50	IIT Delhi
8:45	Campus

GURUGRAM

Gurugram (Route G-1)

<u>Time</u> (AM)	<u>Stop</u>
7:40	CB School
7:50	Ansal Plaza
7:55	Spanish Court
8:00	Sec. 5 Mother Dairy
8:10	New Colony
8:20	Civil Hospital/ Sharma Restaurant
8:25	HOPE Apartment
8:27	Jharsha Traffic Light/ Park View
8:32	Sector 31/40
8:37	South City (Business Park)
8:50	Campus



Gurugram (Route G-2)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

Gurugram (Route G -3)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
7:55	Sector 4/7 (Shakuntala)
8:05	Blue Bells School (Sector - 4)
8:10	Pataudi Chowk
8:15	Bhuteshwar Mandir
8:20	Nehru Stadium
8:30	Sector – 42
8:35	Sector – 46
8:40	Airtimes Hospital
8:50	Campus

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis

Contact Name & No. – **Mr. Ram Baran Singh; 9899448456**



21. LOCATION AND CONTACT DETAILS

Address - Sushant University Sector-55, Golf Course Road, Gurugram

Website URL – www.ansaluniversity.edu.in

General Contact Nos. - +91 124 4750400/501

Nearest Metro Station – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

Nearest Airport – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

Nearest Railway Junction Station – New Delhi Railway Station (30 Kms from the University Campus)

Nearest Bus Station – Gurugram Bus Station (13 Kms from the University Campus)



Shamir
Registrar:



2022-2023



SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

INDEX

S. No.	Particulars
	MESSAGE FROM VICE-CHANCELLOR
I	ABOUT UNIVERSITY
II	RECOGNITIONS & APPROVALS
III	VISION & MISSION
IV	AWARDS & ACHIEVEMENTS
V	PEDAGOGY
1	PREAMBLE
2	JURISDICTION
3	ETHICS AND CONDUCT
4	BREACH OF CODE OF CONDUCT
5	APPEAL
6	ACADEMIC INTEGRITY
7	ANTI-RAGGING
8	SEXUAL HARASSMENT
9	STUDENT GRIEVANCE
10	COVID COMMITTEE
11	STUDENT PARTICIPATION IN GOVERNANCE
12	E-LIBRARY RESOURCES
13	HOSTEL LIFE AND FACILITIES
14	SPORTS FACILITIES
15	MEDICAL FACILITIES
16	FEE PAYMENT DETAILS
17	UNIVERSITY ACADEMIC CALENDAR 2022-23
18	CONTACT NO. OF UNIVERSITY OFFICIALS
19	METRO ROUTE MAP
20	BUS ROUTE 2022-23
21	LOCATION AND CONTACT DETAILS



Message from Vice-Chancellor

To All Prospective Students

Aim of education is to create a learning platform for critical enquiry. What, How, and Why. The world is evolving at a very fast pace. Diverse opportunities and innumerable challenges – the simultaneous existence of both is desirous of an education methodology that shapes intellectuals who deliver quality performance.

Sushant University (Erstwhile Ansal University), Gurugram located in the midst of fortune 500 companies is an emerging educational temple. It evolves through a growth oriented learner-market centric engagement in order to create an experiential ambiance. Methodology and drives of education at the University are oriented to ensure a competency-based education. To this, our approach is multi/trans/inter- disciplinary, which provides assurance of quality learning and thereby influencing learners' overall performance.

The vision of the University is to provide an academically enriching environment, to help to create build and hold a “Globally Competent Graduates” for an ever-changing knowledge economy, as well as the professionalism at large. To an effect, University has strong global collaborations; distinguished faculty which comprises a blend of academically and professionally qualified; practicing executives; state of the art infrastructure, research engagements and consultancy projects; and, an educational portfolio that blends the best of campus and digital delivery into a highly supportive and personalized student experience.

Students at University are highly enthusiastic, participative, and entrepreneurial in their bent of mind. We at University create an opportunity for our students to develop a global mindset through our partnerships with universities and organizations around the world.

With students-teachers being an important component of university, along with other stakeholders, we are engaged in a research-focused; participative; and innovative practice while we are in engagement with a diverse group of participants.

On behalf of faculty, students and the Sushant University (Erstwhile Ansal University), I deem it as my privilege to welcome you all to this temple of knowledge to collaborate and engage in the journey of experiential learning with us to enhance creativity and innovation.

Let us learn and excel together...


Prof. (Dr.) D. N. S. Kumar, Vice Chancellor
Sushant University (Erstwhile Ansal University),



I. ABOUT UNIVERSITY

Sushant University (Erstwhile Ansal University) was established in 2012 under the Haryana Private Universities Act 2006. Located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. The University has eight schools offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development. The University has a collaboration with some of the finest Universities and Institutions in the UK and other countries like the University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France

II. RECOGNITIONS & APPROVALS

- Approved by the Higher Education Department Government of Haryana under Haryana Private Universities Act 2006 (Amended in Year 2012)
- Approved by University Grants Commission
- School of Art and Architecture – Approved by Council of Architecture
- School of Law – Approved by Bar Council of India
- School of Planning and Development – Approved by Institute of Town Planners of India
- School of Health Sciences – Pharmacy Department – Approved by Pharmacy Council of India
- Vatel Hotel and Tourism Business School – Affiliated with Vatel Corporation France

III. VISION & MISSION

VISION

Achieving excellence in higher education through research, Innovation, participatory governance and global presence

MISSION

- Transform lives and communities through education and research
- Achieve excellence through participatory governance and focus on quality research and innovation
- Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration

IV. AWARDS & ACHIEVEMENTS

SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)

- National Education Excellence Award for the Best University in North India 2017
- Best institution for Academic Excellence in Design in India” by ASSOCHAM India
- CSR Excellence Award 2017 & 2018

SCHOOL OF ART AND ARCHITECTURE

- Won the Best Private College of Architecture in India for Year 2018
- No. 1 Private Architecture school in India – 2019 Outlook Magazine
- Best Institute for Academic Excellence in India for Year 2019



- Best Institute for Innovation & Pedagogy in India for Year 2019
- IPAC 2019 - International Planning and Architecture Conclave was held at SAA in Feb 2019
- Degree Show 2018 – held at JKC Gallery, SAA, Ansal University, Gurgaon
- Degree Show 2019 - held at India Habitat Centre, New Delhi
- Verandah I - SAA Journal First Issue launched in Feb 2019
- Verandah II - SAA Journal Second Issue launched in Mar 2020

SCHOOL OF DESIGN

- Best institution for Academic Excellence in Design in India by Assocham India in 2019 and the Education Post, in the 2nd Asia Pacific Education and Technology Awards.

SCHOOL OF LAW

- Ranked no # 1 in the category of ‘Most Promising Law School in India’ by GHRDC 2019 survey
- Ranked no # 8 in the category of ‘Top Outstanding Law Schools of Excellence in India’ by GHRDC 2020
- Ranked no # 3 in the category of ‘Top Law Schools of State CSR’ by GHRDC 2020
- Recognized as the ‘Emerging Law School of the Year-2018’ by Legal Desire, ranked as one of the top promising law schools 2018
- No.1 Rank in the category of Promising Law School by GHRDC (Global Human Resource Development Centre) in 2017
- Recognized as the ‘Emerging Law School of the Year-2016’ by INBA

SCHOOL OF ENGINEERING AND TECHNOLOGY

- Published 16 patents
- Ranked no # 4 in the category of ‘Top Engineering College of Excellence’ by GHRDC 2020 survey

V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises etc.
- Seminars and presentations given by students, which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation
- Industry visit, corporate internship, field studies and surveys



STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Sushant university (Erstwhile Ansal University) (hereinafter referred to as the 'University') for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University

2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University
- c) Possession or use of weapons, explosives, or destructive devices off-campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) he/she shall be regular and must complete his/her studies in the University



- b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked

3.3. University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a classroom or in an event sponsored by the University
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards

3.5 Participating in activities including

- a) Organizing meetings and processions without permission from the University.
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- d) Unauthorized possession or use of harmful chemicals and banned drugs
- e) Smoking on the campus of the University
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- h) Rash driving on the campus that may cause any inconvenience to others
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer, which may cause hindrance to the academic progress
- j) Theft or unauthorized access to others resources
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

3.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.7 Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.



3.10 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.11 Damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.13 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition

4. BREACH OF CODE OF CONDUCT: If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 WARNING - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.

4.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 SUSPENSION- A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

- a) Ineligibility to reapply for admission to the University for a period of three years, and
- b) Withholding the grade card or certificate for the courses studied or work carried out



5. APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

- a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct
- b) Refer the case back to the committee for reconsideration.

In any case, the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others
- properly acknowledges all contributors to a given piece of work
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress

6.2 Violations of this policy include, but are not limited to:

(i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:



- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet
- b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f) Paraphrasing or changing an author's words or style without citation

(ii) Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis.

(iv) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as "cherry picking").



- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of scientific misconduct, the Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-by-case basis.

7. ANTI-RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University.

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;



- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at
<https://sushantuniversity.edu.in/admin-assets/upload.data/Anti-Ragging-Committeev2.pdf>

7.3 Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

The Anti-Ragging Committee of the University shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

10. COVID COMMITTEE

COVID-19 is rapidly evolving and has become worrisome for the whole world. We had never lived through a crisis quite like this leading to fundamental changes to our daily lives – including the way we communicate, socialize, work and support loved ones. It is an unprecedented event whose course is very difficult to predict and it is likely that we will have to continue to make changes as the epidemic progresses. The University fraternity has been working for its student's community above and beyond the call of duty over the past days and weeks in the face of this situation with the deep knowledge, capability, and great sense of commitment. The University has developed collective ability to weather this period with strength and agility.

The major transitions adapted at the University in a very short space of time to avoid the academic loss, mental stress & anxiety and psychosocial concerns include:

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students,



- i) All preventive measures and sanitization done at the campus to avoid any infection in the hostel residents of the University.

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

12. E-LIBRARY RESOURCES

Sushant University (Erstwhile Ansal University) has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

Online Learning Resources by HRD Ministry

- www.swayam.gov.in
- <http://ugcmoocs.inflibnet.ac.in>
- www.epgp.inflibnet.ac.in
- <http://cec.nic.in>
- www.swayamprabha.gov.in
- <http://www.youtube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>

13. HOSTEL LIFE AND FACILITIES

Hostel life for any student is one of the unforgettable moments and the University makes stay memorable by providing a holistic atmosphere. Staying at hostel encourage the students to become responsible and independent. It also gives an opportunity to work in a team and develop a sense of understanding of the society as students are from diversified areas and families. There are separate hostels for girls and boys on campus for about 300 residents on triple sharing basis, which give them greater opportunities to interact and learn from each other. Students maintain a healthy environment, which by working together for projects, assignments and extend a sagacity of togetherness.



Facilities

- Each resident is provided with cupboard, computer table with rack, chair and bed with mattress.
- Housekeeping (sweeping, mopping & cleaning) facilities are provided without any extra charge.
- A common/dining room with TV, newspapers and magazines is provided in each hostel. Hostel inmates can use Outdoors games facilities like Basket Ball, Football, Cricket, volleyball etc. on campus. A gym facility is also available on campus.
- Geysers are provided in each washroom
- Water coolers with RO water are available on alternate floors.
- Students are provided good quality meals (Veg/Non-Veg) with no restriction on quantity, except for certain items.
- Meal facility is also available to parents on subsidized rates.
- 24 hours security is provided at both the hostels.
- Internet facility is provided at no extra cost.
- Free consultation by the doctor is provided twice a week.

14. SPORTS FACILITIES

The University has state-of-the-art sports facilities for its students and faculty with a choice of playing for fun and health or training for serious competition. All the students are encouraged to participate in at least one sports activity of their interest. Whether you want to improve your health, try a new activity, or train for competitive events, you can do it all here!

The sports facilities includes

- Sport complex
 - 2 tennis courts
 - 2 volleyball courts
 - 1 basketball court
- Canteen area
 - 1 basketball court
- Ground
 - 4500 square yard football & cricket ground
- Cricket pitch
- Gym room & Yoga room

Intra and inter college sports events are organized regularly. Coaches and instructors are available to train the aspirants in sports of their interest.

Programs and events that showcase the many cultures, customs and celebrations are part of the University.

Several programs for life skill development, team building, group discussion and role-plays are organized for students' participation from time to time.

The recreation facilities are top-notch. Our entertainment groups bring a variety of shows to campus each year, which includes greatest musicians, and singers performing live in our campus. So don't sit on the sidelines. Come make the best of your campus experience!



15. MEDICAL FACILITIES

Infrastructure:

- A dedicated medical room with first aid
- An ambulance on campus

Equipment:

- Blood pressure device
- Stethoscope
- Glucometer
- Oximeter
- Oxygen tank

Staff:

- Medical emergency technologist available on campus on working days
- Psychiatric counselors available twice a week

16. FEE PAYMENT DETAILS

To make the Fee payment, students can use any one of the following options:

- Pay via student portal <https://g01.digialm.com/FForms/configuredHtml/2254/60831/login.html>
- Use E-Collect (RTGS/NEFT/IMPS) setup as follows:
 - "AUCODE" is e-collect code allocated for SUSHANT UNIVERSITY.
Beneficiary Account Number: AUCODE..... followed by 15 digit Registration Number. If the registration no is less 15 digit then prefix zero with Reg. No. just after AUCODE to complete 15 digit. (Example, If a Registration No. is 190BARCHA0001 then Bank A/c no will be AUCODE 00 190BARCHA0001
 - Beneficiary Name : SUSHANT UNIVERSITY (ERSTWHILE ANSAL)
 - IFS Code : YESB0CMSNOC (5th digit is zero rest all alphabets)
 - Bank Name : Yes Bank
 - Branch : Worli, Mumbai"Please note that currently E-Collect setup doesn't support UPI. Please use only RTGS/NEFT/IMPS."
- Demand Draft / Cheque in favor of 'SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)' (payable at New Delhi). Note: Need to mention Student Name, Registration No. & Contact No. on the back side of cheque/DD & send it on below address (Date of receiving of valid cheque will be consider as Fee Received date, subject to realization:
Accounts Department,
SUSHANT UNIVERSITY (ERSTWHILE ANSAL UNIVERSITY)
Sector-55, Golf Course Road,
Gurugram, Haryana-122003.



17. UNIVERSITY ACADEMIC CALENDAR 2022-23

ODD SEMESTER	DATES
Orientation	08.09.2022 & 09.09.2022
Start of ODD Semester	
All 3rd, 5th, 7th and 9th Semester Batches	03.08.2022
All PG 1st Semester Batches	14.09.2022
All UG 1st Semester Batches	21.09.2022
Mid Semester Evaluation (MSF)	
All 3rd, 5th, 7th and 9th Semester Batches	28.09.2022 to 14.10.2022
All PG & UG 1st Semester Batches	23.11.2022 to 28.11.2022
Fresher's Day	02.11.2022
Diwali Break	14.11.2022 to 17.11.2022
Convocation	Last Week of November 2022
End Semester Examination (ESE)	
All 3rd, 5th, 7th and 9th Semester Batches	07.12.2022 to 23.12.2022
All PG & UG 1st Semester Batches	11.01.2023 to 23.01.2023
Winter Break (For Students Only)	
All 3rd, 5th, 7th and 9th Semester Batches	25.12.2022 to 17.01.2023
All PG & UG 1st Semester Batches	25.01.2023 to 31.01.2023

EVEN SEMESTER	DATES
Start of EVEN Semester	
All 4th, 6th, 8th and 10th Semester Batches	18.01.2023
All PG & UG 2nd Semester Batches	01.02.2023
Sports Meet and Annual Function	20.02.2023 to 22.02.2023
Mid Semester Evaluation (MSE)	
All 4th, 6th, 8th and 10th Semester Batches	15.03.2023 to 27.03.2023
All PG & UG 2nd Semester Batches	29.03.2023 to 03.04.2023
End Semester Examination (ESE)	24.05.2023 to 12.06.2023
Summer Break (For Students Only)	13.06.2023 onwards



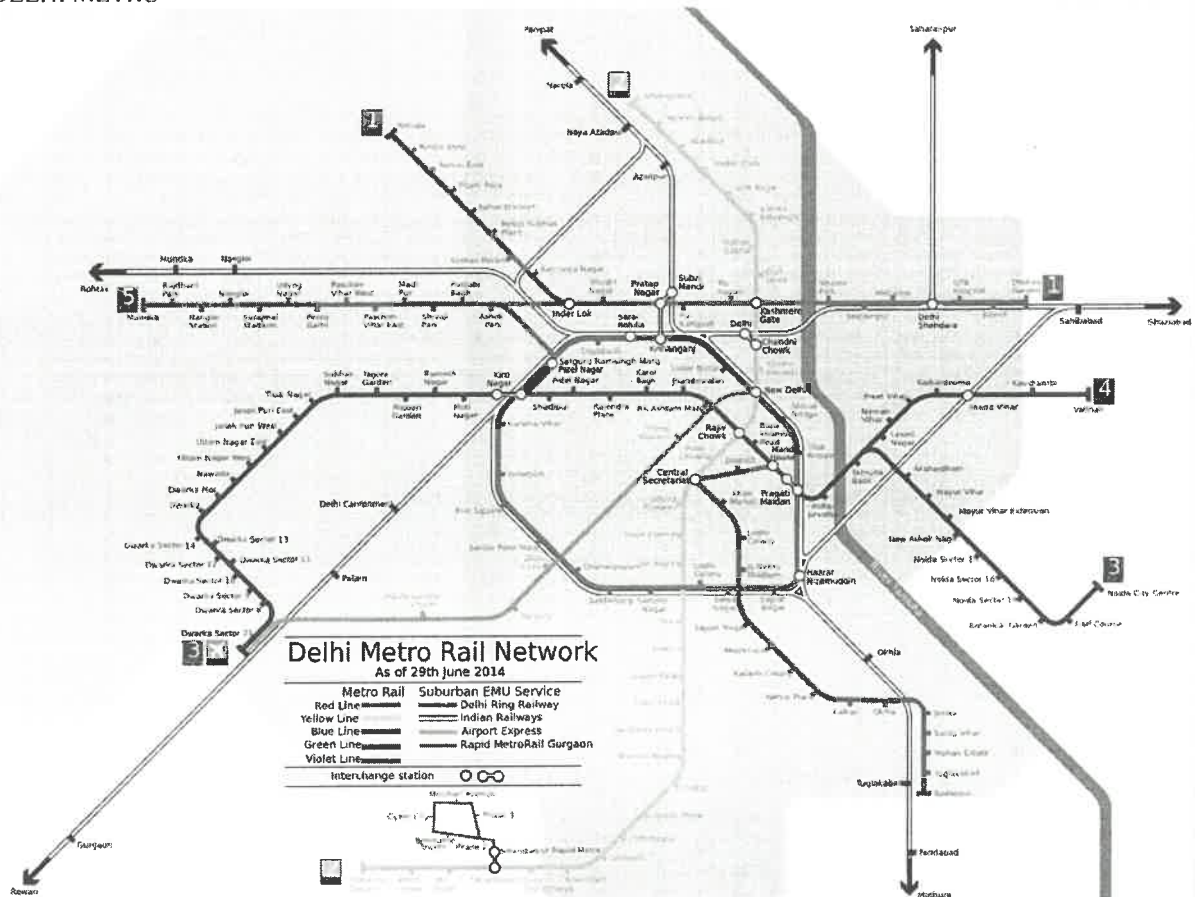
18. CONTACT NO. OF UNIVERSITY OFFICIALS

Name of Staff	Name of Schools/Departments	Mobile Nos.
Mr. Laurent Guiraud	Director Campus Life	9811232992
Prof. Ashwani Kher	Dean (Students Welfare)	9810195721
Dr. Navdeep Barwal	Associate Professor (School of Business) and Hostel Warden - Boys	9711935419
Ms. Subhashini Bonkuri	Assistant Professor (School of Health Sciences) and Hostel Warden - Girls	9108428088
Mr. Ram Baran Singh	Fire Officer	9899448456

19. METRO ROUTE MAP

To reach the university from Delhi or Noida, ride the yellow line to Sikanderpur station. Proceed to Gurgaon rapid metro within the same station and ride until you reach Sector 54 Chowk Metro. The University is 5 minutes walking distance.

DELHI METRO



20. BUS ROUTE 2022-23

DELHI

ITO (ROUTE -D-1)

<u>Time</u> (AM)	<u>Stop</u>
6:50	I.T.O.
6:55	Laxmi Nagar
7:00	Mother Dairy
7:15	Ashram (opp. Mother Dairy)
7:20	Lajpat Nagar Gupta market I (Near Sub Way)
7:25	Moolchand Flyover
7:30	R Block GK I
7:35	Nehru Place
7:37	Savitri Cinema
7:42	Sheikh Sarai (opposite authority)
7:50	Select city walk
8:00	Saket M.B. Road (Near Metro Station)
8:05	Lado Sarai
8:45	Campus

AZADPUR (ROUTE -D-2)

<u>Time</u> (AM)	<u>Stop</u>
6:50	Azad Pur
6:55	Model Town (Alpana Cinema)
7:05	Shalimar Bagh
7:10	Wazirpur
7:15	Britania
7:20	Punjabi Bagh
7:25	Raja Garden
7:30	Mayapuri
7:35	Naraina Village
7:45	Dhaura Kuan
7:53	Safdarjang Enklav
8:00	Basant Vihar
8:05	JIIMS
8:10	VS sect-D-3
8:15	VS sect-A
8:45	Campus

UTTAM NAGAR (ROUTE-D-3)

<u>Time</u> (AM)	<u>Stop</u>
7:00	Uttam Nagar
7:05	Tilakpul
7:10	Mata Channan Devi Hospital (C-1 Janak Puri)
7:15	Dabri More
7:20	Mahavir Enklave III
7:30	Dwarka Sec 6-7 Crossing
7:40	I.T.L. Public School (Sector 9-10 Dwarka)
7:55	Samalkha T-Point
8:45	Campus



ROHINI (ROUTE –D-4)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Sai Baba Chowk
6:45	Madhuban Chowk
6:50	Dipali Chowk
7:00	Peera Garhi
7:10	Paschim Vihar
7:15	Pastry Palace (Outer Ring Road Vikaspuri)
7:20	District Center (Janak Puri)
7:15	Tilak Nagar
7:20	Hari Nagar Bus Depot
7:25	Lajwanti Garden
7:30	Aggarwal Light Sagarpur
7:40	Kirbi Place
7:45	Sadar Bazar
8:05	Mahipalpur
8:10	Rangpuri
8:45	Campus

MALKA GANJ (ROUTE –D-5)

<u>Time</u> (AM)	<u>Stop</u>
6:40	Malka Ganj Bus Stand
6:50	Ice Factory (old Sabzi Mandi)
6:55	Filmistan Cinema
7:00	Faiz Road (corner)/ Karol Bagh
7:10	Link Road (round about)/Ridge Road corner)
7:55	Ridge Road (Shankar Road round about)
7:20	R.M.L Hospital/ Willington Crescent Road
7:25	Teen murti (round about)/Chanakya Puri PS
7:40	Sarojini Nagar Depot
7:45	AIIMS
7:50	IIT Delhi
8:45	Campus

GURUGRAM

Gurugram (Route G-1)

<u>Time</u> (AM)	<u>Stop</u>
7:40	CB School
7:50	Ansal Plaza
7:55	Spanish Court
8:00	Sec. 5 Mother Dairy
8:10	New Colony
8:20	Civil Hospital/ Sharma Restaurant
8:25	HOPE Apartment
8:27	Jharsha Traffic Light/ Park View
8:32	Sector 31/40
8:37	South City (Business Park)
8:50	Campus



Gurugram (Route G-2)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
8:00	Hema Engg. Sec. 10 A
8:05	Hero Honda Chowk
8:15	Rajeev Chowk
8:25	OMAX Mall
8:30	South City II
8:35	Sec. 46/39 Round About
8:38	Residency Green
8:40	Amity Inter School
8:45	Wazirabad Signal
8:50	Campus

Gurugram (Route G -3)

<u>Time</u>	<u>Stop</u>
<u>(AM)</u>	
7:55	Sector 4/7 (Shakuntala)
8:05	Blue Bells School (Sector - 4)
8:10	Pataudi Chowk
8:15	Bhuteshwar Mandir
8:20	Nehru Stadium
8:30	Sector – 42
8:35	Sector – 46
8:40	Airtimes Hospital
8:50	Campus

Note: Bus seats are available on **FIRST COME FIRST SERVE** basis

Contact Name & No. – **Mr. Ram Baran Singh; 9899448456**



21. LOCATION AND CONTACT DETAILS

Address - Sushant University (Erstwhile) Sector-55, Golf Course Road, Gurugram

Website URL – www.sushantuniversity.edu.in

General Contact Nos. - +91 124 4750400/501

Nearest Metro Station – Sector 54 Chowk Metro (900 meters from the University Campus) on Rapid Metro Line Gurugram

Nearest Airport – Terminal 3, Indira Gandhi International Airport, New Delhi (19 Kms from the University Campus)

Nearest Railway Junction Station – New Delhi Railway Station (30 Kms from the University Campus)

Nearest Bus Station – Gurugram Bus Station (13 Kms from the University Campus)



[Handwritten Signature]
Registrar:



2023-2024

SUSHANT UNIVERSITY

STUDENTS HANDBOOK

INDEX

S. No.	Particulars
	MESSAGE FROM THE VICE-CHANCELLOR
I	ABOUT UNIVERSITY
II	RECOGNITIONS & APPROVALS
III	VISION & MISSION
IV	AWARDS & ACHIEVEMENTS
V	PEDAGOGY
1	PREAMBLE
2	ADMINISTRATIVE AUTHORITY
3	ETHICS AND CONDUCT
4	BREACH OF CODE OF CONDUCT
5	APPEAL
6	ACADEMIC INTEGRITY
7	ANTI-RAGGING
8	SEXUAL HARASSMENT
9	STUDENT GRIEVANCE
10	COVID COMMITTEE
11	STUDENT PARTICIPATION IN GOVERNANCE
12	E-LIBRARY RESOURCES
13	HOSTEL LIFE AND FACILITIES
14	SPORTS FACILITIES
15	MEDICAL FACILITIES
16	CENTRE OF EXCELLENCE
17	FEE PAYMENT DETAILS
18	REFUND POLICY
19	FEE CONCESSION DETAILS
20	UNIVERSITY ACADEMIC CALENDAR 2023-24
21	CONTACT NO. OF UNIVERSITY OFFICIALS
22	METRO ROUTE MAP
23	BUS ROUTE 2023-24
24	LOCATION AND CONTACT DETAILS
25	DISPUTE RESOLUTION



Message from Vice-Chancellor

Dear Students,

Aim of education is to create a learning platform for critical enquiry- What, How, and Why. The world is evolving at a very fast pace. Diverse opportunities and innumerable challenges- the simultaneous existence of both is desirous of an education methodology that shapes intellectuals who deliver quality performance.

Sushant University, Gurugram, located in the midst of fortune 500 companies, is an emerging educational temple. It evolves through a growth oriented, learner-market centric approach and meaningful engagement in order to create an experiential ambience. Methodology and drives of education at the University are oriented to ensure a competency-based education. To this, our approach is multi-/trans-/inter-disciplinary, which provides assurance of quality learning and thereby influencing learners' overall performance.

The vision of the University is to provide an academically enriching environment, to help create and hold a "Globally Competent Graduates" for an ever-changing knowledge economy, as well as the professionalism at large. To this effect, University has strong global collaborations; distinguished faculty, which comprises a blend of academically and professionally qualified; practicing executives; state of the art infrastructure, research engagements and consultancy projects; and an educational portfolio that blends the best of campus and digital delivery into a highly supportive and personalized student experience.

Students at University are enthusiastic, participative, and entrepreneurial in their bent of mind. We present opportunities for our students to develop a global mindset through our partnerships with universities and organizations around the world.

With students-teachers being an important component of the university, along with other stakeholders, we are further engaged in a research-focused, participative and innovative practice with a diverse group of participants.

On behalf of faculty, students and Sushant University, I deem it as my privilege to welcome you all to this temple of knowledge to collaborate and engage in the journey of experiential learning and enhance your creativity for innovation.

Let us learn and excel together....

Vice Chancellor, Sushant University

A handwritten signature in green ink that reads "Ravi Rana".

I. ABOUT UNIVERSITY

Sushant University was established in 2012 under the Haryana Private Universities Act, 2006, is located in the heart of Gurugram, India's largest hub of National and Fortune 500 companies. The University has eight schools under its umbrella, offering programmes in Architecture, Design, Law, Management, Hospitality, Engineering, Health Sciences and Planning & Development. The University has collaboration with some of the finest Universities and Institutions in UK and other countries like Harvard Business School Online, University of Warwick, Art University of Bournemouth, University of West England and Vatel International, France.

II. RECOGNITIONS & APPROVALS

- Approved by the Higher Education Department Government of Haryana under Haryana Private Universities Act 2006 (Amended in Year 2012)
- Approved by University Grants Commission
- School of Art and Architecture – Approved by Council of Architecture
- School of Law – Approved by Bar Council of India
- School of Planning and Development – Approved by Institute of Town Planners of India
- School of Health Sciences – Pharmacy Department – Approved by Pharmacy Council India
- Vatel Hotel and Tourism Business School – Affiliated with Vatel Corporation France

III. VISION & MISSION

VISION

Achieving excellence in higher education through research, innovation, participatory governance and global presence

MISSION

- Transform lives and communities through education and research
- Achieve excellence through participatory governance and focus on quality research and innovation
- Attract talent through international partnerships and collaborations to achieve highest standards
- Facilitate learning through student centric and empathetic approach
- Develop thought leadership with industry integration

IV. AWARDS & ACHIEVEMENTS

SUSHANT UNIVERSITY

- National Education Excellence Award for the Best University in North India 2017
- Best institution for Academic Excellence in Design in India by ASSOCHAM India
- CSR Excellence Award 2017 & 2018

SCHOOL OF ART AND ARCHITECTURE

- Won the Best Private College of Architecture in India for Year 2018
- No. 1 Private Architecture school in India – 2019 Outlook Magazine
- Best Institute for Academic Excellence in India for Year 2019



- Best Institute for Innovation & Pedagogy in India for Year 2019
- IPAC 2019 - International Planning and Architecture Conclave was held at SAA in Feb 2019
- Degree Show 2018 – held at JKC Gallery, SAA, Sushant University, Gurgaon
- Degree Show 2019 - held at India Habitat Centre, New Delhi
- Verandah I - SAA Journal First Issue launched in Feb 2019
- Verandah II - SAA Journal Second Issue launched in Mar 2020

SCHOOL OF DESIGN

- Best institution for Academic Excellence in Design in India by ASSOCHAM, India, in 2019 and the Education Post, in the 2nd Asia Pacific Education and Technology Awards.

SCHOOL OF LAW

- Ranked no # 8 in the category of 'Top Outstanding Law Schools of Excellence in India' by GHRDC 2020
- Ranked no # 3 in the category of 'Top Law Schools of State CSR' by GHRDC 2020
- Awarded "Legal Aid Award" for rendering excellent services for Legal Aid Activities in 2019 by Knowledgesteez
- Ranked no # 1 in the category of 'Most Promising Law School in India' by GHRDC 2019 survey
- Recognized as the 'Emerging Law School of the Year-2018' by Legal Desire, ranked as one of the top promising law schools 2018
- No.1 Rank in the category of Promising Law School by GHRDC (Global Human Resource Development Centre) in 2017
- Recognized as the 'Emerging Law School of the Year-2016' by INBA

SCHOOL OF ENGINEERING AND TECHNOLOGY

- Published 16 patents
- Ranked no # 4 in the category of 'Top Engineering College of Excellence' by GHRDC 2020 survey

V. PEDAGOGY

- Strong focus on experiential learning with the help of latest tools and techniques using case studies, role-plays, field visits, projects, classroom exercises, etc.
- Seminars and presentations given by students which help them in developing their skills in effective expression and public speaking
- Teaching and assessment in every school is done not only to award degrees but to validate the learning outcomes of the particular course
- Practical sessions to enhance hands-on learning skills of the students
- Every student is required to submit his/her work, including dissertations, long essays or research projects, for evaluation and critical discussions regularly
- Schemes like faculty mentoring, peer-tutor engagement and leadership building enable the holistic development of the students
- Scientific testing and measurement tools like conceptual tests, continuous assessment and critical evaluation are used to imbibe practical knowledge
- Industry visits, corporate internships, field studies and surveys are an integral component of the curriculum
- Students are exposed to ethical and professional responsibility issues that lurk beneath the surface of the profession



STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES

1. PREAMBLE

This Handbook indicates the standard procedures and practices of Sushant University (here in after referred to as the 'University') for all students enrolling with the University for pursuing varied programs. All students must know that it is incumbent upon them to follow this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavor by means of enforcing this Code is to pioneer and administer a discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, also found on the official website of the University

2. ADMINISTRATIVE AUTHORITY

2.1 The University shall have the authority and control over the conduct of the students associated /enrolled with the University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.

2.2 The University may also exercise authority over conduct, which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus, which shall include

- a) Any violations of the Sexual Harassment Policy of the University against other students of the University;
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
- c) Possession or use of weapons, explosives, or destructive devices off-campus;
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.;
- e) Conduct, which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on or/and off-campus.

3. ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- a) He/She shall be regular and complete his/her studies as per the University norms.



- b) In the event, if a student is discontinued from his/her studies for any reason, the student will follow all such processes/procedures of exit.
- c) As a result of such discontinuation, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

3.3. University believes in promoting a safe and efficient climate by enforcing excellent standards of behaviour. All students must uphold academic integrity, respect all persons and their rights and property and safety of others etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, sexual orientation, marital or family status, physical or mental disability etc.;
- b) Intentionally damaging or destroying University property or property of other students, faculty members and authorized visitors;
- c) Any disruptive activity in a classroom or in an event sponsored by the University;
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.

3.5 Activities not permitted

- a) Organizing meetings and processions without permission from the University;
- b) Accepting membership of religious or terrorist groups banned by the University/Government of India/State Government;
- c) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy;
- d) Unauthorized possession or use of harmful chemicals and banned drugs;
- e) Smoking on the campus of the University;
- f) Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University;
- g) Parking a vehicle in a no parking zone or in area earmarked for parking other types of vehicles;
- h) Rash driving on the campus that may cause any inconvenience to others;
- i) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer at the time of admission or during study, which may cause hindrance to the academic progress;
- j) Theft or unauthorized access to others resources;
- k) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.

3.6 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.

3.7 Students are not permitted to record audio or video lectures in classrooms or actions of other students, faculty, or staff without prior permission.

3.8 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.

3.9 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.



3.10 Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.11 The students shall not cause damage to, or destruction of, any property of the University, or any property of others on the University premises.

3.12 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent shall not be permissible.

3.13 The students shall not indulge in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

4. BREACH OF CODE OF CONDUCT: If there is a case against a student for a possible breach of code of conduct, the matter shall be referred to the disciplinary committee duly constituted and it will take cognizance of the matter and take appropriate measures. If disciplinary committee does not exist, then a committee will be formed to recommend a suitable disciplinary action which shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee is entitled to adopt any appropriate mechanism to ascertain the misconduct of the student (mechanism adopted should not be repugnant to University rules) and suggest one or more of the following disciplinary actions based on the nature/level of misconduct.

4.1 **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 **RESTRICTIONS -**Reprimanding and Restricting access to various facilities and opportunities on the campus for a specified period of time.

4.3 **COMMUNITY SERVICE -**To serve the community for a specified period of time which can be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 **EXPULSION -** Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

4.5 **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 **SUSPENSION-** A student may be suspended for a specified period of time, which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties:

- a) Ineligibility to reapply for admission to the University for a period of three years
- b) Withholding the grade card or certificate for the courses/programs studied or work carried out



5. APPEAL: If the alleged student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice-Chancellor. The Vice-Chancellor may decide on one of the following:

- a) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct
- b) Refer the case back to the committee for reconsideration

In any case, the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As an institution for advanced scientific and technological research and education, the University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions; hence, any violation of academic integrity constitutes serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity is an integral part of the Code which applies to all students at the University and they are required to strictly adhere to the said policy. The purpose of the Policy is two-fold:

- To clarify the principles of academic integrity
- To provide examples of dishonest conduct and violations of academic integrity

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity affects both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- properly acknowledges and cites use of the ideas, results, material or words of others;
- properly acknowledges all contributors to a given piece of work;
- makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration;
- obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions;
- treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this policy include, but are not limited to:

(i) **Plagiarism** means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.



Examples of plagiarism include:

- a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet;
- b) Reproducing one's own previously published data, illustrations, figures, images, or other's data, etc.;
- c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution;
- d) Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations;
- e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement;
- f) Paraphrasing or changing an author's words or style without citation.

(ii) **Cheating** includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts;
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else;
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources;
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications;
- e) Creating sources, or citations that do not exist;
- f) Altering previously evaluated and re-submitting the work for re-evaluation;
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

(iii) **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-to-case basis.

(iv) **Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.



- c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.
- f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. **Individual and Collective Responsibility:** The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a thesis/ assignment/ project to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web. In addition, the student should undertake that he/she is aware of the academic guidelines of the University, has checked the document for plagiarism, and that the research work is an original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy, he/she is strongly encouraged to report the misconduct in a timely manner.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the University’s academic integrity policy within their specific courses, to ensure academic honesty and to respond appropriately and timely to violations of academic integrity.
- c) **Institutional roles:** A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the University, and this can lead to various sanctions. In the case of a student, the first violation of academic breach will lead to a warning. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the Director/Dean. Upon receipt of reports of misconduct, the Vice-Chancellor/Director/Dean may appoint a committee to investigate the matter and suggest appropriate measures on a case-to-case basis.

7. ANTI-RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. The University has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University.

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;



- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE

Please find the link of University Anti-Ragging Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/anti-ragging-policy>

7.3 Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, an appropriate action against those found guilty of ragging shall be, any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other program for a specific period
- Levy of appropriate Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars

If any incident of ragging comes to the notice of the Anti-Ragging Committee, the concerned student shall be given opportunity to explain the alleged act. In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities.

The Anti-Ragging Committee shall examine all complaints of ragging and shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.



8. SEXUAL HARASSMENT

The University's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply mutatis mutandis to the students of the University which can be accessed and reviewed by the students at [https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-\(ICC\)v3.pdf](https://sushantuniversity.edu.in/admin-assets/uploaddata/INTERNAL-COMPLAINTS-COMMITTEE-(ICC)v3.pdf).

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9. STUDENT GRIEVANCE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints. Please find the link of Student Grievance Committee at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Student-Grievance-Redressal-Committeev2.pdf>

10. COVID COMMITTEE

COVID-19 is rapidly evolving and has become worrisome for the whole world. We had never lived through a crisis quite like this leading to fundamental changes to our daily lives – including the way we communicate, socialize, work and support loved ones. It is an unprecedented event whose course is very difficult to predict and it is likely that we will have to continue to make changes as the epidemic progresses. The University fraternity has been working for its student's community above and beyond the call of duty over the past days and weeks in the face of this situation with the deep knowledge, capability, and great sense of commitment. The University has developed collective ability to weather this period with strength and agility.

The major transitions adapted at the University in a very short space of time to avoid the academic loss, mental stress & anxiety and psychosocial concerns include:

- a) The move to a greater level of online teaching, learning and assessment to protect student's education as far as possible. Students were given relevant support in terms of study material, online books and necessary assistance for online classes.
- b) Regular communications from Vice-Chancellor as advisories to cope with a set of challenges that our students could not have imagined.
- c) Constitutions of a COVID 19 helpline committee including the Registrar, Deans and Senior Professors of the University. This team could be contacted by any students on 24X7 basis for any kind of support and advice. Please find the link of COVID Committee at <https://sushantuniversity.edu.in/about-us/statutory-compliance/covid-19-committee>.
- d) Sharing the online literature to create awareness about the preventive methods against spread of Novel Corona Virus.
- e) Conducted a workshop by medical expert Padamshree Dr. K K Aggarwal, President National Heart Care Foundation on Respiratory Hygiene and prevention from COVID 19 infection.
- f) Interaction with parents and everyone who has been involved in the move to online teaching for their patience and heeding the advice and information over recent days.
- g) Continuous communication and interaction of students with Deans, Program Directors and Coordinators on daily basis for their well-being and interactive classes through digital & social media platforms.
- h) One to one interaction of Vice Chancellor, Registrar and Deans through digital platform with members of student's council and class representative to know the well-being of these students, their family members and their classmates / friends.



- i) All preventive measures and sanitization done at the campus to avoid any infection in the hostel residents of the University.

11. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the University campus, they have a substantial interest in the governance of the University. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision-making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the University and who are going to be enrolled in the University are advised to uphold the policy and inform the University of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

12. E-LIBRARY RESOURCES

Sushant University has membership of following an online digital library, e-resources and e-database for students and faculty. There are more than 50,00,000 digital contents available, covering subject-wise academic text books, eBooks access to resources across disciplines such as Business & Economics, Computer Science, Architecture, Design, Engineering, Science, Health Science, Law, Humanities & competitive exam preparations.

Subscribed Online Digital Library

- J-STOR
- DELNET
- SCCONLINE
- Manupatra
- EBSCO
- NDL

Online Learning Resources by HRD Ministry

- www.swayam.gov.in
- <http://ugcmoocs.inflibnet.ac.in>
- www.epgp.inflibnet.ac.in
- <http://cec.nic.in>
- www.swayamprabha.gov.in
- <http://www.toutube.com/user/cecedusat>
- <http://ndliitkgp.ac.in>
- <http://shodhganga.inflibnet.ac.in>
- <http://ess.inflibnet.ac.in>
- <http://vidwan.inflibnet.ac.in>





Code of Conduct

Employee Handbook

1. CODE OF CONDUCT

2.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the University whether, ad-hoc temporary, contractual, part time, probationary or permanent. All employees shall be governed by the code of conduct, as specified therein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination for the breach of any provision(s) of the code of conduct.

The Vice-Chancellor shall initiate disciplinary proceedings for non-compliance of the code of conduct/ service regulations/ leave rules or any other regulations of the University that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee. In exceptional circumstances the Vice-Chancellor can be empowered to make his own opinion without appointing an enquiry committee and initiate action against the employee.

The Vice Chancellor by a resolution passed by the sponsoring body will be authorised to administer and control all the matters relating to implementation of these service & leave regulations in adherence to all applicable laws, prevailing from time to and as may be applicable to the University.

2.2 General:

- i. Every employee shall at all times maintain absolute integrity and commitment to duty, honesty and impartial in his/her official dealings.
- ii. The University expects all employees to display courtesy in his/her dealings with other members of the staff, students and members of the public.
- iii. Unless otherwise stated specifically in the terms of appointment, every employee is a full time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Vice-Chancellor or his/her higher officer, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the University.
- iv. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the University are required to work effectively for at least 40 hours per week. Working hours for the employees associated with the essential services will be 48 hours per week. The lunch break will be only for 30 minutes during the day as per the time schedule conducive to the various departments of the University and as determined by the HOD of the concerned department.
- v. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/ herself from duty without prior permission of the designated authority, the just explanations not limited to the Documentary evidences of



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such contingencies can be asked by the authorities and permission may be declined for such absenteeism. Failing to provide the explanations such absenteeism shall be treated as LWP, Absenteeism beyond 3 days without Notice shall be treated as absconding and a legal action may be initiated.

- vi. No employee shall leave station (Delhi/ Gurugram) except with the prior permission of the Vice-Chancellor or his functional head or designated authority, even during leave or vacation.
- vii. Whenever leaving the station, an employee shall inform the Vice-Chancellor or his functional head or designated authority to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- viii. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of gender, caste, creed or community. Any act or speech against this rule will be considered a serious breach of discipline and will invite strict disciplinary action including suspension and/or termination from service.
- ix. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- x. Consumption or distribution of alcohol/ drugs/prohibited substance, by an employee within the University's premises is prohibited.
- xi. Possession or carrying of any kind of arms and ammunition or weapon of assault by an employee, within the University's premises, is strictly prohibited.
- xii. All correspondence addressed to an employee or by him/her on behalf of the University or by the University including press and other such copies of correspondence, all vouchers, books including all note books containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the University, circulars and all other papers and document of any nature whatsoever, relating to the University's affairs which shall come into his/ her possession in the course of his/ her employment shall be the absolute property of the University and he/she shall, at any time, during service or termination thereof or upon his/ her leaving the services of the University hand-over the same to the University without demand or claim thereof.
- xiii. All appointment done by the University shall be treated as private service contracts and will be dealt with the law of contract and equity. No specific performance of the private service contract will be enforced by the employees and by having accepted the terms and conditions of the service contract the employees deemed to have understood this provision hence barred in seeking reinstatement of service through legal recourse, in case of termination of services.
- xiv. NO FACULTY MEMBER (TEACHER) SHALL: -



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- Knowingly or willfully neglect his/her duties.
- Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- Discriminate against any student or any other person on grounds of caste, creed, gender, language, place of origin, social and cultural background etc.
- Indulge in or encourage, any form of malpractice connected with the examination or any other activity of the University.
- While being present at the University, absent himself/ herself from classes except with the prior permission of the Vice-Chancellor or his/her functional head or designated authority to which he/she is attached, from class which he/she is required to attend.
- Provided that where such absence without leave or without the prior permission of the Vice-Chancellor or his /her functional head and in his/her absence, the designated authority to which he/she is attached, is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave availed.



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- Accept or give private tuition to any student of the University or any other person without the written permission of the Vice-Chancellor.
- Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the University, obtained through the Vice-Chancellor.
- Enter into any monetary transactions with any student or parent. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the University.

NOTE:

- A casual meal, gift or other social hospitality of a casual nature shall not be considered as a gift.
- On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/ parents if the value thereof is not unreasonably high.
- Besides academic problems, teachers are expected to solve personal and behavioral problems of student (s) as well. If in any event a student does not show any improvement despite



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counseling and, if the teacher is convinced that the student needs special help, he/ she must immediately bring this fact to the notice of the Vice-Chancellor /course coordinator/Dean/ designated authority.

- A teacher shall not be unreasonable in his/her demands from a student and should avoid any favoritism. Whilst the teacher may be firm and consistent with his/ her student(s), every teacher must remember that student(s) have their self respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

Every employee shall: -

- Be punctual and adhere to attendance norms specified from time to time. Abide by the Regulations of the University and also show due respect to his/her higher authority.
- All the full time regular staff or staff appointed on contract irrespective of the period of appointment shall have to register their daily attendance through bio-metric attendance sensors installed in the campus of the institution. The monthly salary will be processed based on the attendance data generated by the bio metric system. The detailed guidelines which may be amended time to time are appended with these service regulations as **Annex. - I.**
- Be responsible for the discipline of students even outside the classrooms on the premises of the



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University. Since supervision during the break or off time is vital for the protection of the property of the University employees may, from time to time, be allotted such duties to maintain discipline and orderliness at the University.

- Be responsible for the proper care, operation and maintenance of all equipment and machinery, aids, furniture and fixture and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs/ replacements that may be required.
- Ensure that no student(s) indulges in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it is strictly prohibited under law.
- Not through any action or omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the University.



Employee Hand Book
SERVICE REGULATION, LEAVE RULES & Travel Policy
(Under Section 34 of Haryana State Private Universities Act 2006)

Extracted from the
“SERVICE REGULATION & LEAVE RULES”

To Be referred along with the amendments annexed herewith based on the changes approved in the Statutory body meetings and accordingly incorporated in the revised Employee Hand Book.



Sushant University Service Regulations

HEAD, HR
Sushant University
Sector-55 Gurugram

PART –I

SERVICE REGULATIONS

In these Regulations, unless the context otherwise requires, all Definitions specified in the act, the Statues and Ordinances shall also apply.

SERVICE REGULATIONS



1. SHORT TITLE

- 1.1 These REGULATIONS shall be called the "SUSHANT UNIVERSITY SERVICE REGULATIONS". These REGULATIONS shall apply to all employees, whether ad-hoc, temporary, part time, contractual or permanent, in the service of the SUSHANT University
- 1.2 The Board of Management herein after called "BOM" with the approval of the Governing Body, reserves the exclusive right, at any time hereafter and without notice, to amend,

Sushant University Service Regulations

Sushant University
Sector-55, Gurgaon

alter, modify, add or delete any provision to all or any of these service regulations, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "BOM".

Such amendments, alterations, modifications, additions, deletions if any, shall become binding on all the employees covered by these service regulations from the date of their notification by the University.

The Chancellor of the University or the person empowered by the Chancellor shall have the exclusive power to clarify any issue or to remove any doubt relating to these "service regulations" and or its implementation.

1.3 Definitions

In these rules, unless there is anything repugnant to the subject or context:

- a. "CCT" means "CHARANJIV CHARITABLE TRUST" hereinafter called 'CCT' which is responsible for the establishment and management of the SUSHANT University, as sponsoring body.
- b. The "University" means SUSHANT University, hereinafter called "SU" established by the CCT under the Haryana Private Universities Act, 2006 and the Haryana Private Universities (Amendment) Act, 2012 and also implies the authorities of the University and the Management.
- c. "Employee" includes all employees, in whole or part time employment of the University, whether such employment is probationary, adhoc, temporary, regular or contractual.
- d. "Sponsoring Body" means Chiranjiv Charitable Trust.
- e. "Governing Body" means governing body of the university constituted in consonance with the act and statutes.
- f. "Board of Management" means board of management of the university constituted in consonance with the act and statutes.
- g. "Members of the family" in relation to an employee includes:-
 - i. The spouse, child or step child of such employee residing with and dependent on him/ her and
 - ii. Any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such University employee, but does not include a wife or husband legally separated from the employee or child or step child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- h. "Service" means service with the University.



- i. "Management" means management of the sponsoring body i.e. Chiranjiv Charitable trust and inter-alia signifies the authorities of the university also unless the context requires otherwise.
- j. The "BOM" means the Board of Management of SUSHANT University
- k. The "Vice-Chancellor" means the persons appointed by Chancellor of the University, who shall be the principle academic and executive officer/executive head of the University and who shall be responsible for the proper and efficient administration of the University in accordance with the rules and guidelines laid down in this respect by the act and statutes for the imparting of instruction and maintenance of discipline therein and compliances of all applicable laws.
- l. "Registrar" means Registrar of the SUSHANT University, who shall be the member Secretary to the authorities of the University established as per the act of 2006 and also shall be the signing authority and custodian of the records of the university
- m. "Chancellor" means Chancellor of the University.
- n. "Chairman" means the chairman of the Chiranjiv Charitable trust
- o. "Pay" means the monthly pay (excluding allowances and reimbursements) including increments drawn by the employee from time to time.
- p. "An emolument" means the total amount including pay and allowances drawn by the employee from time to time.
- q. "Temporary employee" means an employee appointed on probation and who has not been confirmed in his post. It includes a person whose period of probation has been extended for any reason.
- r. "Leave" means various kinds of leave as detailed in the Leave Rules at Part-II of these regulations.
- s. "Probationary employee" means an employee appointed on probation and who has not been confirmed in his post. It includes a person whose period of probation has been extended for any reason.
- t. "Regular employee" means an employee, who upon satisfactory completion of his period of probation, has been confirmed in his employment by a written order.

2. CODE OF CONDUCT

2.1 Application

The provisions contained in this schedule shall apply, without exception, to all employees of the University whether, ad-hoc temporary, contractual, part time, probationary or regular. All employees shall be governed by the code of conduct, as specified therein and every employee, without exception shall be liable to strict



Sushant University Service Regulations

HEAD
Sushant University
Sector 55 Gurugram

disciplinary action, including suspension and or termination for the breach of any provision(s) of the code of conduct.

The Vice-Chancellor shall initiate disciplinary proceedings for non compliance of the code of conduct/ service regulations/ leave rules or any other regulations of the University that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee. In exceptional circumstances the Vice-Chancellor can be empowered to make his own opinion without appointing an enquiry committee and initiate action against the employee.

The Vice Chancellor by a resolution passed by the sponsoring body will be authorised to administer and control all the matters relating to implementation of these service & leave regulations in adherence to all applicable laws, prevailing from time to and as may be applicable to the University.

2.2 General:

- i. Every employee shall at all times maintain absolute integrity and commitment to duty, honesty and impartial in his/her official dealings.
- ii. The University expects all employees to display courtesy in his/her dealings with other members of the staff, students and members of the public.
- iii. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the Vice-Chancellor or his/her higher officer, beyond scheduled working hours and on closed holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he/she may be appointed by the University.
- iv. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the University are required to work effectively for at least 40 hours per week. Working hours for the employees associated with the essential services will be 48 hours per week. The lunch break will be only for 30 minutes during the day as per the time schedule conducive to the various departments of the University and as determined by the HOD of the concerned department.
- v. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/ herself from duty without prior permission of the designated authority.



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- vi. No employee shall leave station (Delhi/ Gurgaon) except with the prior permission of the Vice-Chancellor or his functional head or designated authority, even during leave or vacation.
- vii. Whenever leaving the station, an employee shall inform the Vice-Chancellor or his functional head or designated authority to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
- viii. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of gender, caste, creed or community. Any act or speech against this rule will be considered a serious breach of discipline and will invite strict disciplinary action including suspension and/or termination from service.
- ix. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
- x. Consumption or distribution of alcohol/ drugs/prohibited substance, by an employee within the University's premises is prohibited.
- xi. Possession or carrying of any kind of arms and ammunition or weapon of assault by an employee, within the University's premises, is strictly prohibited.
- xii. All correspondence addressed to an employee or by him/her on behalf of the University or by the University including press and other such copies of correspondence, all vouchers, books including all note books containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the University, circulars and all other papers and document of any nature whatsoever, relating to the University's affairs which shall come into his/ her possession in the course of his/ her employment shall be the absolute property of the University and he/she shall, at any time, during service or termination thereof or upon his/ her leaving the services of the University hand-over the same to the University without demand or claim thereof.
- xiii. All appointment done by the University shall be treated as private service contracts and will be dealt with the law of contract and equity. No specific performance of the private service contract will be enforced by the employees and by having accepted the terms and conditions of the service contract the employees deemed to have understood this provision hence barred in seeking reinstatement of service through legal recourse, in case of termination of services.
- xiv. NO FACULTY MEMBER (TEACHER) SHALL:-



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- Knowingly or willfully neglect his/her duties.
- Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- Discriminate against any student or any other person on grounds of caste, creed, gender, language, place of origin, social and cultural background etc.
- Indulge in or encourage, any form of malpractice connected with the examination or any other activity of the University.
- While being present at the University, absent himself/ herself from classes except with the prior permission of the Vice-Chancellor or his/her functional head or designated authority to which he/she is attached, from class which he/she is required to attend.
- Provided that where such absence without leave or without the prior permission of the Vice-Chancellor or his /her functional head and in his/her absence, the designated authority to which he/she is attached, is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave availed.
- Accept or give private tuition to any student of the University or any other



person without the written permission of the Vice-Chancellor.

- Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the University, obtained through the Vice-Chancellor.
- Enter into any monetary transactions with any student or parent. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the University.

NOTE:

- A casual meal, gift or other social hospitality of a casual nature shall not be considered as a gift.
- On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof is not unreasonably high.
- Besides academic problems, teachers are expected to solve personal and behavioral problems of student (s) as well. If in any event a student does not show any improvement despite counseling and, if the teacher is convinced that the student needs special help, he/ she must immediately bring this fact to the notice of the Vice-Chancellor /course



coordinator/Dean/ designated authority.

- A teacher shall not be unreasonable in his/her demands from a student and should avoid any favoritism. Whilst the teacher may be firm and consistent with his/ her student(s), every teacher must remember that student(s) have their self respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

Every employee shall: -

- Be punctual and adhere to attendance norms specified from time to time. Abide by the Regulations of the University and also show due respect to his/her higher authority.
- All the full time regular staff or staff appointed on contract irrespective of the period of appointment shall have to register their daily attendance through bio-metric attendance sensors installed in the campus of the institution. The monthly salary will be processed based on the attendance data generated by the bio metric system. The detailed guidelines which may be amended time to time are appended with these service regulations as **Annex. - I.**
- Be responsible for the discipline of students even outside the classrooms on the premises of the University. Since supervision during the break or off time is vital for the protection of the property of the University employees may, from time to time, be allotted such duties to maintain



discipline and orderliness at the University.

- Be responsible for the proper care, operation and maintenance of all equipment and machinery, aids, furniture and fixture and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs/ replacements that may be required.
- Ensure that no student(s) indulges in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it is strictly prohibited under law.
- Not through any action or omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the University.

3. TAKING PART IN POLITICS AND ELECTION

- 3.1 No employee shall take part in politics or be associated with any party or organization which takes part in political activity.
- 3.2 No employee shall canvas or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

Provided that an employee of the University qualified to vote at such election may exercise his right to vote but where he does - so, he shall give no indication of the manner in which he proposes to vote or has voted.

4. CONNECTION WITH PRESS OR RADIO OR PATENTS

- 4.1 No employee shall, except with the prior sanction of the Vice-Chancellor own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.
- 4.2 No employee shall, except with the prior sanction of the Vice-Chancellor or any other authority empowered by him/ her in this behalf, or in the bona-fide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.



Sushant University
Sector 45, Gurugram



Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

NOTE:

Members of the staff are at liberty however, without any sanction, to publish their original scientific works in journals of repute in India and abroad. However, in case of any financial implication involving the University in publishing the work, prior sanction of the Vice-Chancellor will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the University. They shall be free from all political leanings.

Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without prior permission of the Vice-Chancellor and if necessary, the Government of India.

4.3 If during the term of his/ her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the University, and he/she will, if required, at the cost of the University cause such inventions or improvements to be patented in such countries as the University may desire and shall when required to do concur in all things necessary to cause or procure any patent or patents so obtained, to be vested in the University.

5. CRITICISM OF THE UNIVERSITY:

No employee shall, in any radio broadcast or in any document published anonymously or in his/ her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

- 5.1 Which has the effect of any adverse criticism of any current or recent policy or action of the University; or
- 5.2 Which is capable of embarrassing the relations between the University and the Central Government or any State Government including any of their agencies or any other institution or Organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his/ her official capacity or in the due performance of duties assigned to him/her.

6. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

- 6.1 No employee shall, except with the prior sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.



6.2 Where any sanction has been accorded; no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government or their respective agencies. Nothing in this paragraph shall apply to:-

- a. Evidence given at any inquiry before any authority appointed by the University by Parliament or by a State Legislature; or
- b. Evidence given in any judicial enquiry; or
- c. Evidence given in any departmental enquiry ordered by the Vice-Chancellor of the University.

7. UNAUTHORIZED COMMUNICATION OF INFORMATION:

7.1 No employee shall, except in accordance with any general or special order of the Vice-Chancellor or in the performance in good faith of the duties assigned to him/ her, communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

7.2 During the term of his/ her employment with the University, or at any time thereafter, an employee shall not use or disclose to the other society, firm, organization or person any information concerning the secrets, activities or affairs of the University, nor countenance any act prejudicial to the interest of the University.

7.3 By virtue of his/ her assignment with the University, an employee may acquire technical knowhow and gain access to secrets relating to the University's activities. It is, distinctly understood that in the event of his/ her relinquishing his/her employment with the University, he/she will under no circumstances divulge the technical knowhow and secrets of the University or uses these in any manner detrimental to the University. In the event of an employee violating this condition, the University will be entitled to claim damages at his /her cost and take any action as it may deem fit against him/her.

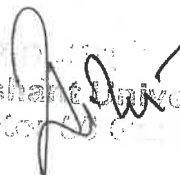
8. PRIVATE TRADE EMPLOYMENT

No employee shall, except with the permission of the Vice Chancellor /Management/BOM engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the permission of the Vice-Chancellor which may be given subject, to as regards acceptance of remuneration, as may be laid down by the University from time to time.

9. INVESTMENTS, LENDING AND BORROWING:

9.1 No employee makes or permits his/her spouse or any member of his/ her family to make any investment likely to embarrass or influence him / her in the discharge of his /her official duties. In case the employee comes to know of any such interest, he/she shall promptly bring it to the notice of the Vice-Chancellor in writing.



9.2 No employee shall lend money at interest to any person or shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever

10. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

10.1 An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

10.2 An employee who gets involved in some criminal proceedings shall immediately inform the Vice-Chancellor through the Head of Department to which he/she is attached, irrespective of the fact whether he / she has been released on bail or not.

10.3 An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 hours shall not join his/her duties at the University unless he/she has obtained written permission to that effect from the Vice-Chancellor of the University.

11. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

No employee shall, except with the prior sanction of the Vice-Chancellor, take recourse to any court of law or to the press for the vindication of any act, which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule, shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/ her in his/her private capacity.

12. REPRESENTATIONS

Whenever an employee wishes to put forth any claim, or seeks redress of any grievances or of any wrong done to him/ her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/ her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

13. JURISDICTION

Dispute(s) if any, arising out of these Service regulations or any other regulations that may be in force from time to time or the terms of employment of any employee shall be subject to the jurisdiction of Gurgaon Courts only.

14. IDENTIFICATION

It shall be mandatory for every employee of the University to carry on his/her personal identity card or any other mark of identification, as may be prescribed by the university from time to time while in the University and produce the same on demand. An employee shall on resigning and/or termination from the services of the University, immediately hand over identity card issued by the University, failing which, full and final settlement of his/her account shall be withheld.



The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the University from time to time.

15. MISCONDUCT

Without prejudice to the generality of the meaning of misconduct the following acts of omission or commission on the part of the employee shall amount to misconduct.

15.1 Minor Misconduct

- a) Absence from the appointed place of work without permission.
- b) Idling or loitering during duty hours.
- c) Entering or leaving or attempting to enter or leave the establishment except in accordance with the standing orders or any regulations framed or instructions given by the Employer.
- d) Absence without leave for a day
- e) Late attendance or leaving work earlier
- f) Creating or contributing to insanitary conditions.
- g) Abetment of or incitement to commit any act of minor misconduct
- h) An employee found guilty of minor misconduct may be:-
 - i) Warned or censured or reprimanded.
 - j) Suspended without pay for a period not exceeding 7 days.
 - k) Fined subject to the provisions of payment of wages act.

15.2 Major Misconducts

- a) Insubordination, refusal to work, or disobedience whether alone or with others of any lawful and reasonable order of a superior including the orders which the Employer may issue under these regulations.
- b) Striking work either singly or with others in contravention of these Service regulations, or agreement, or any statute, law rule on enactment for the time being in force or participating or inciting any employee to strike work or bring about activities detrimental to employer's interest or any interruptions in the work whatsoever.
- c) Hunger strike, go-slow, dharna, gherao, stay in strike for any reason whatsoever.
- d) Blocking or obstructing the gate or gates of the establishment or any of its department.
- e) Thefts, fraud, or dishonest in connection with the employer's business or property or the theft or property of another person or employee on the premises of establishment.



Sushant University
Sector-55, Gurugram



- f) Soliciting, taking offering, or giving bribes or any illegal gratification or accepting costly presents or borrowing from subordinates.
- g) Habitual absence without leave or absence without leave for more than seven consecutive days or over staying the sanctioned leave without sufficient cause.
- h) Late attendance on three occasions or more within a month.
- i) Soliciting or collecting contributions for any purposes whatsoever or distribution, working or affixing any hand bill poster etc. or canvassing union membership or doing any union activity or personal work at any time in the establishment without the written permission of the employer.
- j) Unauthorized use or occupation of Employer's quarters or permitting others to use them.
- k) Engaging in Trade including money lending within the premises of the establishment without the written permission of the employer.
- l) Riotous, disorderly indecent behavior or wrongfully interfering with work of other employees or any improper act within the establishment premises or preaching or inciting violence.
- m) Commission of any act subversive of discipline.
- n) Neglect of work or gross or habitual negligence.
- o) Breach of the service regulations or any provision of law for the maintenance and running of any department or equipment.
- p) Damage, due to irresponsible action or inadvertence, to any property of the employer or tampering with any equipment, thing or any written record including notice put upon the notice board.
- q) Organization, holding, attending or taking part in any meeting within the establishment without the prior sanction of the employer in writing.
- r) Disclosing to any unauthorized person any information in regard to the process o business of the establishment which may come into possession of an employee in the course of his employment.
- s) Gambling or drinking within the premises of the establishment.
- t) Smoking within the establishment except in places where smoking is permitted.
- u) Refusal to accept, a charge sheet, order or other communication served in accordance with these regulations or refusal to explain when required by superiors.
- v) Unauthorized possession of any lethal weapon in the establishment.
- w) Engaging in other employment while still in the service of the establishment without the prior permission of the employer.



Sushant University
HR Program



- x) Sleeping during working hours.
- y) Making or publishing false, derogatory defamatory or malicious statements against the establishment or its products or its officers/employees of the establishment.
- z) Willful falsification, defacement or destruction of records of the establishment.
- aa) Failure by an employee to inform the employer of the occurrence in his house of a communicable disease viz., cholera, small pox, Leprosy, diphtheria, , Meningitis, plague, Bacillary, dysentery, yellow fever, typhoid or enteric fever, Mumps, epidemic, dropsy, Measles and any other contagious disease etc.
- bb) Habitual commission of any act of minor misconduct.
- cc) Abetment of or incitement to commit any act of major misconduct.

15.3 Punishment for major misconduct

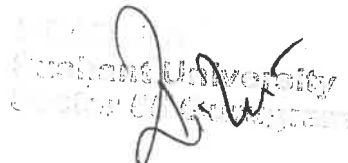
An employee guilty of major misconduct may be:-

- a) Suspended for a period not exceeding one month
- b) Demoted with consequential reduction in salary and status or reduced to a lower stage in the grade or stoppage of increment.
- c) Discharge without notice or compensation in lieu thereof.
- d) Dismissal without notice or compensation in lieu thereof.
- e) The penalties mentioned above (a) and (d) shall only be imposed after employee concerned has had an opportunity to explain his conduct. Before any penalty is imposed, a charge sheet clearly setting forth the allegations against him will be issued requiring him to give an explanation within the specified time limit which will not be less than 24 hours. If no explanation is received within the time fixed or explanation is not satisfactory, an enquiry may be held in which the employee concerned will be given full opportunity to produce evidence and to cross examine management witnesses. The enquiry Officer will submit his report to the university, which in turn, issue final orders in writing and a copy of the said order will be supplied to the employees concerned. In case any previous bad record is relied upon then such record will be brought to the notice to the employee concerned and he will be given opportunity to explain the record before the final orders are passed in his case. If the employee concerned wishes to rely on his past good record as mitigating circumstances he shall produce such record during the enquiry, if any.

16. SAFETY OF WOMEN EMPLOYEES

All male employees of the Company are strictly prohibited to indulge in any sexual harassment, directly or indirectly, at any time, at the workplace, towards any women employee/s

Sexual harassment includes such unwelcomed sexually determined behavior (whether directly or by implication) as: (a) physical contact and advances; (b) a demand or request for sexual favors; (c)



Sexually coloured remarks; (d) showing pornography; (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Sexual harassment by male employee towards a female employee shall constitute a Major Misconduct as per Service regulations of the University resulting in appropriate disciplinary action by the University and punishment shall be imposed on the male employee after he has been given an opportunity to explain his conducts.

A separate SOP has already been prepared and circulated in consonance with the "Vishakha guidelines" as laid down by the Hon'ble Supreme Court of India.

17. TERMS OF TEMPORARY EMPLOYMENT

17.1 The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the university or by the university to the employee. The period of such notice shall be one day, unless otherwise agreed to by the University and the employee.

17.2 The other terms and conditions of service of such employee shall be such as may be specified by the university in his/her letter of appointment.

18. APPOINTMENTS ON SPECIAL CONTRACT/HONARARY/EMIRITUS POSITIONS

Notwithstanding anything contained in these service REGULATIONS, the Chancellor on behalf of the university may, in special circumstances, appoint an eminent person on contract for a period of 2 years subject to renewal for a further period of two years, on appropriate terms and conditions as the management may think fit at the time of such engagement.

19. VICE-CHANCELLOR

The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall be responsible for the proper administration of the University and for the imparting of instruction and maintenance of discipline therein.

20. DEAN/HEAD OF DEPARTMENT

Each School/department of the University shall have a Head who shall be selected by the Vice-Chancellor on rotation basis from amongst the Professors, Associate Professors, provided that when in the opinion of the Vice-Chancellor the situation so demands, the Vice-Chancellor may himself/herself take temporary charge of a department(s) or place under the charge of such other Professor/ Associate Professor from another Department for a period not exceeding six months. The Head of Department shall be responsible for the entire working of the Department, subject to the general and overall control of the Vice-Chancellor.

It shall be the duty of the Head of the Department to ensure that the decisions of the university and of the Vice-Chancellor are faithfully carried out. He/ she shall perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The position of the Dean/ HOD will be rotational and or for a maximum period of three years or any other period which may be decided by the Management.



21. CLASSIFICATION OF MEMBERS OF THE STAFF

The members of the staff of the University shall be classified as:

- a) Academic – which term shall include Vice-Chancellor, Director, Dean, Associate Dean, Asstt. Dean, Professor, Associate Professor, Assistant professor, controller of examination, part time faculty, Visiting faculty, Workshop superintendent,, Instructor, Scientific Officer, and such other academic posts as may be decided by the university.
- b) Technical – which term shall include, System Manager, System Analyst, Software Engineer, Programmer, Civil Engineer, Superintendent, Lab Assistant, foreman, Supervisor (workshop),Carpenter, Mechanic, Overseer, Medical Staff, House Surgeon and other Medical staff, Wardens/ Matron and such other administrative and other staff as may be decided by the university.
- c) Administrative and others – which term shall include Registrar, Director, Joint Registrar, Chief Finance and Accounts Officer , Dy. Registrar, Dy. Director, Assistant Registrar, Assistant Director, Administrative Officer, Asstt. Administrative officer, Section Officer, Training and Placement Officer, Manager/Senior Manager (Marketing) Manager/Senior Manager (Finance and Accounts), Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Accountants, Chief Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the university. The term shall also include Head, Training and Placement, Head Marketing/Branding...
Cleaning and other staff – which term shall include Security Guards, Gardeners, Sweepers, Electrician, skilled and unskilled Attendants, Peons etc., and such other staff as may be decided by the university.

RECRUITMENT BY PROMOTION:

- 22.1 Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.
- 22.2 Every appointment by promotion shall be on the basis of merit and record of service due regard being paid to seniority.


23. ADHOC APPOINTMENTS:

Notwithstanding anything contained in the above rules, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.

24. CONDITIONS OF SERVICES



1. P. 41
Sushant University
Sector 14, Gurgaon



Every teacher and such other employee as are mentioned in the Regulations shall be appointed under a written contract, which shall be lodged with the University and a copy thereof shall be furnished to the employee concerned.

25. PLACE OF POSTING:

Place of posting will be SUSHANT University, Gurgaon, Haryana. However, the management may transfer any Teaching Faculty & other staff to any other offices/campuses/ locations existing or to be opened in future by the University and the sponsoring body. Consequent upon such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable.

26. STANDARD PAY SCALES:

The standard scales of pay are as given under:

Professor	37400-67000 AGP Rs. 10000
Associate Professor	37400-67000 AGP Rs.9000
Assistant Professor	GR 115600-39100 AGP Rs.6000
	GR 215600-39100 AGP Rs.7000
	GR 315600-39100 AGP Rs.8000

The management reserves the right to offer different pay scales, consolidated honorarium or alternative pay packages to the teachers of the university besides the above standard pay scale. A professor holding substantive post may additionally be assigned Deanship for academic administration of School of study of the university and a separate special allowance/honorarium in addition to the normal pay package of the post of Professor, as may be decided by the management of the University, keeping in view the stature and credentials of the said professor may also be paid for such additional assignment as Dean till the incumbent holds the position. This will be applicable only for the Dean of the School of study of the University and not for other equivalent positions.

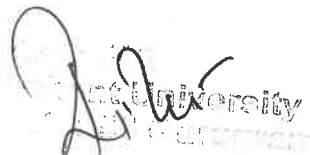
27. INCENTIVES FOR PH.D.

If a candidate is appointed as Asstt. Prof. with Ph.D. two increments may be made admissible, as per the discretion of the appointing authority.

28. FITNESS:

No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

The appointment and its continuance is subject to being found and remaining medically (physically and mentally) fit. The University reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner



nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding.

29. VARIATIONS IN TERMS AND CONDITIONS OF SERVICE:

Every teacher of the University shall be bound by the Regulations which are in force in the University from time to time.

30. SPECIAL CONTRACTS:

Notwithstanding anything contained in the Ordinance, the Board of Management may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

Provided that no appointment shall be made under this clause for a period exceeding two years at a time.

31. TERM OF EMPLOYMENT OF TEACHERS:

No teacher of the University, without the permission of the Board of Management shall engage directly or indirectly in any Trade or Business or any private tuition or any other work to which an emolument or honorarium is attached except in work the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or, to any other academic work with the permission of the Vice-Chancellor.

32. NATURE OF DUTIES:

Every teacher shall take part in the teaching and research programmes activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes and Ordinances framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

33. PROBATION:

Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed twenty four months.

Provided further that the condition of probation shall not apply in the case of teachers appointed on invitation by the Board of Management with specific provisions.

34. CONFIRMATION/ANNUAL APPRAISAL:

Annual appraisal will be done by the University for the purpose of annual review of the performance of the employees/ confirmation/grant of annual increment/ promotions.

This appraisal consists of:

34.1 Self appraisal of the employee.

34.2 Appraisal by the immediate authority (with feedback session with the subordinate)

35.3 Such appraisals will be placed before the committee that may be constituted by the Vice- Chancellor for the purpose, in which Vice Chancellor will be the Chairman and



Registrar as member Secretary. The decision taken by the committee will be implemented/communicated by the Registrar or officer authorized by the Vice Chancellor

36 AGE OF RETIREMENT:

All appointments to posts under the University shall ordinarily be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Service Rules, till the end of the month in which he attains the age of 60 years .As per the Haryana Private Universities Act 2006 the Vice Chancellor can initially be appointed for a period of 3 Years which can be extended for a similar term at the discretion of the management. This signifies that the tenure of the Vice Chancellor will be maximum 6 yrs or completion of 65 years of age whichever is earlier unless expressly revised by the management beyond 65 years. However, any extension beyond the age of 65 years cannot be more than the age limit prescribed by the Government of Haryana for Vice Chancellors of State Universities.

37. RE-EMPLOYMENT IN SERVICE BEYOND THE DATE OF RETIREMENT:

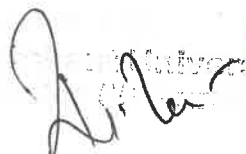
Nothing in these rules shall be construed to limit or abridge the power of the Board of Management to re-employ persons in the service of the University who have reached the date of retirement prescribed by the Board of Management provided that:-

37.1 such re-employment is certified to be in the interest of the University.

37.2 For other special circumstances to be recorded in writing and sanctioned by the Vice-Chancellor.

Appointment after superannuation shall only be done on contract basis with a fixed honorarium. All service benefits such as leave encashment, gratuity etc. shall cease with effect from the date of superannuation as mentioned in the clause 26 above.

37.3 Provided that where the University considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester of the academic session as may be considered appropriate in the circumstances of each case. However no member of academic staff shall be retained in service beyond the age of 60 years on regular employment term and can only be given contract appointment on year to year basis or for a period of 2 to 3 years from the date of attaining the age of superannuation at the sole discretion of the BOM/Governing Body/management. All such contract appointment after the age of superannuation shall be on a fixed Honorarium as may be decided by the management. No appointment for academic post shall be done beyond the age of 65 years under any circumstances. In case of non academic staff the management at its sole discretion can re-employ any staff beyond 60 years of age on contract basis and on a consolidated salary as the



management may deem fit at the time of re-employment. However, this type of engagement is restricted up to the maximum age of 65 years.

37.4 A reemployed teacher shall not normally be eligible to be appointed as Chairperson of a Centre or Dean of a School or for any other administrative assignment such as Dean of Students welfare, Chief Proctor, Provost, etc. However, in the remaining situations not involving administrative functions and responsibilities such as Advisory and Consultative Bodies, the University will continue to utilize the expertise of all its faculty members. The superannuated teacher will continue to contribute not only in teaching and research guidance but also for academic evaluation and assessment as well as management of research projects. They will also continue to be members of various academic bodies such as Board of Studies, Special Committees, Selection Committees and various other committees constituted at the level of University, School or Centre for making recommendations for the consideration of the Authorities of the University.

37.5 Notwithstanding the provisions of sub-clause (1) above, an employee shall be retired: -

- a) On his being declared medically unfit for service by a Medical Board to be appointed by the Board of Management in this behalf, or
- b) On the imposition of the penalty of compulsory retirement.

38. RESIGNATION:

An Employee may, at any time, terminate his engagement by giving 15 days notice during probation. Thereafter, the notice period required will be One month in case of confirmed employees or the specific term stipulated in the appointment letter.

Management may waive or reduce the requirement of notice period at its discretion on case to case basis.

39. TERMINATION:

39.1 During the initial or extended period of probation, the service can be terminated at any time without assigning any reason and without any notice and vice versa.

39.2 The Management of the University shall have the power to terminate the services of any regular/confirmed member (academic or non academic) of the staff without assigning any reason thereof for such termination by giving one month notice or payment in lieu of notice.

39.3 All appointment done by the University shall be treated as private service contracts and will be dealt with the law of contract and equity. No specific performance of the private



service contract will be enforced by the employees and by having accepted the terms and conditions of the service contract the employees deemed to have understood this provision hence barred in seeking reinstatement of service through legal recourse, in case of termination of services.

- 39.4** The Management may terminate the services of any employee, if the result of the background check reveal information that is inconsistent with the standard of the University; if there is a reasonable ground to believe that an employee is guilty of misconduct or negligence or have committed any breach of the terms and conditions of his/her appointment or if any point of time if it is observed that the performance of the employee is not up to the mark even after the opportunity given to improve; absence from service without prior notice in writing or without sufficient cause for seven days or more; causing damages to the property of the University; disclosure of any information that the University may consider confidential or breach of the employee non competition, non disclosure; on solicitation agreement, violation of any University policy ; In such cases proper notice is to be served to the employee and be given chance to defend himself in writing. If the management does not deem the explanation of the employee tenable it will be at a liberty to terminate the services of the employee.
- 39.5** Any confirmed employee of the University may terminate his/her engagement by giving one months notice in writing or surrender of salary in lieu of notice, provided that the management may, for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received. Acceptance of resignation should be there to bring an end to contractual relationship of employment.
- 39.6** In the event of any violation whatsoever of the terms of employment or service rules or any breach of trust or commitment or any act prejudicial to the interests of the University by an employee, his/ her services may be terminated by the University on the basis of recommendation by the Vice chancellor only without any notice or payment in lieu of notice.
- 39.7** Service of an ad-hoc temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier.

In principle, any Faculty wishing to resign cannot be relieved in the mid semester irrespective of the period of notice as per the letter of appointment.

40. Increments:

An increment shall ordinarily be drawn as a matter of course unless it is withheld by the Management, if the conduct of the employee has not been good or his work has not been satisfactory.

40.1 Service counted for Increment:

The following service shall count for increment on the time-scale of post: - If the employee is on loss of pay for long duration, that period will not be counted as service and consequently it will not be taken for increment purpose. Also if any employee is on leave for a period more than a month except during vacation in the university the increment month will also be deferred till rejoining of the duties by such employee.

40.2 Pay during suspension:

An employee under suspension shall, during the period of suspension, draw subsistence allowance, equivalent to half the rate of pay (basic plus dearness allowance, (DA) if any and in case who are not in receipt of DA, basic pay plus HRA) which is admissible immediately before commencement of the suspension and such compensatory allowances admissible from time to time on the basis of pay which he/she was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawal of such allowances.

Provided that where the period of suspension exceeds three months, the authority which made or is deemed to have made the order of suspension, shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows:-

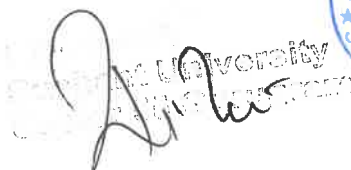
- a) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the University employee;
- b) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50% of the subsistence allowance admissible during the period the first three months, if in the opinion of the authority, the period of suspension has been prolonged due to the reasons to be recorded in writing , directly attributable to the University employee;

- 40.3** No payment under sub-rule 40.2 shall be made unless the University employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation:

41. Compulsory deductions:



Sushant University Service Regulations



- 41.1** Income-tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).
- 41.2** House Rent and allied charges, i.e. electricity, water, furniture etc.
- 41.3** Repayment of loans and advances taken from the University at such rates as the Vice-Chancellor may decide.

41.4 Special pay, personal pay, honorarium and fee:

The University may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

41.5 Drawal of Pay:

- 41.5.1** An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- 41.5.2** Pay in respect of any month shall become payable on or after the first working day of the following month.
- 41.5.3** An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise, be allowed to draw the pay due to him.

41.6 Different Allowances

The employees will be eligible to Dearness allowance, House Rent Allowance, Transport allowance, and other allowances as may be sanctioned by the University according to the rules in force from time to time.

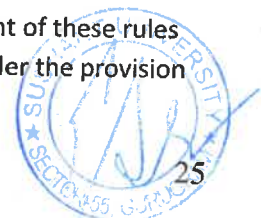

42. APPOINTMENT OF THE TEACHING AND NON-TEACHING STAFF:

This section will be referred and copied from the appointment policy after its approval which is under process.

43. MISCELLANEOUS

43.1 Special provision for existing employees:

Every person holding a post under the University at the commencement of these rules shall, on such commencement be deemed to have been appointed under the provision



to these rules to the corresponding post and shall draw the pay drawn by him immediately before such commencement.

44. SERVICE BOOKS AND APPRAISAL FILE:

44.1 The University shall maintain a Service Book and an appraisal file for each employee.

44.2 The entries in the Service Book of an employee shall be authenticated by an Officer authorised in this behalf by the Vice-Chancellor.

45. RESIDUARY CONDITIONS OF SERVICE:

Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Board of Management.

46. REMOVAL OF DOUBTS:

Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the matter will be referred to the Board of Management for decision, which shall be final.

47. PAY AND ALLOWANCES FOR THE EMPLOYEES

48. Scales of Pay:

The scales of pay for the posts in the University service shall be as specified from time to time by the University.

48.1 The pay scales to be followed for employees may be in accordance with the regulations prescribed by the statutory bodies or any other pay package evolved by the management.


All employees working under the sanctioned post are entitled to pay according to pay scale of their post and in addition allowances as may be prescribed by the University time to time.

48.2 Special pay, personal pay, honorarium and fee:

The University may sanction to an employee in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

49. OTHER ALLOWANCES:

The employees will be eligible to House Rent Allowance, Transport allowance/Travelling Allowance/conveyance reimbursement/telephone reimbursement and other allowances as sanctioned by the University according to the rules practice prevalent or in force time to time.



50. PAYMENT OF SALARIES

As far as possible, under normal circumstances, every employee shall be paid his/ her salary on or before the 7th day of each succeeding month.

51. DEDUCTIONS

All payments to an employee of the University are subject to deductions at source under the Income tax Act, and any other enactment that may be in force at any time during the period of his/ her appointment, including professional tax, service tax, if any.

The University shall also be entitled to deduct from the payment due to any employee, any dues payable by him/ her to the University.

52. PROVIDENT FUND AND OTHER BENEFITS

All employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the EPF Act and regulations, as may be applicable from time to time. The University shall contribute to the employees' Provident fund in accordance with the regulations of the EPF Act from time to time.

Gratuity: All employees eligible for payment of gratuity as per the payment of gratuity act 1972 shall be paid the gratuity as per the payment of gratuity act 1972. However, all these benefits will stop after attaining the age of superannuation, even if the employee continues to be in service.

52.1 NOMINATION:

A subscriber shall, at the time of joining the EP fund, send to the Registrar/ Dy. Registrar/administrative officer, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the EP fund, in the event of his death before that amount has become payable or having become payable has not been paid as per the provisions of EPF Act.

53. LEAVE

An employee will be entitled to leave as per regulations laid down in this respect by the University for time to time. Sanction of leave shall be in accordance with the regulations of the University from time to time.

54. MEDICLAIM FACILITY.

All the employees and their family members who are not covered under the ESI scheme shall be provided mediclaim facility as per the separate policy notified in this regard from time to time by the promoters of the university.

55. TRAVELLING EXPENSES

In case an employee is required to travel on official work, he / she shall be reimbursed traveling expenses in accordance with the relevant policy laid down in this respect from time to time. The policy framed by the management in this regard is appended with these regulations as **Annexure II**.

56. SERVICE RECORD

Personal files for each employee will be maintained containing all relevant information of the employees such as copies of the certificates for education qualifications etc. Leave account for each employee shall be maintained and updated from time to time. The entries relating to family history, permanent and present address, date of birth, medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made.

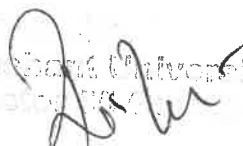
Employees are obliged to immediately inform in writing to the Registrar, any change in their particulars and ensure that the change if any has been entered in the service record.

Suppression, concealment or misrepresentation of any information shall be a serious breach of the service regulations and shall invite strict disciplinary action including suspension and or termination from service.

57. POWER TO RELAX:

Notwithstanding anything contained in these rules, the Chancellor may, in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interests of the University.



Sushant University
Registrar's Office




**Code of Conduct
Guidelines for Ethics in
Research**

SUSHANT UNIVERSITY

(Erstwhile Ansal University)

GUIDELINES FOR ETHICS IN RESEARCH

Research at any institution should bring innovation, creativity and creation of new knowledge/ideas without compromising on the ethical practices/academic integrity. Research that is being carried out should have societal/environmental impact and should not be done just for the sake of publishing. Recently, there has been an increase in number of publications in dubious/predatory journals in India. Hence, there is a need to frame these guidelines to make the researchers aware of the ethical practices to be followed while doing research at Sushant University

Guidelines suggested by several Government agencies (Sources 1 & 2) have provided a basis for the preparation of the below guidelines for the Sushant University.

1. Conduct of Research

While conducting research, whether independently or jointly, it is necessary to ensure that data collected (including raw data) are reliable, properly recorded and dated, and carefully stored. Fabrication and falsification of data, even data that may be perceived to be of relatively lower importance to the research outcome, clearly constitute scientific misconduct. The procedure followed should be described in sufficient detail to permit independent verification. Selective use of data without scientifically valid reasons is unacceptable. Not following the above guidelines on data collection can lead to scientific misconduct.

1.1 Scientific Misconduct

Scientific misconduct is the violation of the codes of scholarly conduct and ethical behaviour in the publication of professional scientific research. These include all acts from the initiation of an idea, its experimental verification, accuracy of results, accurate reporting without resorting to any malpractice in the presentation of data/images, due acknowledgement of all sources of information and people. Scientific misconduct(s) can be of various types and can occur at various stages from the initiation of the scientific



study to publications and/or patent generation. While these involve violation of generally accepted research practices, inadvertent errors or genuine differences in interpretation or judgement in assessment of the results may not constitute scientific misconduct. Scientific misconduct may be categorized into the following:

- 1.1.1 **Embezzlement of ideas:** Claiming an idea to be one's own while it was obtained from privileged access while reviewing manuscripts, grant proposals or through participation in lectures and personal discussions and earlier publications (but not citing them). This also includes acts wherein ideas of others are presented as one's own through slight changes of words, phrases and illustrations.
- 1.1.2 **Plagiarism:** Using other's words, results, or published work without appropriate citation. This includes using one's own published work (self-plagiarism) without appropriate disclosure/citations.
- 1.1.3 **Falsification:** Misrepresentation or suppression/ addition of a part of data to generate cherry picked results or improper reporting of results in order to present a misleading outcome.
- 1.1.4 **Fabrication:** Reporting 'results' of experiments which were never done. This also includes images/ photographs being morphed to reach a particular interpretation.
- 1.1.5 **Fraud:** Deliberate suppression of previous work in publications and inappropriately claim originality and/or avoiding quoting previous publications which are contrary to present results.
- 1.1.6 **Non-compliance of Regulatory Guidelines:** Deliberate violation of ethical guidelines accepted for scientific research, non-adherence to safety regulations or inappropriate use of research funds.
- 1.1.7 **Inappropriate Authorship:** Excluding genuine contributors from authorship, including non-contributors, or claiming authorship for oneself without having made any meaningful contribution is inappropriate. In cases of publication of work carried out during a Ph.D. thesis, due care should be taken by the thesis Supervisor to ensure that the scientific contributions of a student are neither diluted nor exaggerated.
- 1.1.8 **Withholding data from Validation:** Not providing data or research material to the institute/journal for verification/validation purpose.
- 1.1.9 **Wrong versus Fraudulent paper:** It occasionally happens that a conclusion drawn in an earlier publication is negated, modified or shown



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where it went wrong- either by the same author or others. This is how science progresses. The earlier paper is thus not fraudulent.

2. Good Research Practices

2.1 Laboratory Records: It is vital to keep proper records of each experiment, details of materials obtained from varied sources and how they were used, procedures, analysis and other related material. Graphs and printouts from instruments should be numbered and filed appropriately. If any software is used for handling and analysing the data, its name, version and other details should be recorded. The laboratory records of experiments carried out using a publicly funded institution should carry every single detail of the experiment. Such records are the property of the laboratory and are to be kept for archival and later retrieval purposes; a copy will of course be that of the researcher and can be used by anyone till after a defined moratorium period of 18 months. Due permission and acknowledgement of the researchers who carried out the experiments is essential at all times.

2.2 Consultancy work: External consultation should be done with explicit permission from the Institutional Head where the scientist/technologist works. At the same time, permissions, if denied, should be justified and the reasons thereof be formally recorded. If the facilities of the institution are used, the details should be declared and recorded with due confidentiality in terms of the interest of the client. A clear statement on the resources to be used and finances that would accrue to the consultant and the institution should be recorded ab initio.

2.3 Project grants and awards Project proposals, as well as selection of candidates for awards and fellowships, are usually evaluated by committees with the help of peer review. It is important that the highest ethical standards are observed by committee members. Both positive and negative bias, due to one's personal position, role or involvement, are inappropriate.

3. Publication

3.1 Authorship: The authorship of scientific publications is a very important issue since it is the way in which scientists receive credit for their contributions. All listed authors of a publication should have contributed significantly to it. It is inappropriate to offer 'guest authorship' to anyone who has not made a significant contribution. Likewise, it is wrong to exclude from authorship anyone who deserves to be an author. It is unethical to include



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anyone as an author of a paper without their knowledge and clear consent. The order of authorship is very important. In this matter, conventions vary in different fields, and in general, one should be consistent with the conventions in the field and the criteria laid down by the journal to which the work is submitted.

3.2 Plagiarism: The Oxford English Dictionary defines plagiarism as 'the practice of taking someone else's work or ideas and passing them off as one's own'. In the context of scientific research, it can involve unattributed lifting of textual material or scientific ideas or actual research results. The most extreme example would be a deliberate attempt to pass off someone else's entire research project as one's own. However, it can also involve (deliberate or unintentional) incorporation of some ideas or results of other researchers, without proper attribution, within one's own research publication. Though the degree of severity can vary, plagiarism always amounts to ethical misconduct. Use of someone else's work in one's own is not by itself unethical. A limited amount of textual material in someone else's paper can be copied if it is clearly marked as a quote (typically by enclosing it within quotation marks) and the source is explicitly cited where the quote starts or ends. Alternatively, text may be paraphrased with a general indication of where the concepts originated. Occasional re-ordering or substituting of words is not sufficient to count as paraphrasing: the recommended procedure is to read and understand the source material, and then to put it away and express the idea in one's own words. Besides textual material, incorporation of ideas, figures, graphs, etc. from other sources in a manner that conveys a false impression that they are original amounts to plagiarism. Taking one's own published results and reproducing them in another published work as if they were new is 'self-plagiarism'. 'Duplicate publication' – submitting the same research results to two or more journals and treating them as separate publications – is also a form of self-plagiarism and must be avoided. Plagiarism is an issue not only for publications in journals but also for reports, textbooks, monographs and grant proposals. The above considerations apply equally in all these cases.

3.3 Redundant /Salami Publications: Resorting to 'Redundant' publications for artificial enhancement of the number of publications is also a serious act of misconduct. Also, the simultaneous submission of the same manuscript in multiple journals, in order to have one of them accepts it, is gross misconduct.

3.4 Responsibility of Reviewers: Scientists who are asked to review a manuscript or a research proposal have the responsibility to ensure they do not misuse their advance access to the information and ideas in these documents. The use of such advance access to publish a competing work, or to carry out research that pre-empts a proposed project is unethical.



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3.5 Peer review: Scientists often act as referees in review of manuscripts submitted for publication as well as project proposals submitted for financial support. This exercise should be carried out with the maximum possible objectivity. It is essential to avoid personal bias and/or conflicts of interest.

4. Dealing with Misconduct

A University level Committee on Ethics called the Ethical Committee, involving people at different levels (scientific and administrative) have been established. The committee is chaired by an Associate Dean of the School of Law. Scientific misconducts would be investigated by the Ethical committee and the recommendations would be made to the Vice-Chancellor by the chairperson of the committee.

References

1. University Grants Commission (Promotion of Academic Institution and Prevention of Plagiarism in Higher Educational Institutions) Regulation, 2018. The Gazette of India, Extraordinary, Part III-Section 4, July 31, 2018.
2. "Our Core Practices", Committee On Publication Ethics (COPE), 1999.
3. Williams C. L. et al., Errors, Sloppy Science and Fraud: Keeping Eyes on Your Data. J. Clin Invest 2019; 129(5): 1805-07. <https://doi.org/10.1172/JCI128380>.

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1. https://www.ias.ac.in/About_IASc/Scientific_Values:_Ethical_Guidelines_And_Procedures/
2. "Draft National Policy on Academic Ethics", Office of the Principal Scientific Advisor to the Government of India, 11-6-2019.





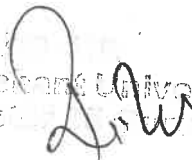
Code of Conduct

**Guidelines for Participation
FDP, Conferences, Seminars,
Workshops, QIP**

**GUIDELINES FOR PARTICIPATION IN
FDPs, CONFERENCES, SEMINARS,
WORKSHOPS, QIPs**

VII



Sushant University


**POLICY FOR FINANCIAL SUPPORT FOR PARTICIPATION OF FACULTY IN SEMINARS, CONFERENCES,
WORKSHOPS, QIPS, TEACHERS' TRAINING PROGRAMMES ETC.**

SUSHANT University encourages its teachers to go for higher education, to be actively engaged in research and also enhance and broaden their knowledge by attending various training programs and academic research works in the allied fields. The following Policy has been laid down for providing financial support to faculty members for attending Conferences / Seminars/Workshops in India and abroad:

Policy guidelines for Staff (Teaching / Non-teaching) Development Programs:

1. Eligibility

- a) Teachers who are confirmed should only be allowed in such development programs maximum twice in an academic year. Teachers desirous of attending such programs should make/suggest alternative arrangements to conduct the classes and academic assignments without any inconvenience to the students.
- b) Nomination for participation in such training programmes must be recommended by the concerned Head / Dean of the School. Also, relevance of such programmes has to be established by the forwarding authority with regard to academic applications, relevance, reputation/standing of the Organization and benefit to institution as to how such participation would improve the teaching and pedagogic process. Also such programmes must relate to the field / branch of the faculty member.

2. Frequency and Duty Leave

- a) For the first time nomination in the academic year, Registration fee, subject to maximum of Rs 10000/-, and travelling expenses for national/International level seminars, workshops & conferences in India may be considered for reimbursement. Duty leave will be at most for three days for local venue and one week for outstation. Conveyance reimbursement as per the institute policy for local travel shall be considered.

- b) Participation during 2nd time in a year will be subject to sanctioning of 50% of registration charges or 50% of travelling expenses whichever is less along with duty leave of maximum three days for local venue and one week for outstation.
- c) For participation in international Seminar, conference, workshops etc. that are being held abroad Head/Dean of the School shall recommend to the Vice-Chancellor for allowing a faculty member to attend international conference to present his research paper, after adjudging the relevance, academic application and importance of such participation, stability of the faculty, his / her contributions to the institution and students' feedback. Head/Dean of the School may recommend reimbursement of registration fee or 50% of the travel cost. Maximum one week duty leave may be considered for presenting research paper in international conferences. The IPR of such research paper shall remain with SUSHANT University. Participation in the international conference to present a paper shall be considered once in three years. The concerned faculty has to submit a bond to work at least for one year after his / her return from the conference (Proforma for the Bond is given at **Annexure - I**)

A written report of proceedings of such conferences/seminars/ training has to be submitted to the Head/Dean of the School within one week of the conclusion of such programme.

3. Incentive for publication in a refereed international journal of repute

If a faculty member publishes a research paper in a refereed international journal of high reputation, he / she may be awarded upto Rs. 10,000/- cash prize on recommendation of HOI to Vice Chancellor

4. Complementary Support

Several organizations support participation in Conferences / Seminars being held in India and abroad such as DST, INSA, UGC CSIR, DBT, etc. The faculty concerned should be encouraged to apply for complementary financial support also from such organizations.

5. Procedure

Along with the application in a prescribed format (attached as **Annexure - II**), the following documents will be forwarded to Jt. Registrar (Academics) through the Head/Dean of the School for approval at least 15 days in advance to give time for proper processing:

- (a) Synopsis and a copy of the Paper to be presented
- (b) Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any
- (c) Brochures of Seminar / Conference



- (d) Letter of Acceptance / Invitation from the organizers
- (e) Detailed information about the organizers of the International Conference/ Seminar and their credibility
- (f) Expenditure details as under:
 - (i) Registration Fee
 - (ii) Fare
 - (iii) Board & lodging / other expenses
- (g) Detailed recommendation of the Head of the Institution
- (h) Documentary proof of action taken on Para-4 above for complimentary financial support and progress thereafter.

6 Study Leave (For Higher Education / Research)

If a staff (Academic or Non-Academic) wishes to go on an long-term leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave and serve the University at least for one year.

7. Permission to pursue higher Studies

Faculty may be permitted to pursue further studies provided it will not affect the duties and responsibilities in the institution and will be without detrimental to the teaching assignments throughout the academic year except the leave for appearing in examination on scheduled days. Prior permission is mandatory for enrollment for further studies.

No leave of any kind will be considered for preparation of examinations. Leave will be granted only on the examination days as per the date sheet submitted by the faculty/staff and as per eligibility of the faculty/staff.

8. Consultancy Work

- a) Faculty members are encouraged to take up consultancy assignments. 33% of the total proceeds through consultancy, after deducting the amount spent by the faculty, will be paid by the faculty to the University. If a faculty pays back his/her annual salary, the net proceeds to be given to the University will be reduced to 20% in that year
- b) For any Projects, Consultant Work Orders, Project Bidding etc the Signatory will be Jt. Registrar (Establishment). These will also need administrative approval with signatures of Coordinator, Head/Dean of School, Accounts and Vice Chancellor.
- c) Projects/Proposals to be bid in the name of respective Schools, SUSHANT University. Turnover and Service Tax records need be filed and declared accordingly.



PART II

LEAVE RULES

THESE LEAVE RULES HAVE BEEN FRAMED BY THE MANAGEMENT OF THE UNIVERSITY AND ARE EFFECTIVE W.E.F. 1st August 2020. THEY ARE SUBJECT TO ALTERATION / MODIFICATION/ REVIEW AT THE EXCLUSIVE DISCRETION OF THE MANAGEMENT, EITHER IN PART OR WHOLE, AT ANY TIME HEREAFTER.

1. APPLICABILITY

These Leave rules, shall apply to all employees who are on regular service of the University. To be considered as confirmed, every employee's appointment shall necessarily have to be approved by a Review Committee duly constituted by the Vice-Chancellor of the University.

2. RIGHT TO LEAVE

Leave cannot be claimed as a right by any employee whatsoever, and when the exigencies so demand, leave of any description may be refused or revoked, postponed or reduced by the authority empowered to sanction leave.

3. AUTHORITY EMPOWERED TO SANCTION LEAVE

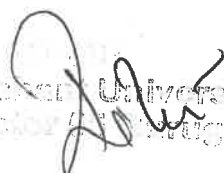
- a) Application for leave shall be addressed to Chancellor or to the trustee empowered by the Chancellor, by the Vice-Chancellor. The Chancellor or the trustee empowered by the Chancellor may sanction leave of any description to the Vice-Chancellor.
- b) For all other staff as per the procedure laid down and notified by the University time to time.

4. COMMENCEMENT AND TERMINATION OF LEAVE

Sushant University Service Regulations



Sushant University
Vice-Chancellor



- a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- b) The unauthorized absence of an employee for three days or over stay of sanctioned leave for three days without information will attract disciplinary action. The Vice-Chancellor shall be within his/her right to presume that such employee has abandoned the job of his/ her own accord if there is no information available about the whereabouts of the employee beyond the reasonable period as may be deem fit and the University shall be at liberty to dispense with the services of such employee.
- c) Any Holiday, Weekly offs comes between the beginning of leave and ending of leaves will be consider as leave.

5. GENERAL

- a. Leave should always be applied for on the prescribed format and sanction obtained before it is taken except in cases of emergency only. Any leave availed without prior sanction shall not only invite disciplinary action, but shall also be treated as unauthorized absence without pay.
- b. Leave shall be availed of only after it is sanctioned by the competent authority, but one day's casual leave may be availed of without prior sanction, in case of unforeseen circumstances only, provided the competent authority to sanction leave is promptly informed by phone or otherwise of the circumstances under which, prior sanction could not be obtained.
- c. During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration without the permission of the Vice chancellor.
- d. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/her address and telephone number, if any while he/she is on leave and shall keep the said authority informed of the changes in address if any.
- e. If an employee, after proceeding on leave, desires an extension thereof, he/she shall make an application in writing to the sanctioning authority with reasons. Such application shall contain full postal and telegraphic address (including telephone number, if any) and shall be made in sufficient time to enable the office to process the application and communicate the decision to him/her.
- f. No leave or extension of leave of any description shall be deemed to have been granted unless an order to that effect is posed and communicated to the employee concerned.
- g. An employee on leave on medical grounds has to submit a medical fitness certificate at the time of resuming duties. The competent authority may require an employee who has availed of leave, of any kind, for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical grounds.



- h. The sanctioning authority may, at his discretion secure a second medical opinion either for grant of leave or for satisfying that the employee is fit to resume duty, from a medical examiner of its choice, if considered necessary. The cost of such second medical examination will be borne by the University. An employee not getting the said medical examination done will be liable for appropriate disciplinary action.
- i. Any absence of more than the number of days allowed for casual leave shall, when not due to sickness, be treated as unauthorized absence from duty.
- j. When leave is not taken with the prior sanction of the sanctioning authority, Registrar/Jt.. Registrar or concerned Administrative officer shall notify the absence to the sanctioning authority in writing.
- k. Taking leave or extending leave without sanction will be treated as absence from duty and renders an employee liable to disciplinary action including suspension and/or termination from the services of the University.
- l. An employee on leave shall be allowed to return to duty before the expiry of leave with prior information to the concerned authority or to the sanctioning authority.
- m. It shall be obligatory on part of the academic staff to suggest alternative arrangement for classes assigned to them during the period of leave.
- n. Leave entitlement of the Vice-Chancellor or any other academic staff who is exclusively disposing the administrative duties and does not avail vacation period during the academic year shall be same as entitled to non teaching staff.

6. KINDS OF LEAVE

The following kinds of leave shall be admissible to member staff.

- i. Casual Leave (CL)
- ii. Earned Leave (EL)
- iii. Maternity Leave (ML)
- iv. Special Leave (Spl. L)
- v. Medical Leave(MDL)/Half Pay Leave
- vi. Extraordinary Leave (EOL)
- vii. Vacation Leave (VL)
- viii. Study Leave (SL)

7. CASUAL LEAVE (CL)

An employee will be entitled to take casual leave for personal or any special reasons up to a maximum of 12 days per calendar year (including two restricted holidays).

Application for and grant of casual leave will be governed by the following REGULATIONS:

- a) CL may be granted at the exclusive discretion of the concerned authorities empowered to grant leave by the Vice-Chancellor as and when occasion arises, provided that the total period of absence from duty does not exceed 3 days at a time excluding Sundays and Holidays.



- b) CL will be credited to the employees, those are on probation or yet to be confirmed, on 1st of every month on prorata basis. For all those employees whose services are confirmed in writing, CL will be credited in 2 parts, 05 CL will be credited on 1st day of January and 2nd set will be credited on 1st day of July every year. Casual leave shall not be encashable..
- c) CL cannot be combined with any form of leave.
- d) CL should be evenly spaced in calendar year. Prior to proceeding on casual leave, alternative arrangements of assigned work are to be made and brought to the notice of the sanctioning authority, except in cases of emergency when, leave could not be applied for and the necessary sanction obtained.
- e) Unutilized CL in any calendar year can neither be carried forward nor encashed.
- f) CL, as far as possible, should be sanctioned prior to the date on which the employee wishes to take leave. Circumstances beyond the control of the employees are the only reason that the employee may fail to get sanction of leave in advance. The decision of the Vice-Chancellor on the question whether the circumstances were beyond the employee's control will be final.
- g) Even if circumstances are beyond the employee's control the employee should use other means of communication (phone, SMS etc.) to contact the office of the University and give the necessary information to his/her functional head. A written application should be forwarded to the sanctioning authority immediately on reporting for duty.

8. EARNED LEAVES (EL)

All employees are entitled to earned leaves, grant of earned leave (EL) will be subject to the following regulations:

- a) EL may be granted to all teaching and non-teaching staff, on entering the service, two and half days per month for each completed calendar month of service subject to maximum of 30 days in a year. (15 days in case of employees appointed on contract basis). EL will be credited to the employees at Pro-Rata basis every month during probation and contractual period on 1st of every month. For all those employees whose services are confirmed in writing, EL will be credited in 2 parts, 15 EL will be credited on 1st day of January and 2nd set will be credited on 1st day of July every year. EL cannot be availed in without prior approval. However, if an employee has no other leave to his/her credit the competent authority may relax this condition on case to case basis & depending upon the merit of the case.
- b) The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year, subject to the condition that The total accumulation of Earned Leave for the purpose of leave encashment shall be restricted to 45 days only during entire service, or as may be revised time to time by the management.
- c) The maximum amount of accumulated EL that can be granted to a member of non teaching staff shall not exceed 30 days in a year and 45 days in case of Teaching staff. However, this condition

may be relaxed at the discretion of the granting authority and per the merit of the case as the sanctioning authority may deem fit.

- d) An employee wishing to avail of EL must submit his application at least one week in advance to the sanctioning authority as per the procedure laid down in the Clause no 3 above. The sanctioning authority may refuse to grant the leave from the requested date if he feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date. However, the employees those have no other leave credit except the earned leave the condition of advance application may be relaxed at the discretion of the sanctioning authority.
- e) The employees those who have no other leave at their credit the EL will be deducted for the purpose of bio-metric attendance compliance and the restrictions afore-mentioned for availing EL will not be applicable in this case.

9. MATERNITY LEAVE (MTL)

Only female employees are eligible to maternity leave. Grant of Maternity leave (MTL) is subject to the following regulations:

- a. MTL may be granted to a permanent woman member of the staff on full pay for a period up to 182 days from the date of its commencement.
- b. MTL may be combined with EL.
- c. MTL can only be availed of once in a period of three years and only twice during the entire period of the employee's service.
- d. MTL can be applied 15 days prior to expected date of delivery in case of so desired by the employee due to medical reasons. MTL shall not be debited to the leave account.
- e. During the period of MTL she will be paid leave salary equal to the pay drawn immediately before proceeding on leave. MTL will not be applicable for contractual/ temporary or ad-hoc appointees.
- f. MTL can be extended beyond the prescribed limit of 182 days, as leave without pay if a female employee is not in a position to resume duties for various compelling reasons. However such leave without pay shall not be given for more than a period of six months. The sanction of leave without pay beyond the MTL will be on a specific written request made to the Vice Chancellor and is dependent upon the discretion of the Vice Chancellor keeping in view his assessment of the circumstances on case to case basis.

10. SPECIAL LEAVE (SPL)

Members of the academic staff only, who have completed six years' continuous service with the University desirous of availing study leave for training in or out of India, may apply and be considered for special leave as determined by the University in case and on such terms and conditions as may be decided by the university management.

An employee shall not be entitled to any increment for and during the time of special leave and the same period will not be counted for calculating service period. The maximum period for which such special leave may be considered will be two (2) years.

11. MEDICAL LEAVE (MDL)/ HALF PAY LEAVE

- a) Employees shall be eligible for 10 days half pay leave in respect of each completed year of service and the said leave could be availed on account of illness duly supported by Medical certificate from a registered medical practitioner having registration with the medical council of India.
- b) Commuted leave not exceeding half the number of half pay leave due may be granted on medical grounds, subject to the following conditions, namely;
- c) Such leave can be availed on full pay on medical ground subject to production of valid medical certificate.
- d) Every application for half pay leave (commuted) for more than two days must be accompanied by a medical certificate from an authorised medical practitioner registered with the Medical Council of India. However, the authorities of the University shall be at liberty to subject an employee seeking medical leave to have him/her medically examined by the doctor on panel of the University and produce the medical certificate thereon.
- e) MDL will be credited to the employees on prorata basis, those are on probation or yet be confirmed, account on 1st of every month. For all those employees whose services are confirmed in writing, Medical Leave will be credited in 2 parts, 05 MDL will be credited on 1st day of January and 2nd set will be credited on 1st day of July every year. Medical leave shall not be encashable.

12. EXTRAORDINARY LEAVE (EOL)/ STUDY LEAVE (SL)

Another leave by whatsoever name called shall be granted at the exclusive discretion of the University only, on a case to case basis and on such terms and conditions as may be decided by it depending on the merits of the case and tenure/ service record of the employee concerned.

If a staff (Academic or Non- Academic) wishes to go on an extended leave for career enhancement; depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however, the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave before proceeding on such leave. Such study leave without pay cannot be given for more than a period of 2 Years.

13. DUTY LEAVE

- a. Faculty members and non academic staff can be deputed in India for specialized training for career enhancement to meet the academic and administrative requirements of the University at the sole discretion of the management.
- b. Faculty member can be given duty leave for the academic assignments such as evaluation, external examiner/jury with prior recommendation of the concerned HOD and duly approved by the Vice-Chancellor. No more than 7 days (working Days) duty leave be considered in an academic year. The faculty member engaged in institutional consultancy practice shall be considered duty leave subject to the condition that such leave should not adversely affect their normal teaching assignments. The total number of days allowed for institutional consultancy work shall be guided by the rules of consultancy practice framed and notified separately.

14. FOREIGN DEPUTATION

A staff may be deputed on official visit overseas over an extended period to participate in teaching and research in his/her area of interest. The Vice-Chancellor shall recommend such deputations for getting a formal approval from the Chancellor or a Trustee empowered by the Chancellor. No salary and allowances on such foreign deputation will be permissible for payment by the University. It is expected that adequate subsistence allowance will be paid by the host University being visited by the deputed staff on foreign visit. Such a staff sent on official deputation will be required to sign a bond for serving the University for a minimum period of 3 years. The above guidelines on overseas official visits are based on the following stipulations.

- a. Approval of the Chancellor or any other officer of the university empowered by the Chancellor is mandatory.
- b. Visit will be less than six month in accordance with the approval of the Chancellor or any other officer of the university empowered by the Chancellor.



Annexure-1

BIOMETRIC ATTENDANCE POLICY

- Reporting time for all employees (teaching & non-teaching) including Dean/HOD, Director, Registrar, and CFAO are either 8.00AM, 9.00AM or 10.00AM depending upon the time slot allotted to the employees on all working days. This is subject to change as per the policy of the University as may be notified from time to time., All employees as mentioned shall have to mark their attendance through biometric sensors placed at the ground floor of block B & D and any other place in future, immediately upon reporting in the morning(s) and also at time of leaving office in the evening(s) after the stipulated working hours.

Employees reporting for duty after 10 minutes but between 10 minutes to 30 minutes from his/ her reporting time, will have to forfeit half day leave (or salary in lieu thereof), for every fourth late coming in a month.

- Employee reporting duty after 30 minutes from his/ her reporting time will surrender their half day leave (or salary in lieu thereof) for each late coming but reporting duty after 5 Hours from his/ her reporting time shall be treated as a absence from the duties and full day leave/ salary will be deducted.
- Employee/s leaving early after 4.30 Hours will surrender their half day leave (or salary in lieu thereof), for on each occasion of such early leaving.
- Marking the attendance through bio-metric sensors, at the time of arrival and departure is mandatory for all employees also in case of outdoor duties assigned during the work hours, if the employee does not return back for the day.
- In case an employee misses to finger punch his/her attendance either in morning or in the evening, half day leave (or salary in lieu thereof), will automatically be deducted on each such occasion, even if he or she is actually in the campus as the system on its own will not have any way to indicate his/her presence. Similarly, in case a faculty/staff member misses to finger punch his presence both times in day he/she will be treated as absent for the day and one-day leave (or salary in lieu thereof) will automatically be deducted on each such occasion. The monthly payment of the salary will be prepared based on the data generated by the bio-metric attendance.
- The Vice Chancellor, in case of faculty members and Registrar in case of non teaching staff may relax any inadvertent omission in this regard, for the reasons to be recorded for such omissions.
- If any employee is assigned or performs outside duty during the working hours, they have to apply OD in ERP and get it approved by the competent authority (reporting authority) -

- An employee can take one short leave of 2 hours (morning / evening) in an Attendance cycle, subject to prior written approval from the reporting officer.
- Under no circumstances below 8 hours working in a day shall be allowed except for the outdoor duty assigned for which prior approval of the assigning authority should be obtained and submitted in the EPR in advance.
- The flexibility in arrival and departure timings may be given to the executive administrative authorities of the University as defined in the act of 2006, keeping in view of their arduous nature of duties and higher responsibilities, however such authorities has to account for the reasons, if there are any shortcomings in the daily working hours or in working schedule notified, except for the VC.

*Attendance month - 21st day of previous month to 20th day of subsequent month.



A handwritten signature in black ink, appearing to be 'Sushant'.

A handwritten signature in black ink, appearing to be 'Sushant', written over a faint, partially obscured stamp that reads 'Sushant University Sector-55, Gurugram'.

Annexure-2
Sub: Domestic Travel Policy

The Travel Policy shall be applicable to all employees of University subsequent to the implementation of the service regulations w. e. f. 21.03.2014. It shall cover exhaustively the Entitlements of Travel, Hotel stay & other expenses. It shall act as a comprehensive document covering all grades of employees for journeys on official business and shall be as follows:

ENTITLEMENTS

Employees are entitled to claim Daily Allowance and Traveling charges in accordance with the schedule and conditions stated hereunder:

Boarding – Lodging Entitlements (per day)
(In Indian Rupees)

Entitlement: Boarding 30% Max. & Lodging 70% Max.

Category/ Designation	Metros	Sub-Metros	Others	Mode of Travel
Vice-Chancellor/Pro Vice-Chancellor/ Registrar	Actual	Actual	Actual	'J' Class/ 1AC/ AC TAXI
Director/CFAO/DEAN/COE	9000	7500	5000	I AC / AC TAXI
Professor /Associate Professor/Joint Registrar/ Dy. Registrar/ Dy. Director and equivalent	7000	5000	4000	II AC SLEEPER/ AC TAXI
Asst. Prof. / Asstt. Registrar & equivalent cadre	5000	3500	2500	III AC/ AUTO/ BUS
Admin. Officers / Officer / Jr. Engineer/Executives & employees drawing grade pay up to Rs. 4200 or equivalent.	2500	2000	1500	III AC/AUTO/BUS
Employees drawing grade Pay between Rs. 1800 - 4200 or equivalent (Clerks)	1500	1500	1000	Ordinary SL/ Bus Fare
Other Employees drawing grade pay below Rs. 1800/- or equivalent (Office Boy/ Others/ Drivers / Electrician)	750	750	350	Ordinary SL/Bus Fare

Note:

- All Air travel can be undertaken only with the approval of the competent authority. The Chancellor or any other officer of the university empowered by the Chancellor can relax the class of travel in case of upper management level employees for meeting any exigency which may arise while performing their official duties.
- Boarding and lodging are subject to production of the bills. In Case where lodging facility is not available/availed the maximum 30% of the entitlement for lodging and boarding will be reimbursed subject to production of bills and 15% without bills. The combined amount towards Boarding and Lodging shall be termed as Daily Allowance.
- Entitlement for the members of Governing Body will be as per actual.

BOARDING/LODGING ENTITLEMENTS

Limits of reimbursement as above, have been drawn based on a mix 70% towards boarding i.e. stay in hotels/room rent and 30% (with bills, else 15%) towards lodging i.e. food and miscellaneous expenses other than room rent.

OWN ARRANGEMENTS –Own boarding & Own Lodgings:

Employees, who neither avail of stay at a hotel or at guest house, but elect to either stay with their friends or relatives, in the process, save University costs on account of boarding and lodging, will be paid a fixed sum irrespective of the bills @ 40% (40% for the first 3 days of stay and thereafter 20%) of the total reimbursement limits/ entitlements (Refer page-1)

GENERAL TRAVEL REGULATIONS

- a. Boarding (accommodation charges) includes taxes/services/charges, as shown in bills produced for reimbursement of accommodation charges.
- b. Lodging Entitlement shall include the expenses for food and miscellaneous expenses covering personal expenses such as laundry, coolie charges, tips, local telephone calls, post/courier charges, etc. (Where ever possible, bills may be submitted).
- c. "Actual" means any amount which is reasonable and justified and within the parameters of the status of the employee and the situation prevailing at the time of the expenditure.

Air Meal Allowance: Employees entitled for Air Travel for official purposes shall be given an additional allowance of Rs. 500/- per single journey i.e. Rs. 1000/-per return journey, if they use a Low Cost Carrier primarily Go Air, Indigo or Spice jet, under AMA (Air Meals allowance) in the domestic travel reimbursement policy. (No any bills or receipts required for claiming AMA)

- e. State Capitals will be considered as sub Metros.

All Hill Station for the purpose of these REGULATIONS will be treated as Sub-Metros.

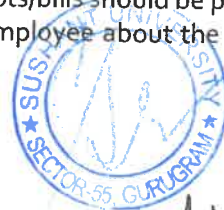
All other town/cities will be treated as "other Cities"

BILLS/RECEIPTS

It is distinctly understood that any amount paid by the University to the employees, as per this REGULATIONS, is reimbursement of expenses incurred by them for the business purpose of the Company, unless the colleague elect to be paid on fixed allowance basis as above. Hence all receipts/bills should be provided. In case this is not possible a suitable declaration has to be given by the employee about the amount spent by him for the official purpose of the University.

TRAVEL TO NEARBY STATIONS

Signature of the official



Signature of the official

Travel from Delhi to following stations – Sonapat, Panipat, Rohtak, Ghaziabad, Meerut, Gurgaon, Faridabad, Surajkund, Bahadurgarh, Noida or Greater Noida or any other nearby station as notified by HRD where one can return on the same day will be considered as a local duty, without payment of full DA. However, colleagues will be reimbursed 30% of lodging component to meet their local/miscellaneous expenses.

The following cities will be classified as Sub Metros:-

(The University, depending on requirements, may add or delete to this list)

Kanpur, Allahabad, Varanasi, Lucknow, Yamuna Nagar, Bhatinda, Jodhpur, Jaipur, Bhilwara, Bikaner, Ajmer, Amritsar, Agra, Ludhiana, Jalandhar, Mohali, Kurukshetra, Ambala, Jammu, Baroda, Indore, Pune, Karnal, Bhilwara, Bikaner and such other city as may be notified by HRD.

CALCULATION OF D.A

For purpose of the Daily Allowance a period of less than 4 hours will not be considered and period from 4 hours to 14 hours will be considered as half day, and the period exceeding 14 hours, will be considered as one day. For all calculations 12 O' Clock (Mid-night) shall be the base Hotel charges are payable only up to 12.00 noon (or check out time) only for the day of departure. Delay in flights, trains, etc. not exceeding four hours, will be considered for the total hours for calculating Daily allowance.

CLAIM

All T.A. bills must be submitted in the prescribed form only. All T.A. bills along with receipts/bills etc must be submitted within 7 days of the completion of tour, through Head of the Department, duly verified along with the unutilized advance drawn for traveling, to the Accounts Department. In case of non submission of T.A. bills or balance Advanced within the specified time, all further payments on account of salary, etc whatsoever payable, will be stopped without any notice till the settlement of account.

CLARIFICATION

HR & Administration Department shall give clarification/s as and when required.

Mode of Local Travel Permitted on Tour:

Office Boy//Drivers/Electricians/Attendants

-Bus/Rickshaw

Clerks /Assistants

- Bus/ Auto

Rickshaw

Officers/Executives/Admin. Officers/

-Auto Rickshaw/Bus

Asst. Prof. /Asstt. Registrar & equiv. Cadre

Associate Professor/Registrar/CFAO/ Joint Registrar/

Dy. Registrar/Deans/HOD & equiv. cadre

Vice-Chancellor/Pro Vice-Chancellor/

Dy. Director or equiv. cadre

-AC Taxi

Local Travel by personal vehicles

For Four wheelers

- Rs. 8.00 per km

For Two wheelers

- Rs.4 .00 per km



These rules will supersede all the earlier provisions and service conditions mentioned in the appointment letters of the staff of the university at the beginning and till the date of these rules come to effect.

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Addendum – 1 (Leave Policy)

LEAVE POLICY

Purpose:

To communicate the leave rules and regulations application to all employees.

Policy Statement & Objective:

This Policy encourages its employees to take break from work as this provides for a healthy and efficient staff. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

Leave Types and annual Credit:

Types of Leaves :	
Casual Leave (CL):	12 days per calendar year including 2 days of restricted holiday.
Medical Leave (MDL):	10 Days for per calendar year.
Earned Leave (EL):	18 Days for per calendar year for Teaching staff 25 Days for per calendar year for Non-Teaching Staff.

- All leaves may be granted to all teaching and non-teaching staff, on entering the service.
- Leaves will be credited on 1st day of every calendar month to the employees at Pro-Rata basis during probation and contractual period as per the eligibility of the Leaves.
- Any unutilized/ Remaining CL & Restricted Holiday will be lapsed on 31st December
- Any unutilized/ Remaining Medical and Earned Leave will carry forwarded to the next year.

Applicability:

These Leave rules, shall apply to all employees who are on regular service (i.e Probation. Confirmed or contractual) of the University on accrual basis

General Guideline and Procedure for availing leave/s

- Leave should always be applied in advance and it shall be availed only after its sanctioned from the competent authority.
- In case of exigency or emergency or in any circumstances that are beyond the employee's control the employee should use other means of communication (phone, SMS etc.) to contact the office of the University and give the necessary information to his/her functional head. A written application should be forwarded to the sanctioning authority immediately on reporting for duty.
- Employees should submit application for leave of more than 3 days, in the prescribed format, 7 days in advance to his/ her functional head which will further sent to the management.
- Simultaneously employee should also need to apply leaves in the ERP.
- All leaves sanctioned by the Management will be sent to the HR department for records.
- Any employee's absents without prior sanction/information will be marked absent for the day and salary for the same will be deducted.

Leave Rules:

- Leave is a privilege and is not a right. It is earned and does not automatically become admissible as soon as one joins the service.
- The leave admissibility in respect of all the employees shall be governed by the rules framed as under:
 - ix. Casual Leave (CL)
 - x. Earned Leave (EL)
 - xi. Maternity Leave (ML)
 - xii. Medical Leave (MDL)
 - xiii. Vacation Leave (VL)
 - xiv. Compensatory Casual Leave (CCL)
- Leave year is the calendar year viz. 01st January to 31st December.
- On severance of the services, if an individual has availed Earned Leave/ Casual Leave/ Medical in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- In the event of an individual resigning from the services of the University then,



during the notice period, no leave of any kind/ nature shall be allowed.

A. CASUAL LEAVE (CL)

- i. Casual leave is catered to meet emergent/unforeseen requirements of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction leave over the telephone.
- ii. CL can be availed up to a number of CL earned or up to three days whichever is less.
- iii. Casual leave can be availed for even the half day. Two half day will be counted as 1 CL.
- iv. The restricted holidays, 02 per year, will be a part of Casual leave only.

B. MEDICAL LEAVE (MDL)

- f) Employees shall be eligible for 10 days medical leave and the said leave could be availed on account of illness duly supported by Medical certificate from a registered medical practitioner having registration with the medical council of India.
- g) Such leave can be availed on medical ground subject to production of valid medical certificate for leaves applied for 2 or more days.
- h) Every application for MDL for two or more days must be accompanied by a medical certificate from an authorised medical practitioner registered with the Medical Council of India. However, the authorities of the University shall be at liberty to subject an employee seeking medical leave to have him/her medically examined by the doctor on panel of the University and produce the medical certificate thereon.
- i) MDL will be credited to the employees on prorata basis, account on 1st of every month. Medical leave shall not be encashable.
- j) 50% of MDL may be carried forwarded to next year with max. ceiling of 60 Leaves.

e.g if you have 8 MDL remaining at the end of the 1st year then only 4 will be carried forwarded to the next year. Subsequently In the Beginning of Next Year you will have 4 MDL but in case you did not take any MDL during the Year then in December you have 14 MDL remaining in your account then only 9 will be carried forwarded to the 3rd Year. (5 of the unavailed 10 leaves in the 2nd Year)

C. EARNED LEAVE (EL)

- i. Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- ii. The request for EL shall be made well in advance (generally 1 month); and requests made less than 7 days in advance may not be entertained.
- iii. However, if an employee has no other leave to his/her credit the competent authority may relax this condition on case to case basis & depending upon the merit of the case.

- iv. The immediate superior/departmental head shall recommend EL.
- v. EL shall not be admissible during the teaching classes of the academic session except in case of emergency.
- vi. The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year.
- vii. The total accumulation of Earned Leave for the purpose of leave encashment shall be restricted to 45 days only during entire service, or as may be revised time to time by the management.
- viii. 50% of EL may be carried forwarded to next year with max. ceiling of 45 Leaves.

e.g if you have 20 EL remaining at the end of the particular calender year then only 10 will be carried forwarded to the next year. Subsequently In the Beginning of Next Year you will have 10 EL but in case you did not take any EL during the Year then in December you have either 28 EL remaining in your account then only 19 (10 from previous year and half of the 18 i.e. 9 from current year) will be carried forwarded to the 3rd Year.

D. MATERNITY LEAVE (MTL)

Only female employees are eligible to maternity leave. Grant of Maternity leave (MTL) is subject to the following regulations:

- i. MTL may be granted to a permanent woman member of the staff on full pay for a period up to 182 days from the date of its commencement. MTL will be granted to Confirmed Female Employees who have served the organization for a min. period of 245 days prior to applying Maternity Leave.
- ii. MTL can only be availed of once in a period of three years and only twice during the entire period of the employee's service at SU or elsewhere
- iii. MTL can be applied 15 days prior to expected date of delivery in case of so desired by the employee due to medical reasons. MTL shall not be debited to the leave account.
- iv. During the period of MTL she will be paid leave salary equal to the pay drawn immediately before proceeding on leave only after resuming duty and serving a declaration that employee will tender services for the next 1 year at the very least after resuming her duty. MTL will not be applicable for on probation or contractual/ temporary or ad-hoc appointees.
- v. MTL can be extended beyond the prescribed limit of 182 days, as leave without pay if a female employee is not in a position to resume duties for various compelling reasons. However, such leave without pay shall not be given for more than a period of six months. The sanction of leave without pay beyond the MTL will be on a specific written request made to the Vice Chancellor and is dependent upon the discretion of the Vice Chancellor keeping in view his assessment of the circumstances on case to case basis.

E. Vacation Leave (VL)

- i. Summer Break -: Summer break for a period of 12 Days during non-academic period as per the Academic Calender during which Teaching Staff can avail a maximum of 6 Days of Summer Break in 1 stretch on Rostered Basis during this period. Non-Teaching or Administrative staff cannot avail Summer Break.
- ii. Winter Break --: Winter Break is for 7 Days between 25th December to 01st January and can be availed by everyone.

F. Compensatory Casual Leave (CCL)

All employees are entitled to compensatory leaves, grant of compensatory leave (CCL) will be subject to the following regulations:

- a) CCL may be granted to all teaching and non-teaching staff, on entering the service, in lieu of working on a Holiday/Weekoff as approved by the reporting officer. CCL will be credited to the employees on monthly Basis. CCL cannot be availed in without prior approval and can only be availed during Vacation Period in a multiple of 3 only.
- b) The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year.

An employee wishing to avail of CCL must submit his application at least one week in advance to the sanctioning authority as per the procedure laid down in **service rule book**. The sanctioning authority may refuse to grant the leave from the requested date-if he feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date.

Closing Statement:

To know more about the leave policy please refer to the Service rule book



Addendum -2 (Appointment Policy)

Appointment Policy

Recruitment and Selection

1. Objective

- 1.1. The objective of this policy is to lay down guidelines for hiring qualified and competent professionals in line with the Mission and Vision of the SU.
- 1.2. We are committed to select and offer candidates based on their Qualification and Experience as seem fit for the vacant position.
- 1.3. We do not support any kind of discrimination while employing people.

2. Applicability

- 2.1. This policy is applicable to all full-time and part-time employees, including those appointed on contract basis.

3. Classification of Staff

The members of the employee of the University shall be classified as:

- d) Academic – which term shall include Vice-Chancellor, Director, Dean, Associate Dean, Assistant Dean, Professor, Associate Professor, Assistant professor, controller of examination, part time faculty, Visiting faculty, Workshop superintendent, Instructor, and such other academic posts as may be decided by the university.
- e) Technical – which term shall include, System Manager, System Analyst, Software Engineer, Programmer, Civil Engineer, Superintendent, Lab Assistant, foreman, Supervisor (workshop), Carpenter, Mechanic, Overseer, Medical Staff, House Surgeon and other Medical staff, Wardens/ Matron and such other administrative and other staff as may be decided by the university.
- f) Administrative and others – which term shall include Registrar, Director, Joint Registrar, Chief Finance and Accounts Officer, Dy. Registrar, Dy. Director, Assistant Registrar, Assistant Director, Administrative Officer,

Assistant Administrative officer, Section Officer, Training and Placement Officer, Assistant Manager/ Manager/ Senior Manager (Marketing, Finance & Accounts, HR, CRC etc) Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Accountants, Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the university. The term shall also include Head-Training and Placement, Head- Marketing/Branding, Head-HR.

Cleaning and other staff – which term shall include Security Guards, Gardeners, Sweepers, Electrician, skilled and unskilled Attendants, Peons etc., and such other staff as may be decided by the university.

4. Classification of Appointment :

4.1 APPOINTMENT BY PROMOTION:

- 4.1.i. Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts or in the next lower grade.
- 4.1.ii Every appointment by promotion shall be based on the recommendation of the promotion committee as per the policy lay down by the university under the “Promotion Policy”.

4.2. TEMPORARY EMPLOYMENT

- 4.2.i Appointment of the temporary employee will be for short duration or fixed term for 3 months to 10 months.
- 4.2.ii. The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the university or by the university to the employee. The period of such notice shall be one day, unless otherwise agreed to by the University and the employee.
- 4.2.ii. The other terms and conditions of service of such employee shall be such as may be specified by the university in his/her letter of appointment



4.3. APPOINTMENTS ON SPECIAL CONTRACT/ HONARARY/ EMIRITUS POSITIONS

In order to meet higher quality bench marks in teaching and research, acclaimed academicians and/or person of eminence from industry are required in the University. Such eminent and competent faculty are required to be invited by the university as Professor Emeritus. It is experienced that Professor Emeritus will supplement teaching and collaborate with the faculty to stimulate activities for quality education & research besides playing mentoring and inspirational roles.

PROFESSOR EMERITUS

1. Professor Emeritus is prestigious faculty position that may be conferred upon to fully retired (more than 65 years of age), distinguished personality and who meet the eligibility criteria as per UGC norms. Emeritus position provides an opportunity to the superannuated distinguished teachers/ industry experts who have been actively engaged in research and teaching programmes in the preceding years to undertake teaching and research, without any restriction of position or pay scales.
2. The eligibility will be based on the quality of research and published work contributed by the teacher in her/his service career. The awardee (superannuated) can work under this scheme with a well-defined time bound action plan up to the age of 70 years (annually renewed). No extension under the scheme is admissible beyond 70 years of age.
3. Consolidated pay shall be admissible as per the university norms.

4.4 APPOINTMENT OF PERMANENT OR REGULAR EMPLYEES

- 4.4.i All the employees hired on permanent or regular basis will be hired as per guideline and criteria laid down in the Annexure 1.
- 4.4.ii. All the appointment made under this category will hired on the initial probation for 1(one) year, but in no case the total period of probation shall exceed four years.
- 4.4.iii. Criteria for Confirmation of Services is completion of PhD in relevant fields failing which the Contract of Appointment stands terminated.

4.4.iv. PhD in relevant field from an institute of repute with or without teaching experience can be appointed on permanent basis subject to confirmation of probation period of 1 year.

4.4. ADHOC APPOINTMENTS:

Notwithstanding anything contained in the above rules, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.

4.5. SPECIAL CONTRACTS:

Notwithstanding anything contained in the Ordinance, the Board of Management may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

Provided that no appointment shall be made under this clause for a period exceeding two years at a time.

5. CATEGORIZATION OF EMPLOYEES

5.1 Regular employees

Person engaged on permanent basis and includes any person engaged against permanent position and confirmed.

5.2 Probationary Employee

Person hired against any permanent position will on probation for the 1st year of their service. Based on the evaluation/ review and recommendation of Dean (in case of School) and HoD (in case of Non- Teaching Department), probation will be extended for the next 3 month or services will be terminate in accordance to the policy laid down by the university.

5.3. Fixed Term (Contractual) Employees

Person who has been appointed for the Specific Project or appointed for fixed tenure, whose services are terminable at the end of the tenure. Their Contract may be extended for another term depending upon the requirement of their services.

5.4 Other Categories

Management Trainee/Graduate Trainee means candidates fresh from institutes (MBA, CA, ICWA, B.Tech, M.Tech, LL.B) and with no initial or prior work experience in past.

5.5 Part Time

Part time employees are those hired for work less than the normal working hour on a consolidated monthly salary. They will not be entitled nor they could claim any benefit provided to full time employees.

6. RECRUITMENT

To attract and retain people with multi-dimensional skills and experience that matches with the present and future requirement of SU.

Categories of Vacancies

- A. As per Annual and Semi-Annual Manpower Plan
- B. Replacement Vacancy
- C. New Positions, Due to Expansion of Statutory Obligations.

Modes of Recruitment

- i. Advertisement in Local and National Newspaper/ Social Media
- ii. Internal Job Posting / Transfer
- iii. Existing Data Bank
- iv Job Portal
- v. Rehires
- vi. By Invitation: The Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute under a scheme approved by the Board.



Points to be noted

- a. No family relation of an existing employee will be considered for a position when the existing employee can directly or indirectly influence the recruitment & have any relation/role in supervising the employee or be in any position to determine/decide the performance of the new employee.
- b. In case of the hire of a family relation of any employee, the same will have to be brought to the notice of the Vice Chancellor and decision to hire finally rests with the Vice Chancellor. In case it is found at a later stage a hire has been made of a family relation of an employee without prior approval, then it will be deemed as a violation to this policy & appropriate action will be initiated that can ultimately result in termination of the employee. In the event that an existing employee becomes related to another employee through their own marriage or the marriage of their child, or otherwise, then the same will need to be declared to the Registrar.

i. Newspaper advertisement

An advertisement in newspaper/social media/magazine shall be published at least once a year taking into consideration the following points.

- a) Target publications for advertisements (Geographical Spread - Regional/Pan; India/Global)
- b) All relevant information will be contained in the advertisement (About SU; Position; Job description; Compensation, if needed to be stated; relevant contact details; etc.)
- c) Budget for publishing the advertisement.
- d) Outcome of the screening committee results should be communicated to the shortlisted candidates within 1 month from the date of interview so that TSU does not lose good candidates.

ii. Internal Job Posting / transfer

- a). Open positions can be filled by either transferring or deputing employees from different departments/divisions.



b). Internal transfer has to be in consultation and agreement between the Dean/HOD's of the employees, HR and the Vice Chancellor.

iii. Existing Data Bank

a). Applications received from candidates directly, through any advertisement, web-portals, other sources will be filed for future use in a data bank.

b). HR will maintain the updated Data Bank & before commencing any recruitment through consultant, job portal, or any other source, etc., the relevant data bank will be searched for suitable applicants.

c). Candidates rejected will be removed from the databank.

iv. Consultants/Search Firms

a. HR will recommend to the Vice Chancellor for the empanelment of search firms & recruitment consultants for the hiring needs of the Institute based on the current recruitment norms at various levels.

b. Director on recommendations of HR shall approve the empanelment of consultants and search firms. SU shall enter into a contract with each of the empaneled consultants before awarding the assignment.

v Job Portal

a. All Job portals to be used by the institute will be recommended by HR to the Vice Chancellor. The contract will specify the commercials and terms of service to be rendered.

b. The performance of all job portals in terms of applications coming in will be monitored against defined parameters and decision to continue their services, terminate the contract or to modify the nature of the contract/service will be taken periodically.

vi. Rehiring of Former Employees



- a. As a policy, SU is open to consider former employees for rehiring which will be against specific needs. Rehiring them may be considered a good move, since they already know who's who in the University; they are familiar with the internal policies, practices and culture and are well versed with the working of the Institute. The cost and time of hiring, induction, and training is significantly reduced by recruiting former employees. They bring along with them experience and knowledge that they gained while outside the University.
- b. Rehiring of former employees must happen against the open positions
- c. For the purpose of recruitment, all former employees shall be considered as new candidates and similar recruitment process will be followed as what is applicable for any new hiring.
- d. Former employees who have good performance ratings, who have exceptionally contributed to the growth of the Institute will be considered for rehiring.
- e. The HR Division is however, precluded from arriving at a decision to rehire former employee who have earlier:
- i) Been tagged as 'not good for rehiring' by the Dean/ HOD in the exit feedback.
 - ii) Already been rehired once & have exited again.
 - iii) Absconded.
 - iv) Who have not served their notice period
 - v) Been removed from service on grounds of misconduct, acts of moral turpitude or otherwise on lack of integrity.
 - vi) If were asked to leave due to performance issues
- f. To ensure a right selection is made the second time, when and if a rehire opportunity comes up, the following aspects of an employee's exit are taken into consideration by the HR Division.
- i) If the former employee exited even when the corrective actions were taken to control their exit, is most likely to leave again.

- ii) If the reason for leaving still exists, this would indicate that the rehire is likely to leave again.
- iii) If the former employee had stated their disinterest in rejoining the institute at the time of exit, they will be probed to identify the reason of change of mind.
- iv) Refer to Dean/ HOD's comment. If the manager had recommended 'good for rehiring', the rehiring process must be initiated for the former employee

7. PROBATION:

Employee Shall be shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed Fourty Eight months.

Provided further that the condition of probation shall not apply in the case of teachers appointed on invitation by the Board of Management with specific provisions.

8. APPOINTMENT OF VICE-CHANCELLOR

The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall be responsible for the proper administration of the University and for the imparting of instruction and maintenance of discipline therein.

9. DEAN/ HEAD OF DEPARTMENT

Each School/department of the University shall have a Head who shall be selected by the Vice-Chancellor on rotation basis from amongst the Professors, Associate Professors, provided that when in the opinion of the Vice-Chancellor the situation so demands, the Vice-Chancellor may himself/herself take temporary charge of a department(s) or place under the charge of such other Professor/ Associate Professor from another Department for a period not exceeding six months. The Head of Department shall be responsible for the entire working of the Department, subject to the general and overall control of the Vice-Chancellor.

It shall be the duty of the Head of the Department to ensure that the decisions of the university and of the Vice-Chancellor are faithfully carried out.. He/ she shall perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The position of the Dean/ HOD will be rotational and or for a maximum period of three years or any other period which may be decided by the Management.

10. PLACE OF POSTING:

Place of posting will be Ansal University, Gurgaon, Haryana. However, the management may transfer any Teaching Faculty & other staff to any other offices/campuses/ locations existing or to be opened in future by the University and the sponsoring body. Consequent upon such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable.

11. STANDARD PAY SCALES:

The standard scales of pay are as given under:

Professor / Sr. Professor	67000-79000 AGP Rs. 10000 (Academic Level-15)
	37400-67000 AGP Rs. 10000 (Academic Level-14)
Associate Professor	37400-67000 AGP Rs.9000 (Academic Level-13A)
Assistant Professor	15600-39100 AGP Rs.6000 (Academic Level-10)
	15600-39100 AGP Rs.7000 (Academic Level-11)
	15600-39100 AGP Rs.8000 (Academic Level-12)

The management reserves the right to offer different pay scales, consolidated honorarium or alternative pay packages to the teachers of the university besides the above standard pay scale. A professor holding substantive post may additionally be assigned Deanship for academic administration of School of study of the university and a separate special allowance/honorarium in addition to the normal pay package of the post of Professor, as may be decided by the management of the University, keeping in view the stature and credentials of the said professor may also be paid for such additional assignment as Dean till the incumbent holds the position. This will be applicable only for the Dean of the School of study of the University and not for other equivalent positions.

12. INCENTIVES FOR PH.D.

If a candidate is appointed as Asstt. Prof. with Ph.D. two increments may be made admissible, as per the discretion of the appointing authority.

13. Fitness:

No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

The appointment and its continuance is subject to being found and remaining medically (physically and mentally) fit. The University reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding.

14. Variations in Terms and Conditions of Service:

Every teacher of the University shall be bound by the Regulations which are in force in the University from time to time.

15. Term of employment of teachers:

No teacher of the University, without the permission of the Board of Management shall engage directly or indirectly in any Trade or Business or any private tuition or any other work to which an emolument or honorarium is attached except in work the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or, to any other academic work with the permission of the Vice-Chancellor.

16. NATURE OF DUTIES:

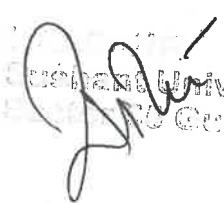
Every teacher shall take part in the teaching and research programmes activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes and Ordinances framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

17. CONDITIONS OF SERVICES

Every teacher and such other employee as are mentioned in the Regulations shall be appointed under a written contract, which shall be lodged with the University and a copy thereof shall be furnished to the employee concerned.

18. Eligibility Criteria

As mentioned in Annexure A



Sushant University
U. G. Program



19. Guidelines for Appointment

- 19.1 All posts at the University shall normally and as far as possible, be filled by advertisement; but, the Chancellor on behalf of the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations from the Vice-Chancellor, that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the University.
- 19.2 Every appointment for the faculty positions and senior administrative post (upper management) shall be filled by the selection committee of the University constituted as per the procedure and the proceedings to be forwarded to the Management for information and concurrence. For all other ministerial staff the Vice-Chancellor shall be empowered to fill the vacancy or he may suggest constitution of a three member committee for the purpose. Appointments so done shall be reported to the Chancellor/management. Appointments, with or without grades, in the University will be created on ad-hoc, Temporary and Regular basis by the University as per the requirement shall be ascertained on the basis of the norms prescribed by the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
- 19.3 All appointments shall be approved by the "BOM" and reported to the Governing Body.
- 19.4 The selection committee will judge the suitability of all the candidates for the members of the teaching faculty. Letters of confirmation in services shall only be issued by the Registrar for all employees except to the Vice Chancellor; on the recommendations of the Vice-Chancellor on the basis of the recommendation of the review committee formed time to time for the purpose of review the cases for annual increment /promotion etc. In case of the Vice-Chancellor, the Chancellor, on behalf of the Management has the sole power to confirm his services as the Vice-Chancellor.
- 19.5 Every appointment, whether temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments, may however, be extended, subject to a written confirmation of such extension duly approved by the Vice-Chancellor, for such period (s) as he may deem fit, failing, which, no extension shall be considered valid and binding on the University.

- 19.6 All appointments shall be made on mutually accepted Terms & Conditions between the parties.

20. Constitution of Selection Committee

Standard Operating Procedure appointments of academic and non-academic staff at Ansal University

- a) **Purpose:** The purpose of this Standard Operating Procedure is to establish a procedure to be followed before appointing any academic and non-academic staff at Sushant University.
- b) **Responsibility:** All concerned members/officers entrusted with the responsibility of recruitment would be responsible for maintaining, documenting and implementing this procedure.
- c) **Rationale:**

Ansal University is committed to establish itself as a paragon of excellence in the Indian higher education space by providing world class learning environment to its students. In order to achieve this goal it is of paramount importance that we adhere to the set of processes and standards that are followed in leading educational institutions across the world.

- Transparency and governance are pre requisite in winning trust and confidence of the public. Respect of an institution, valuation of an enterprise, standing of a nation is directly proportional to the transparency and governance. Transparency and governance are two touchstones to fathom the character and gravitas of an organization. As a university we are committed to instill transparency and governance in every process and procedure that we employ in pursuit of the University's mission, objectives and goals.
- As a leading educational institution we are answerable to not only to our board but also to our students, government, educational bodies and the public at large.
- In this age of transparency every detail is available to public at large through Right to Information (RTI) act coupled with enormous reach of information through internet. Therefore it is imperative that we establish well defined

procedures and processes that are transparent and objective and that can stand any test or scrutiny.

- Academic and non academic staff plays a critical role in the development of a stimulating teaching and learning environment and therefore appointment of these personnel is very critical. Therefore it is of utmost importance that we define, document and implement standard processes for the hiring of the human resources.
- Implementation of these standard processes would be a step forward in implementing transparency and good governance at Ansal University.

d) Process of Selection:

- Every vacancy (for academic and non-academic staff) would be advertised and a pool of applicants would be generated
- Resumes of all applicants would be rated and documented
- Selected applicants would be called for interviews

e) Selection Committees: The following will be the constitution of selection committees for various positions:

28.1 Director/Deans/Professors & Equivalent Positions and Above:

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Recourse
- Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.
- For Architecture discipline, Nominee of COA will also be called.

28.2 Other Teaching Positions (Associate Professors, Assistant Professors and below):

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Resource
- Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.
- Dean/ Head of Institution of concerned subject/field

- For Architecture discipline, Nominee of COA will also be called
- Registrar-Member Secretary

28.3 Non - Teaching Upper Management Level

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Resource
- Dean/HOI of the concerned School
- Registrar - Member Secretary

28.4 Others ministerial Staff:

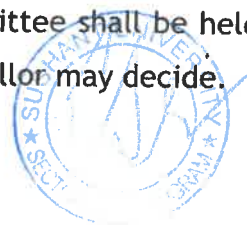
- Vice Chancellor or his nominee
- Registrar, Joint Registrars, HODs as applicable.

28.5 Visiting Faculty:

The appointments of visiting faculty will be decided by the concerned Dean/ Head of Institution in consultation with the Vice Chancellor.

28.6 Procedure for holding selection committee meeting.

- a) The meeting of a Selection Committee shall be convened by the Vice-Chancellor.
- b) The Vice-Chancellor shall preside at the meetings of a Selection Committee.
- c) The Registrar, and or his nominee shall be the ex-officio Secretary wherever it may be required. However, he will be a nonvoting member in the selection committee for teaching staff above the label of Associate professor.
- d) Ordinarily a week's notice of a meeting shall be given.
- e) Four members inclusive of the Chairman shall form quorum.
- f) The Chairman shall be entitled to vote at the meeting and shall have and exercise a casting vote in the case of an equality of votes.
- g) The meeting of every Selection Committee shall be held at AU or at such other place as the Vice-Chancellor may decide.



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- h) The Selection Committee shall consider and submit to the Board of Management recommendations as to the appointment(s) referred to it.
- i) The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned herein.
- j) If the Board of Management is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Board of Management shall record its reasons and submit the case to the Chancellor for orders.
- k) The constitution of the Selection Committee for the purpose of recognizing teachers shall be as suggested by the Board of management.
- l) All Appointments should be approved by the BOM and reported to the Governing Body/Management
- m) The appointment of Dean, Associate Dean and Assistant Dean in various Schools across the University, shall strictly be on rotational basis for the period as may be determined by the University, which however should not be more than three years. These positions should be offered to the senior professors having requisite qualifications and experience as per the prescription of the UGC. All the benefits entangled with such kind of additional responsibilities shall be automatically withdrawn when the Professor incumbent is reverted back in the event of rotational change of assignments as Dean, Associate Dean and Assistant Dean.

Annexure A

Designation	Minimum Qualification	Mandatory Qualification	Minimum Teaching Experience	Research Publication	No. of Books Published	Citation index
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Teaching Assistant / Faculty / Lecturer	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)		Nil			
Assistant Professor (Academic Level – 10)	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	Nil			
Assistant Professor (Academic Level – 11)	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	min. 3 Years	3 (at least 1 in journal of International repute)		
Assistant Professor (Academic Level – 12)	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	min. 5 years	4 (at least 2 in journal of international repute)		
Associate Professor	Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Ph. D Degree	min. 8 years (Min. 5 Years Post PhD)	5 (at least 2 in journal of International Repute)		
Professor	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications(of which 3 in journals of		min. 10 years post PhD (min. 4 Years as Associate Professor)			



	International Repute) in the peer reviewed/ UGC listed journals and a total research score of 120				
Senior Professor in Universities	A minimum of twelve years of teaching/research experience as Professor or an equivalent grade in the University/ College/ National level institute with Ph. D Degree	The selection shall be based on ten best publications in the Peer reviewed/UGC C listed journals and award of minimum two Ph.D. degrees under his/her supervision during last 3 years and interaction with a Committee constituted.			

Note: in case of specific program falling under PCI/COA/BCI/ NCTE/ other statutory body, minimum qualification and experience shall be as defined by concerned specific statutory body.

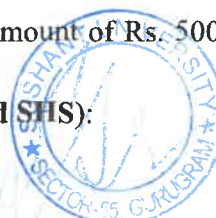
Addendum – 3 (Reimbursement Policy)

Disbursement of Remuneration/Reimbursement/Conveyance Charges

FOR SCHOOL EXAMINATION

1. Conveyance charges for the External Examiners/Jurors (Answer Books/Project/Thesis)
 - a) Rs. 600/- (for Gurugram)
 - b) Rs. 1000/- (for any other part of NCR)
 - c) Rs. 12/- per km (Outside NCR) or taxi fare (subject to the production of actual bill) + Actual Toll Expenses

2. Remuneration rates for the External Examiners/Jurors for End Term Practical/Lab/Viva-Voce Examinations
 - a) For schools (SAA, SoD and SoPD): A Fixed amount of Rs. 5000/- exclusive of applicable conveyance charges and staycation.
 - b) For other schools (SoB, SET, SOL, VHTBS and SHS):



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- i. A Fixed amount of Rs. 2000/- exclusive of applicable conveyance charges subject to the minimum of 20 students (even if he/she conducts two different examinations on the same day).
 - ii. If number of students is more than 20, Rs. 100/- per student for over and above 20 students will be added to Rs. 2000.
3. Remuneration rates for the Evaluation and Viva-Voce examination of Dissertation/Thesis/Project for UG/PG programme
 - a) **Project Report**
 - a. Fixed amount of Rs. 2500/- exclusive of applicable conveyance charges subject to the minimum of 20 students
 - b. If number of students is more than 20, Rs. 150/- per UG/PG Project report and applicable conveyance charges
 - b) **Dissertation**
 - a. Fixed amount of Rs. 3500/- exclusive of applicable conveyance charges subject to the minimum of 20 students
 - b. If number of students is more than 20, Rs. 200/- per PG dissertation and applicable conveyance charges
4. Remuneration rates for the External- Answer Book Evaluator (External/Visiting) /Re-evaluator (External/Visiting) for End Term Examination
 - a) Fixed amount of 750/- subject to the minimum of 20 Answer Books plus applicable conveyance charges
 - b) Rs. 35/- per Answer Book if number of students is more than 20 plus applicable conveyance charges
5. Remuneration rates for the Evaluators- Ph.D Thesis including Viva-Voce
 - a) Rs. 5000/- per thesis for evaluation/Pre examination
 - b) Rs. 3500/- for Viva-Voce and exclusive conveyance charges
6. Remuneration rates for the External- Question Paper Setter
 - a) Rs. 1000/- per question paper for UG/PG/Ph.D programme

FOR REGISTRAR OFFICE

1. Remuneration rates for the external experts of Executive Committee - Youth Red Cross, Academic Council, Board of Management, Governing Body and any other University Level Statutory Committee
 - a) A Fixed amount of Rs. 6000/- per meeting attended (exclusive of conveyance charges)

- b) A conveyance charges of Rs. 1500/- per meeting attended. In case of Government officials, Government policy of conveyance charges will apply.

AT SCHOOL LEVEL

1. Remuneration rates for the external experts of Board of Studies (BOS)
 - a) A Fixed amount of Rs. 5000/- per meeting attended (exclusive of conveyance charges)
2. Remuneration rates for the external experts of School Research Committee (SRC)
 - a) A Fixed amount of Rs. 5000/- per meeting attended (exclusive of conveyance charges)
3. Remuneration rates for the external experts of School Advisory Council
 - a) A Fixed amount of Rs. 5000/- per meeting attended (exclusive of conveyance charges)
4. Remuneration rates for the lecture/seminar/workshop of industry external experts
 - a) Rs. 2000/- per hour rate (exclusive of conveyance charges) up to maximum of Rs. 6000/- in a day
 - b) Conveyance Charges
 - i. Rs. 600/- (for Gurugram)
 - ii. Rs. 1000/- (for any other part of NCR)
 - iii. Rs. 12/- per km (Outside NCR) or taxi fare (subject to the production of actual bill) + Actual Toll Expenses
5. Remuneration rates for the Visiting Faculty
 - a) Rs. 900/- per hour rate (exclusive of conveyance charges) for having less than 5 years of academic/professional experience up to maximum of Rs. 2700/- in a day
 - b) Rs. 1100/- per hour rate (exclusive of conveyance charges) for having between 6-10 years of academic/professional experience up to maximum of Rs. 3300/- in a day
 - c) Rs. 1300/- per hour rate (exclusive of conveyance charges) having for more than 10 years of academic/professional experience up to maximum of Rs. 3900/- in a day
 - d) Conveyance Charges
 - i. Rs. 600/- (for Gurugram)
 - ii. Rs. 1000/- (for any other part of NCR)
 - iii. Rs. 12/- per km (Outside NCR) or taxi fare (subject to the production of actual bill) + Actual Toll Expenses

Remunerations rates for the visiting faculty having sound technical knowledge and expertise may be revised with the prior approval of competent authority

Disclaimer: Service rules approved in BOM: 21.03.2014 are to be interpreted with the revised Rules/Policy/Amendments made in BOM dated 19.11.2022





Code of Conduct

Leave Policy



LEAVE POLICY

Approved in the
16th Board of Management
Meeting & Ratified in 10th
Governing Body Meeting

FOR FACULTY AND STAFF
With Effect From 01-12-2022



Purpose:

To communicate the leave rules and regulations applicable to all regular employees on the Pay Roll of Sushant University.

Policy Statement & Objective:

Introduction: "Leave" is a period when an employee is away from his / her job, while maintaining the status of the employment. Leaves are granted to the employees with good intention of providing rest, recuperation of health and for fulfilling family and social obligations. The leave policy sets out the various types of leaves that an employee may be eligible for and outlines the procedure for taking leave. 'Leave' is admissible from the first day of absence to the first day of presence.

Applicability:

1. This revised leave Policy shall commence from 01.12.2022 until such time it is amended.
2. These Leave rules, shall apply to all employees who are on regular service (i.e Probation, Confirmed or Contractual/term employment of the University on accrual basis unless separately specified.
3. It shall not be applicable to employees appointed on Part time, Visiting, Adjunct and daily basis.
4. This policy shall supersede all existing leave policies henceforth.

Definitions:

Leave: Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.

Holiday: It is a provision to stay away from work without prior approval of competent authority, unless specifically called through an office order.

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1. Leave Types and Annual Credit:

Types of Leaves	No. of Leaves	Eligibility
Casual Leave (CL)	10 Days per calendar year.	From the date of joining on pro-rata basis
Medical Leave (MDL)	10 Days per calendar year.	
Earned Leave (EL)	12 Days per calendar year for Teaching Staff	From the date of joining on pro-rata basis
	20 Days per calendar year for Non- Teaching Staff.	
Maternity Leave (MTL)	182 Days from the date of its commencement.	As per Statuary Guidelines
Vacation Leave (VL)	10 days in Summer – All Teaching Staff	Vacation Leave will be on pro-rata basis.*
	7 days in Winter – All Faculty & Staff	

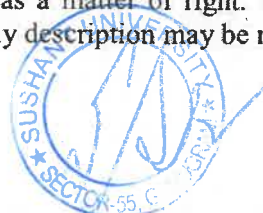
- 1.1 Apart from the above-mentioned Leaves, Faculty & Staff members will observe Gazette Holiday as per the list declared by the Registrar Office in the beginning of the calendar year. The Faculty and staff can also avail up to a maximum of two Restricted Holidays (RH) from the prescribed list of RH within one calendar year depending on their joining date & month. Those Faculty & Staff members who have joined prior to 30th June can avail two RH whereas the Faculty & Staff members Joining after 30th June can avail only one RH during that particular calendar year.
- 1.2 Leaves will be credited on 1st day of every calendar month to the employees on Pro-Rata basis during probation and contractual period as per the eligibility of the Leaves.
- 1.3 Any Unutilized/Remaining CL & Restricted Holiday will be lapsed on 31st December.
- 1.4 Any Unutilized/Remaining Medical and Earned Leave(s) will carry forward to the next year (subjected to the rules/conditions defined below).
- 1.5 In Case Any Faculty and/or staff member is not having enough EL balance in their accounts due to any reason, they may be allowed vacation leave subject to the sanction of their advance EL by competent authority.

2. General Guideline and Procedure for availing leave/s

- 2.1 Right of Leave: Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

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- 2.2 Leave should always be applied for and have to be sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
- 2.3 In case of exigency or emergency or in any circumstances that are beyond the employee's control the employee should use other means of communication (phone, SMS etc.) to contact the office of the University and give the necessary information to his/her functional head. A written application should be forwarded to the sanctioning authority immediately on reporting for duty.
- 2.4 Employees should submit application for leave of more than 3 days, in the prescribed format, 7 days in advance to his/ her functional head which will further be sent to the management.
- 2.5 Simultaneously employee also need to apply leaves in the ERP.
- 2.6 All leaves sanctioned by the Management will be sent to the IIR department for records.
- 2.7 The leave account shall also be maintained (besides HR) for each Staff in the Department/Faculty concerned.
- 2.8 In case a Staff is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.
- 2.9 Any employee's absents without prior sanction/information will be marked Absent for the day and salary for the same will be deducted.
3. **Earning of Leave:** Except as otherwise provided in these Rules, leave shall be earned for period spent on duty only.
4. **Commencement and Termination of Leave:** Leave ordinarily begins from the first day of absence and ends on the day preceding working day on which duty is resumed.
5. **Leave Rules**
The leave admissibility in respect of all the employees shall be governed by the rules Framed as under:
- A. Casual Leave (CL)
 - B. Earned Leave (EL)
 - C. Maternity Leave (ML)
 - D. Medical Leave (MDL)
 - E. Vacation Leave (VL)
 - F. C o m p e n s a t o r y Casual Leave (CCL)
- 5.1 The leave year shall run from 1st January in every year to the 31st December.
- 5.2 On severance of the services, if an individual has availed Earned Leave/ Casual Leave/ Medical Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- 5.3 In the event of an individual resigning from the services of the University then, during the notice period only one Casual leave may be admissible with approval from competent authority

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A. CASUAL LEAVE (CL)

- i. Casual leave is catered to meet emergent/unforeseen requirements of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction leave over the telephone.
- ii. CL can be availed up to a number of CL earned or up to three days whichever is less.
- iii. Casual leave can be availed for even the half day. Two half days will be counted as one CL.

B. MEDICAL LEAVE (MDL)

- i. Employees shall be eligible for 10 days medical leave and the said leave could be availed because of illness duly supported by Medical Certificate from a registered medical practitioner having registration with the Medical Council of India.
- ii. Every application for MDL for two or more days must be accompanied by a medical certificate from an authorized medical practitioner registered with the Medical Council of India. However, the authorities of the University shall be at liberty to subject an employee seeking medical leave to have him/her medically examined by the doctor on panel of the University and produce the medical certificate thereon.
- iii. MDL will be credited to the employees on prorata basis on 1st of every month. Medical leave shall not be encashable.
- iv. Only 50% MDL may be carried forwarded to next year.

C. EARNED LEAVE (EL)

- i. Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- ii. The request for EL shall be made well in advance (preferably 1 month); and requests made less than 7 days in advance may not be entertained.
- iii. However, if an employee has no other leave to his/her credit the competent authority may relax this condition on case-to-case basis & depending upon the merit of the case.
- iv. The reporting head shall recommend EL.
- v. EL shall not be admissible during the teaching classes of the academic session except in case of exigency.
- vi. The total accumulation of Earned Leave for the purpose of leave encashment shall be restricted to 45 days only during entire service, or the management may revise as time to time.

Approved

[Signature]



- vii. 50% of EL may be carried forward to next year with maximum ceiling of 120 Leaves. e.g. if a Non-Teaching Staff has 20 EL remaining at the end of the 1st calendar year then only 10 will be carried forward to the 2nd year. Subsequently in the Beginning of 2nd Year S/he will have 10 EL but in case you take 2 EL during the entire year, then in the month of December you will have 28 EL balance in your account, But 20 EL (10 from previous year and half of the 20 i.e. 10 from current year) will be carried forward to the 3rd Year.

D. MATERNITY LEAVE (ML)

Only female employees are eligible to maternity leave. Grant of Maternity leave (ML) is subject to the following regulations:

- i. ML may be granted to a female employee of the staff on full pay for a period up to 182 days from the date of its commencement. ML will not be applicable for on probation or contractual/ temporary/visiting or ad-hoc appointees.
- ii. ML can only be availed of once in a period of three years and only twice During the entire period of the employee's service at SU or elsewhere
- iii. ML can be applied 15 days prior to expected date of delivery in case of so desired by the employee due to medical reasons. ML shall not be debited to the leave account.
- iv. During the period of ML she will be paid leave salary equal to the pay drawn immediately before proceeding on leave only after resuming duty and serving a declaration that employee will tender services for the next 1 year at the very least after resuming her duty.
- v. ML can be extended beyond the prescribed limit of 182 days, as leave without pay if a female employee is not in a position to resume duties for various compelling reasons. However, such leave without pay shall not be given for more than a period of six months. The sanction of leave without pay beyond the ML will be on a specific written request made to the Vice Chancellor and is dependent upon the discretion of the Vice Chancellor keeping in view his assessment of the circumstances on case-to-case basis.

E. Vacation Leave (VL)

Summer Vacation Leave (SVL): SVL can be availed by Teaching Staff during summer non-peak academic period as per the Academic Calendar for a maximum period of 10 Days. SVL can only be availed on Rostered Basis during this period. SVL may also be granted to the Non-Teaching Staff depending upon the requirements of respective School/Department (In that case their Earned Leaves will be deducted accordingly.)

However, for non-teaching staff the Reporting Head may grant such leaves during the non-peak period.

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Winter Vacation (WVL): 7 Days WVL to All employees as notified by the Registrar in Annual Calendar.

F. Compensatory Casual Leave (CCL)

All employees are entitled to compensatory leaves; grant of compensatory leave (CCL) will be subject to the following regulations:

- i. CCL may be granted to all teaching and non-teaching staff, on entering the service, in lieu of working on a Holiday/Week-off as approved by the reporting officer. CCL will be credited to the employees on monthly Basis. CCL cannot be availed in without prior approval.
- ii. The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year.

An employee wishing to avail of CCL must submit his application at least one week in advance to the sanctioning authority as per the procedure laid down in **Service Rule Book**. The sanctioning authority may refuse to grant the leave from the requested date if he/she feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date.

Closing Statement:

To know more about the leave policy please refer to the Service Rule Book.

Neeraj

Sharma





Anti-Ragging Policy

Anti-Ragging Policy

June 7, 2019

Regulations on curbing the menace of ragging:

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:

“Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force”.

“Ragging in all its forms is totally banned in this University including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The University shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti-Ragging Squad. The University is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.”

Punishable offences under Ragging:

- Abetment/instigation to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt / mental trauma or grievous hurt



- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation
- Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences following from the definition of "Ragging"

Punishments against Ragging

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.



- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

Name of the Nodal officer (Anti-ragging committee)	Designation	Email id	Phone Number
Dr. Tejwant Singh Barar	Senior Professor, School of Art and Architecture	tejwantsingh@ansaluniversity.edu.in	9897549949


Registrar:

Anti-Ragging Policy

July 9,2020

Regulations on curbing the menace of ragging

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:

“Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force”.

“Ragging in all its forms is totally banned in this University including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The University shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti-Ragging Squad. The University is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.”

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- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging



- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt / mental trauma or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation
- Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences following from the definition of "Ragging"

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- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process



- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
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- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

Name of the Nodal officer (Anti-ragging committee)	Designation	Email id	Phone Number
Mr. Laurent Guiraud	Director (Student Welfare)	Laurentguiraud@sushantuniversity.edu.in	9811232992


Registrar:



Anti-Ragging Policy

June 11,2021

Regulations on curbing the menace of ragging

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:

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Punishable offences under Ragging:

- Abetment/instigation to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging

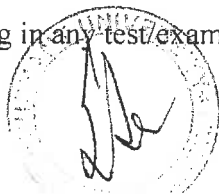


- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt / mental trauma or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation
- Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences following from the definition of "Ragging"

Punishments against Ragging

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process



- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
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- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

Name of the Nodal officer (Anti-ragging committee)	Designation	Email id	Phone Number
Mr. Laurent Guiraud	Director (Student Welfare)	Laurentguiraud@sushantuniversity.edu.in	9811232992


 Registrar:



June 10, 2022

Anti-Ragging Policy

Regulations on curbing the menace of ragging

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which define ragging as:

“Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force”.

“Ragging in all its forms is totally banned in this University including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The University shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti-Ragging Squad. The University is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.”

Punishable offences under Ragging:

- Abetment/instigation to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging



- Violation of decency and morals through ragging
- Injury to body, causing hurt / mental trauma or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation
- Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc
- Any act that prevents, disrupts or disturbs the regular academic activity of a student
- All other offences following from the definition of “Ragging

Punishments against Ragging

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the University, the possible punishments for those found guilty of ragging shall be any one or any combination of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Forfeiting Campus Placement opportunities / recommendations
- Debarring from appearing in any test/examination or other evaluation process
- Withholding of results



- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
- Suspension/ expulsion from the hostel
- Cancellation of Admission
- Rustication from the University for a period, ranging from 1 to 3 years
- Expulsion from the university and consequent debarring from admission to any other for a specific period
- Suitable Fine
- Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the University shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India)

Name of the Nodal officer (Anti-ragging committee)	Designation	Email id	Phone Number
Col V K Malik (Retd).	Professor and Dean (School of art and Architecture)	Virendrakumarmalik@sushantuniversity.edu.in	9999683982


Registrar:



June 16,2023

Anti-Ragging Policy

Regulations on curbing the menace of ragging

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Anti-Ragging Form -Online

Online link- <https://forms.gle/66ca9bcg9Qymhque7>

docs.google.com/forms/d/e/1FAIpQLSen5qcOUYil_nclHByqc375fYp9NKpg8e6TntbVcWUip84lma_g/viewform

The image shows a screenshot of a Google Form titled "Anti-Ragging Form". The form is displayed on a white background with a light gray border. At the top, the title "Anti-Ragging Form" is centered. Below the title, there is a small text box containing the form ID "66ca9bcg9Qymhque7" and a "Share" button. The form consists of several text input fields, each with a label and a "You answer" placeholder. The fields are: "Name of the Applicant", "Roll No.", "Name of School", "Name of the Department", "Email id", "Phone Number", and "Issue (if any)". At the bottom of the form, there is a "Submit" button and a "Clear form" link. The Google Forms logo is visible at the bottom center of the page.



**INTERNAL COMPLAINTS
COMMITTEE
POLICY**



June 7, 2019

INTERNAL COMPLAINTS COMMITTEE POLICY



I. Objective

The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or gender-based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Whereas the sexual harassment results in violation of fundamental rights of a women to equality under Article 14 and 15 of the Constitution of India ("Constitution") and right to life and live with dignity under Article 21 of the Constitution and her right to practice any profession or to carry on any occupation, trade or business which includes right to safe working environment. The protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination Against Women ("Convention"), which has been ratified on 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

In deference to the aforesaid guidelines, Ansal University is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. Ansal University in its endeavour to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct Ansal University has constituted an **Internal Complaint Committee ("ICC")** of Ansal University Infrastructure be referred to as the "Committee".



II. Scope

The Prevention of Sexual Harassment Policy is applicable: -

- a) To all consultants and employees of Ansal University Infrastructure Finance Limited and SU Equipment Finance Limited, which as per section 2 (f) of the Act, means any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent / contractor (with/ without the knowledge of the principal employer, with or without remuneration / voluntary under express / implied terms of employment and shall include contract worker / probationer / apprentice / Executive Trainees / Management Trainees, etc. hereinafter defined as “Employees / Consultants”
- b) To employers, which as per section 2 (f) of the Act, shall mean any person authorized / designated to be the employer within the means of the Act by SU.
- c) On office premises and all areas which can be termed as notional extension of employer’s premises. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. The incident is covered during / after office hours.
- d) All the visitors & vendors associated with us & visiting any premises of the company, or whose premises our employees visit during the course of business. The ICC is required to enquire all Complaint made under the provisions of the Act and as per this Policy / guideline in just and fair manner and submit their report to the respective Employer (s), as the case may be. It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the ends of justice. Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial work environment. This act is only applicable when both or either the alleged harasser i.e the Respondent (defined hereinafter) & a Person who has been subject to Sexual Harassment i.e the Complainant (defined hereinafter) are employees / consultants of the company. In the event any employee experiences any act of sexual harassment at any place other than its workplace and / or extended workplace, the Employer is obligated to provide all the assistance, support and help to the said employee for redressal of his / her Complaint.



III. Guidelines

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

IV. Definition of Sexual Harassment

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment. Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
 - a) Physical contacts and advances;
 - b) A demand or a request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.
2. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

3. Definitions for reference:

Complainant: can be a Person who has been subject to Sexual Harassment and / or any Person reporting an incident of Sexual Harassment. A third party can also be a Complainant, however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged / reported to have committed an act of Sexual Harassment.



V. Preventive Measures

1. Each of the Committees will meet regularly. Minutes of the Meeting ("MoM") of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.
3. Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:
 - a) To sensitize employees about their right to have safe and healthy work environment
 - b) To spread awareness about same either by way of publication, advertisement or by convening meetings
 - c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act
 - d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;
 - e) The Committee would also assist Complainants if required to file a Complaint
4. Introduce a system to record names of employees who have to stay late (beyond 8PM) in office with reasons. Security on duty need to visit the work places every half an hour post 8 PM.
5. Maintain records of all sexual harassment cases and findings
6. Display penal provisions of sexual harassment



VI. Reporting of Sexual Harassment Complaints

Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organisation or vendor by way of any action or words should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

VII. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a “need to know” basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals.

Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VIII. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy / guideline and on the recommendation of the respective Committee the Employer, as the case may be would ensure implementation of same.



IX. Complaint Reporting Channel

Internal Complaints Committee (“ICC”)

Composition: As per the Scheduled hereunder:

1. A Complaint should be made in writing.
2. Each member of the Committee will hold office for not more than three years.
3. ICC Committee is mandatorily required to involve an external member (a senior member of an NGO or other body who is familiar with the issues of sexual harassment) during the enquiry of Complaint(s) and formalization of the Report in connection therewith. Provided one-half of the total member so nominated shall be women.
4. In the ICC not less than two members from amongst employees preferably committed to cause of women or who have had experience in social work or have legal knowledge.

X. Complaint Mechanism

1. A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.
2. If the Committee is satisfied that the circumstances were such that prevented the Complainant from filling the Complaint within said period they can extend the time limit not exceeding three months.
3. The Complainant is required to send the written Complaint to the ICC either by way of copies of the letter detailing Complaint. The Complainant may also email the Complaint to a Committee member. The Complaint may be made in the format provided in Schedule B, herein or in such manner containing all the information as provided in Schedule B.



4. It is pertinent to mention that the written Complaint is mandatorily required to be filed by the Complainant with full name and details for seeking any action under this Policy and / or the Act. Any anonymous Complaint shall not be entertained.
5. Where the Complainant is unable to file the Complaint of their own, their legal heirs or parents, spouse, children or sibling can file the Complaint.
6. A third party can also be a Complainant however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.
7. Both written / emailed Complaint must provide the details of the incident together with the name/s of the Respondent/s and the Complainant/s as available.

Conciliation and Settlement

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

XI. Enquiry Procedure

1. A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.
2. The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.
3. In the event any Complaint is received, the following procedure shall be followed by the ICC:
 - a) An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.



- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
- c) The enquiry proceedings convened by ICC should always be minuted and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
- d) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
- e) It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.
- f) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
- g) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.
- h) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- i) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the



parties. Circumstantial evidence also would play important role during the decision making process by the Committee.

- j) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

XII. Procedure of Submission

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
4. In the vent the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
 - a) Either seek a transfer;
 - OR
 - b) Take leave from employment for a maximum period of 3 months.
5. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry.



6. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

XIII. Criminal Proceedings

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities. Detailed list of penal section involving sexual harassment is provided in Schedule C, herein.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.

XIV. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, Employer or any person duly authorized by the Employer will counsel the Complainant and recommend suitable action to prevent recurrence.
2. However, the Employer or any person duly authorized by the Employer will ensure that the Complainant is not victimized.
3. Requisite penal actions, as mentioned in Schedule C may be invoked against Mala Fide Complainant.

XV. Professional Consequences of Violation of the Policy

1. Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.
2. In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.



3. The organization shall not tolerate any form of retaliation against employees for bringing bonafide Complaints or providing information about harassment.
4. However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.
5. If any act of sexual harassment occurs as a result of an act or omission by any third party or outsider, the respective Employer will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

XVI. Conclusion

At Ansal University, we endeavor to provide conducive and healthy work environment where the relationship amongst the employees as well as with the Employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that Ansal University is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

*** Notwithstanding anything contained in this Policy, the Schedules herein shall be an integral part of this Policy.**



CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of all woman employees at the work place the following code of conduct has been prescribed:-

1. It shall be duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place
2. Sexual Harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:-
 - (i) Eve-teasing
 - (ii) Unsavory remarks
 - (iii) Jokes causing or likely to cause awkwardness or embarrassment
 - (iv) Innuendos and taunts
 - (v) Gender based insults or sexist remarks
 - (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
 - (vii) Touching or brushing against any part of the body and the like
 - (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - (ix) Forcible physical touch or molestation
 - (x) Physical confinement against one's will and any other act likely to violate one privacy

And includes any act or conduct by a person in authority and belongs to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to person belonging to the other sex, only in the ground of sex

*In accordance with the Supreme Court judgment on * Sexual Harassment of Women Workplace in Vishakha & other Vs. State of Rajasthan & others (AIR 1997 SC 3011



Explanation :- where any comment ,act or conduct is committed against any person and such person has a reasonable apprehension that,

1. It can be humiliating and may constitute a health and safety problem, or
2. It is discriminatory, as for instance ,when the woman has reasonable grounds to believe the other objection would disadvantage her in connection with her employment or study, including or promotion or advancement or when it creates a hostile environment ,or
3. It would result in adverse consequences if she does not consent to the conduct or raises any objection, it shall be deemed to be sexual harassment
4. Eve-Teasing:-

Eve-teasing will include any person willfully and indecently exposing his person in such a manner as to be seen by other employees or use indecent language or behave indecently or in a disorderly manner in the work. It will also include any word, gesture or act intended to insult the modesty of a women by making any sound or gesture or exhibit any object intending that such word or sound shall be heard or that such gesture or object shall be seen by such women or intrudes upon the privacy of a woman employee.

5. Sexual Harassment of an employee means us of authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass her in a manner which prevent or impairs the employee's full utilization of employment benefits or opportunities. It also includes behavior that covertly or overtly uses the power inherent in the status of the employer or the head of the institution or management to affect negatively an employee's work experience or career opportunities and/or to threaten, coerce or intimidate an employee to accept sexual advances or making employment decision affecting the individual or create an intimidating hostile or offensive working environment.
6. It shall be the duty of the employer to prevent or deter the committing of any act or sexual harassment at the work place.



7. All employers should take appropriate steps to prevent sexual harassment of any nature. Express prohibition of sexual harassment should be notified at the work place and also published for the general information of the employees and evaluated in an appropriate manner periodically.
8. Appropriate working conditions should be provided in respect of work, leisure, health and hygiene to ensure that there is no hostile environment towards women at the work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment in that organization.
9. Women employees should not be treated as sex objects.
10. No male employee shall outrage or insult the modesty of a female employee at the work place.
11. No male employee shall make any type of sexual advances to woman colleagues or woman subordinates.
12. The head of the organization shall constitute a Complaints Committee as specified in the judgement of the Supreme Court, i.e., the Committee should be headed by a woman and less than half of its members should be women. Further to prevent the possibility of any undue pressure or influence from senior levels such Complaints Committee should involve a third party either a non-government organization or other body who is familiar with the issue of sexual harassment.
13. Conducting enquiry by the Complaints Committee:-
 - (i) Any person aggrieved shall prefer a complaints before the complaints committee at the earliest point of the time and in any case within 15 days from the date of occurrence of the alleged incident.
 - (ii) The complaints shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaints shall be addressed to the complaints committee.



(iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaints to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaints the head of the organization shall retain the original complaint with himself and send to the complaints committee a gist of a complaints containing all material and relevant details other than the name of complainant and other details which might disclose the identity of the complainant.

14. The complaints committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

15. The complaints committee shall after examination of the complaints submit its recommendations to the head of the organization recommending the penalty to be imposed.

16. The head of the organization, upon receipt of the report from the complaints Committee shall after giving an opportunity of being heard to the person complained against submit the case with the committee's recommendations to the management.

17. The Management of the Organization shall confirm with or without modification the penalty recommended after duty following the prescribed procedure.

18. Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

19. Worker's initiative

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate for and it should be affirmatively discussed in periodical employer-employee meetings.

20 Third party harassment

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



**The sexual harassment of women at workplace (prevention,
prohibition and redressal) Act, 2013**

Preamble and background

Object behind the act: "No woman shall be subjected to sexual harassment at any workplace" (clause 3.1)

Introduction:

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.



Background and provisions

The Act will ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The Act uses a definition of sexual harassment which was laid down by the Supreme Court of India in Vishaka v. State of Rajasthan (1997). Article 19 (1) g of the Indian Constitution affirms the right of all citizens to be employed in any profession of their choosing or to practice their own trade or business. Vishaka v. State of Rajasthan established that actions resulting in a violation of one's rights to 'Gender Equality' and 'Life and Liberty' are in fact a violation of the victim's fundamental right under Article 19 (1) g. The case ruling establishes that sexual harassment violates a woman's rights in the workplace and is thus not just a matter of personal injury.

Under the Act, which also covers students in schools and colleges as well as patients in hospitals, employers and local authorities will have to set up grievance committees to investigate all complaints. Employers who fail to comply will be punished with a fine of up to **Rs.50,000/-**.

Major Features

- The Act defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- The definition of "aggrieved woman", who will get protection under the Act is extremely wide to cover all women, irrespective of her age or employment status, whether in the organized or unorganized sectors, public or private and covers clients, customers and domestic workers as well.
- While the "workplace" in the Vishaka Guidelines is confined to the traditional office set-up where there is a clear employer-employee relationship, the Act goes much further to include organizations, department, office, branch unit etc. in the public and private sector, organized and unorganized, hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex and any place visited by the employee during the course of employment including the transportation. Even non-traditional workplaces which involve tele-commuting will get covered under this law.^[16]

The Committee is required to complete the inquiry within a time period of **90 days**. On

- completion of the inquiry, the report will be sent to the employer or the District Officer, as the case may be, they are mandated to take action on the report within **60 day**

Penal Code:

Through the Criminal Law Amendment) Act, 2013, Section 354 was added to the Indian Penal Code that stipulates what consists of a sexual harassment offence and what the penalties shall be for a man committing such an offence. Penalties range from one to three years imprisonment and/or a fine. Additionally, with sexual harassment being a crime, employers are obligated to report offences.

For the False complaint: The burden of proof is on the women who complain of harassment. If found guilty of making a false complaint or giving false evidence, she could be prosecuted.
false

Briefing:

- It is unwelcome verbal, visual or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment. Generally sexual harassment is a sexually oriented conduct that may endanger the victim's job, negatively affect the victim's job performance or undermine the victim's personal dignity.
- To fit in the concept of sexual harassment the relevant conduct must be unwelcome. That is unwelcome to the recipient of that conduct. Conduct is not sexual harassment if it is welcome. So in order to determine if the conduct was welcome or unwelcome, Court would naturally look to the complainant's reaction at the time the incident occurred and assess whether the complainant expressly, or by his or her behaviour demonstrated that the conduct was unwelcome.
- If the evidence shows that the complainant welcomed the conduct the complaint of sexual harassment would fail. For this reason, it is important to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop.



Background :**Supreme Court guidelines on sexual harassment- A quick recap**

The Supreme Court in Vishaka v. State of Rajasthan for the first time recognized, acknowledged and explicitly defined sexual harassment as an – unwelcome sexual gesture or behaviour aimed or having a tendency to outrage the modesty of woman directly or indirectly.

Defining sexual harassment as an act aimed towards gender-based discrimination that affects women's right to life and livelihood, the Supreme Court developed broad based guidelines for employers. These mandatory guidelines known as Vishaka guidelines are aimed towards resolution and prevention of sexual harassment. These guidelines bring in its purview all employers in organized and unorganized sectors by holding them responsible for providing safe work environment for women.

The Vishaka guidelines apply to all women whether students, working part time or full time, on contract or in voluntary/honorary capacity. Expressly prohibiting sexual harassment at work place these legally binding guidelines put a lot of emphasis on appropriate preventive and curative measures. (The guidelines include the following as acts of sexual harassment: Physical contact and advances, Showing pornography, a demand or request for sexual favours, Any other unwelcome physical, verbal/non-verbal – such as whistling, obscene jokes, comments about physical appearances, threats, innuendos, gender based derogatory remarks, etc.)

Some of the important guidelines are:

- The onus to provide a harassment free work environment has been laid down on the employers who are required to take the following steps:
- Employers must form a Complaints Committee.
- Express prohibition of sexual harassment in any form and make the employees aware of the implications through in house communication system / posters / meetings.
- Must include prohibition of sexual harassment with appropriate penalties against the offender in Conduct rules.
- Prohibition of sexual harassment in the standing orders under the Industrial



Employment(Standing Orders) Act, 1946 to be included by private employers.

- Provision of appropriate work conditions in respect of- work, leisure, health, hygiene to further ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.
- Victims of sexual harassment to be given an option to seek transfer of the perpetrator or their own transfer.

Thus the Vishaka guidelines stipulated that all organisations would form a complaints committee to look into any such allegation. It would be headed by a woman employee and not less than half of its members would be women. All complaints of sexual harassment by any woman employee would be directed to this committee. The committee would advise the victim on further course of action and recommend to the management the course of action against the person accused of harassment.

However in *Medha Kotwal Lele v Union of India* coordinator of Aalochana, a centre for documentation and research on women and other women's rights groups, together with others, petitioned the Court highlighting a number of individual cases of sexual harassment and arguing that the Vishaka Guidelines were not being effectively implemented. In particular, the petitioners argued that, despite the guidelines, women continued to be harassed in the workplace because the Vishaka Guidelines were being breached in both substance and spirit by state functionaries who harass women workers via legal and extra legal means, making them suffer and by insulting their dignity.



The Court stated that the Vishaka Guidelines had to be implemented in form, substance and spirit in order to help bring gender parity by ensuring women can work with dignity, decency and due respect. It noted that the Vishaka Guidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. The Court held that a number of states were falling short in this regard. It referred back to its earlier findings on 17 January 2006, that the Vishaka Guidelines had not been properly implemented by various States and Departments in India and referred to the direction it provided on that occasion to help to achieve better coordination and implementation. The Court went on to note that some states appeared not to have implemented earlier Court decisions which had required them to make their legislation compliant with the Vishaka Guidelines.

Salient features of the Act:

- The Act has in fact sought to widen the scope of the guidelines issued by the Supreme Court by bringing within its ambit (amongst other things) a “domestic worker” (Sec 2e) defined to mean a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer.

- The Act has defined “sexual harassment” (Sec. 2n) to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment; (ii) implied or explicit threat of detrimental treatment; (iii) implied or explicit threat about present or future employment status; (iv) interference with work or creating an intimidating or offensive or hostile work environment; or (v) humiliating treatment likely to affect health or safety.



- The term ‘employee’ (Sec. 2f) includes regular, temporary, ad hoc, daily wage employees and persons who are working on a voluntary basis i.e. without remuneration. The term also includes contract workers, probationers, and trainees. The Act defines “aggrieved woman” (Sec. 2a) to mean: (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.
- As per the Act workplace (Sec.2o) includes:
 - (i) any department, organisation, 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 a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;
 - (vi) a dwelling place or a house.
- **Complaint mechanisms under the 2013 Act**
 - ❖ The Act contemplates the constitution of Internal Complaints Committee (“ICC”) (Sec. 4) at the work place
 - ❖ Every workplace employing 10 or more employees is required to constitute an ICC.
 - ❖ The ICC is required to consist of at least four members, and its presiding officer is required to be a woman employed at a senior level. Provisions have been made in case no senior woman employee is available, to nominate a woman presiding officer from another office, administrative unit, workplace, or organisation.
 - ❖ Further, one half of the members must be women..



➤ **Steps involved in the Complaint Process –Empowerment?**

❖ **Step I**

A complaint is to be made in writing by an aggrieved woman within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs may do so.

❖ **Step II**

Upon receipt of the complaint, the ICC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or in their absence, in accordance with rules framed under the Act.

❖ **Step III**

The inquiry must be completed within a period of 90 days. In case of a complaint by a domestic worker, if in the opinion of the ICC a prima facie case exists, the ICC is required to forward the complaint to the police to register a case under the relevant provisions of the Indian Penal Code.

❖ **Step IV**

Where the ICC finds that the allegations against the respondent are proven, it must submit a report to the employer to: (i) take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act; (ii) to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.

❖ **Step V**

The employer must act on these recommendations within 60 days.

❖ **Scope for Conciliation and Settlement**

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

❖ In case the ICC is of the view that a malicious or false complaint has been made, it may recommend that a penalty be levied on the complainant in accordance with the applicable service rules (Section – 14). However, an inquiry must be also made. Mere inability to substantiate a complaint will not attract action under this provision.



❖ The Duties of an Employer

The Act makes it the duty of every employer to:

- a) provide a safe working environment at the workplace which shall include safety from all the persons with whom a woman comes into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the ICC;
- c) organise workshops and awareness programmes; d) provide necessary facilities to the ICC for dealing with complaints and conducting inquiries;
- e) assist in securing the attendance of the respondent and witnesses before the ICC;
- f) make available such information to the ICC , as it may require;
- g) provide assistance to the woman if she so chooses to file a criminal complaint;
- h) initiate criminal action against the perpetrator;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- j) monitor the timely submission of reports by the ICC.

❖ Penalties

Where the employer fails to comply with the provisions of the Act, he shall be liable to be punished with a fine which may extend to Rs. 50,000. In case of a second or subsequent conviction under this Act, the employer may be punished with twice the punishment prescribed or by cancellation of his licence or withdrawal of his registration.


Registrar:



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असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 of 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:---

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,---

(a) "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;

(b) "appropriate Government" means---

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means---

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.—For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, 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 a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: --

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely: --

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,--

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee --

- (a) contravenes the provisions of section 16; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into complaint

45 of 1860

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

Action during pendency of inquiry

(a) transfer the aggrieved woman or the respondent to any other workplace; or

- (b) grant leave to the aggrieved woman up to a period of three months; or
 (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment
for false or
malicious
complaint and
false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, 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 the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to ...

Determination of compensation

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall--

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

Duties of employer.

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860.

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer.

20. The District Officer shall, -

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources, -

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,--

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to--

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to--

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

July 9, 2020

INTERNAL COMPLAINTS COMMITTEE POLICY



I. Objective

The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or gender-based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Whereas the sexual harassment results in violation of fundamental rights of a women to equality under Article 14 and 15 of the Constitution of India ("Constitution") and right to life and live with dignity under Article 21 of the Constitution and her right to practice any profession or to carry on any occupation, trade or business which includes right to safe working environment. The protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination Against Women ("Convention"), which has been ratified on 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

In deference to the aforesaid guidelines, Sushant University (Erstwhile) is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. Sushant University (Erstwhile) in its endeavour to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct Sushant University (Erstwhile) has constituted an **Internal Complaint Committee ("ICC")** of Sushant University (Erstwhile) Infrastructure be referred to as the "Committee".



II. Scope

The Prevention of Sexual Harassment Policy is applicable: -

- a) To all consultants and employees of Sushant University (Erstwhile) Infrastructure Finance Limited and SU Equipment Finance Limited, which as per section 2 (f) of the Act, means any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent / contractor (with/ without the knowledge of the principal employer, with or without remuneration / voluntary under express / implied terms of employment and shall include contract worker / probationer / apprentice / Executive Trainees / Management Trainees, etc. hereinafter defined as “Employees /Consultants”
- b) To employers, which as per section 2 (f) of the Act, shall mean any person authorized / designated to be the employer within the means of the Act by SU.
- c) On office premises and all areas which can be termed as notional extension of employer’s premises. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. The incident is covered during / after office hours.
- d) All the visitors & vendors associated with us & visiting any premises of the company, or whose premises our employees visit during the course of business. The ICC is required to enquire all Complaint made under the provisions of the Act and as per this Policy / guideline in just and fair manner and submit their report to the respective Employer (s), as the case may be. It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the ends of justice. Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial work environment. This act is only applicable when both or either the alleged harasser i.e the Respondent (defined hereinafter) & a Person who has been subject to Sexual Harassment i.e the Complainant (defined hereinafter) are employees / consultants of the company. In the event any employee experiences any act of sexual harassment at any place other than its workplace and / or extended workplace, the Employer is obligated to provide all the assistance, support and help to the said employee for redressal of his / her Complaint.



III. Guidelines

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

IV. Definition of Sexual Harassment

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment. Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
 - a) Physical contacts and advances;
 - b) A demand or a request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.
2. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

3. Definitions for reference:

Complainant: can be a Person who has been subject to Sexual Harassment and / or any Person reporting an incident of Sexual Harassment. A third party can also be a Complainant, however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged / reported to have committed an act of Sexual Harassment.



V. Preventive Measures

1. Each of the Committees will meet regularly. Minutes of the Meeting (“MoM”) of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.
3. Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:
 - a) To sensitize employees about their right to have safe and healthy work environment
 - b) To spread awareness about same either by way of publication, advertisement or by convening meetings
 - c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act
 - d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;
 - e) The Committee would also assist Complainants if required to file a Complaint
4. Introduce a system to record names of employees who have to stay late (beyond 8PM) in office with reasons. Security on duty need to visit the work places every half an hour post 8 PM.
5. Maintain records of all sexual harassment cases and findings
6. Display penal provisions of sexual harassment



VI. Reporting of Sexual Harassment Complaints

Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organisation or vendor by way of any action or words should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

VII. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a “need to know” basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals.

Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VIII. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy / guideline and on the recommendation of the respective Committee the Employer, as the case may be would ensure implementation of same.



IX. Complaint Reporting Channel

Internal Complaints Committee (“ICC”)

Composition: As per the Scheduled hereunder:

1. A Complaint should be made in writing.
2. Each member of the Committee will hold office for not more than three years.
3. ICC Committee is mandatorily required to involve an external member (a senior member of an NGO or other body who is familiar with the issues of sexual harassment) during the enquiry of Complaint(s) and formalization of the Report in connection therewith. Provided one-half of the total member so nominated shall be women.
4. In the ICC not less than two members from amongst employees preferably committed to cause of women or who have had experience in social work or have legal knowledge.

X. Complaint Mechanism

1. A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.
2. If the Committee is satisfied that the circumstances were such that prevented the Complainant from filling the Complaint within said period they can extend the time limit not exceeding three months.
3. The Complainant is required to send the written Complaint to the ICC either by way of copies of the letter detailing Complaint. The Complainant may also email the Complaint to a Committee member. The Complaint may be made in the format provided in Schedule B, herein or in such manner containing all the information as provided in Schedule B.



4. It is pertinent to mention that the written Complaint is mandatorily required to be filed by the Complainant with full name and details for seeking any action under this Policy and / or the Act. Any anonymous Complaint shall not be entertained.
5. Where the Complainant is unable to file the Complaint of their own, their legal heirs or parents, spouse, children or sibling can file the Complaint.
6. A third party can also be a Complainant however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.
7. Both written / emailed Complaint must provide the details of the incident together with the name/s of the Respondent/s and the Complainant/s as available.

Conciliation and Settlement

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

XI. Enquiry Procedure

1. A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.
2. The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.
3. In the event any Complaint is received, the following procedure shall be followed by the ICC:
 - a) An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.



- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
- c) The enquiry proceedings convened by ICC should always be minuted and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
- d) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
- e) It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.
- f) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
- g) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.
- h) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- i) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the



parties. Circumstantial evidence also would play important role during the decision making process by the Committee.

- j) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

XII. Procedure of Submission

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
4. In the event the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
 - a) Either seek a transfer;
 - OR
 - b) Take leave from employment for a maximum period of 3 months.
5. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry



6. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

XIII. Criminal Proceedings

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities. Detailed list of penal section involving sexual harassment is provided in Schedule C, herein.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.

XIV. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, Employer or any person duly authorized by the Employer will counsel the Complainant and recommend suitable action to prevent recurrence.
2. However, the Employer or any person duly authorized by the Employer will ensure that the Complainant is not victimized.
3. Requisite penal actions, as mentioned in Schedule C may be invoked against Mala Fide Complainant.

XV. Professional Consequences of Violation of the Policy

1. Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.
2. In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.



3. The organization shall not tolerate any form of retaliation against employees for bringing bonafide Complaints or providing information about harassment.
4. However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.
5. If any act of sexual harassment occurs as a result of an act or omission by any third party or outsider, the respective Employer will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

XVI. Conclusion

At Sushant University (Erstwhile), we endeavor to provide conducive and healthy work environment where the relationship amongst the employees as well as with the Employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that Sushant University (Erstwhile) is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

*** Notwithstanding anything contained in this Policy, the Schedules herein shall be an integral part of this Policy.**



CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of all woman employees at the work place the following code of conduct has been prescribed:-

1. It shall be duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place
2. Sexual Harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:-
 - (i) Eve-teasing
 - (ii) Unsavory remarks
 - (iii) Jokes causing or likely to cause awkwardness or embarrassment
 - (iv) Innuendos and taunts
 - (v) Gender based insults or sexist remarks
 - (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
 - (vii) Touching or brushing against any part of the body and the like
 - (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - (ix) Forcible physical touch or molestation
 - (x) Physical confinement against one's will and any other act likely to violate one privacy

And includes any act or conduct by a person in authority and belongings to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to person belonging to the other sex ,only in the ground of sex

*In accordance with the Supreme Court judgment on * Sexual Harassment of Women Workplace in Vishakha & other Vs. State of Rajasthan & others (AIR 1997 SC 3011



Explanation :- where any comment ,act or conduct is committed against any person and such person has a reasonable apprehension that,

1. It can be humiliating and may constitute a health and safety problem, or
2. It is discriminatory, as for instance ,when the woman has reasonable grounds to believe the other objection would disadvantage her in connection with her employment or study, including or promotion or advancement or when it creates a hostile environment ,or
3. It would result in adverse consequences if she does not consent to the conduct or raises any objection, it shall be deemed to be sexual harassment
4. Eve-Teasing:-

Eve-teasing will include any person willfully and indecently exposing his person in such a manner as to be seen by other employees or use indecent language or behave indecently or in a disorderly manner in the work. It will also include any word, gesture or act intended to insult the modesty of a women by making any sound or gesture or exhibit any object intending that such word or sound shall be heard or that such gesture or object shall be seen by such women or intrudes upon the privacy of a woman employee.

5. Sexual Harassment of an employee means us of authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass her in a manner which prevent or impairs the employee's full utilization of employment benefits or opportunities. It also includes behavior that covertly or overtly uses the power inherent in the status of the employer or the head of the institution or management to affect negatively an employee's work experience or career opportunities and/or to threaten, coerce or intimidate an employee to accept sexual advances or making employment decision affecting the individual or create an intimidating hostile or offensive working environment.
6. It shall be the duty of the employer to prevent or deter the committing of any act or sexual harassment at the work place.



7. All employers should take appropriate steps to prevent sexual harassment of any nature. Express prohibition of sexual harassment should be notified at the work place and also published for the general information of the employees and evaluated in an appropriate manner periodically.
8. Appropriate working conditions should be provided in respect of work, leisure, health and hygiene to ensure that there is no hostile environment towards women at the work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment in that organization.
9. Women employees should not be treated as sex objects.
10. No male employee shall outrage or insult the modesty of a female employee at the work place.
11. No male employee shall make any type of sexual advances to woman colleagues or woman subordinates.
12. The head of the organization shall constitute a Complaints Committee as specified in the judgement of the Supreme Court, i.e., the Committee should be headed by a woman and less than half of its members should be women. Further to prevent the possibility of any undue pressure or influence from senior levels such Complaints Committee should involve a third party either a non-government organization or other body who is familiar with the issue of sexual harassment.
13. Conducting enquiry by the Complaints Committee:-
 - (i) Any person aggrieved shall prefer a complaints before the complaints committee at the earliest point of the time and in any case within 15 days from the date of occurrence of the alleged incident.
 - (ii) The complaints shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaints shall be addressed to the complaints committee.



(iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaints to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaints the head of the organization shall retain the original complaint with himself and send to the complaints committee a gist of a complaints containing all material and relevant details other than the name of complainant and other details which might disclose the identity of the complainant.

14. The complaints committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

15. The complaints committee shall after examination of the complaints submit its recommendations to the head of the organization recommending the penalty to be imposed.

16. The head of the organization, upon receipt of the report from the complaints Committee shall after giving an opportunity of being heard to the person complained against submit the case with the committee's recommendations to the management.

17. The Management of the Organization shall confirm with or without modification the penalty recommended after duty following the prescribed procedure.

18. Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

19. Worker's initiative

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate for and it should be affirmatively discussed in periodical employer-employee meetings.

20 Third party harassment

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



**The sexual harassment of women at workplace (prevention,
prohibition and redressal) Act, 2013**

Preamble and background

Object behind the act: "No woman shall be subjected to sexual harassment at any workplace" (clause 3.1)

Introduction:

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.



Background and provisions

The Act will ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The Act uses a definition of sexual harassment which was laid down by the Supreme Court of India in Vishaka v. State of Rajasthan (1997). Article 19 (1) g of the Indian Constitution affirms the right of all citizens to be employed in any profession of their choosing or to practice their own trade or business. Vishaka v. State of Rajasthan established that actions resulting in a violation of one's rights to 'Gender Equality' and 'Life and Liberty' are in fact a violation of the victim's fundamental right under Article 19 (1) g. The case ruling establishes that sexual harassment violates a woman's rights in the workplace and is thus not just a matter of personal injury.

Under the Act, which also covers students in schools and colleges as well as patients in hospitals, employers and local authorities will have to set up grievance committees to investigate all complaints. Employers who fail to comply will be punished with a fine of up to **Rs.50,000/-**.

Major Features

- The Act defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- The definition of "aggrieved woman", who will get protection under the Act is extremely wide to cover all women, irrespective of her age or employment status, whether in the organized or unorganized sectors, public or private and covers clients, customers and domestic workers as well.
- While the "workplace" in the Vishaka Guidelines is confined to the traditional office set-up where there is a clear employer-employee relationship, the Act goes much further to include organizations, department, office, branch unit etc. in the public and private sector, organized and unorganized, hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex and any place visited by the employee during the course of employment including the transportation. Even non-traditional workplaces which involve tele-commuting will get covered under this law.^[16]
- The Committee is required to complete the inquiry within a time period of **90 days**. On
- completion of the inquiry, the report will be sent to the employer or the District Officer, as the case may be, they are mandated to take action on the report within **60 day**



- Every employer is required to constitute an **Internal Complaints Committee** at each office or branch with 10 or more employees. The District Officer is required to constitute a **Local Complaints Committee** at each district, and if required at the block level.
- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainants.
- Penalties have been prescribed for employers. Non-compliance with the provisions of the Act shall be punishable with a fine of up to 50,000/-. Repeated violations may lead to higher penalties and cancellation of license or registration to conduct business.

Penal Code:

Through the Criminal Law Amendment Act, 2013, Section 354 was added to the Indian Penal Code that stipulates what constitutes a sexual harassment offence and what the penalties shall be for a man committing such an offence. Penalties range from one to three years imprisonment and/or a fine. Additionally, with sexual harassment being a crime, employers are obligated to report offences.

For the False complaint: The burden of proof is on the women who complain of harassment. If found guilty of making a false complaint or giving false evidence, she could be prosecuted.
false

Briefing:

- It is unwelcome verbal, visual or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment. Generally sexual harassment is a sexually oriented conduct that may endanger the victim's job, negatively affect the victim's job performance or undermine the victim's personal dignity.
- To fit in the concept of sexual harassment the relevant conduct must be unwelcome. That is unwelcome to the recipient of that conduct. Conduct is not sexual harassment if it is welcome. So in order to determine if the conduct was welcome or unwelcome, Court



would naturally look to the complainant's reaction at the time the incident occurred and assess whether the complainant expressly, or by his or her behaviour demonstrated that the conduct was unwelcome.

- If the evidence shows that the complainant welcomed the conduct the complaint of sexual harassment would fail. For this reason, it is important to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop.

Background :

Supreme Court guidelines on sexual harassment- A quick recap

The Supreme Court in Vishaka v. State of Rajasthan for the first time recognized, acknowledged and explicitly defined sexual harassment as an – unwelcome sexual gesture or behaviour aimed or having a tendency to outrage the modesty of woman directly or indirectly.

Defining sexual harassment as an act aimed towards gender-based discrimination that affects women's right to life and livelihood, the Supreme Court developed broad based guidelines for employers. These mandatory guidelines known as Vishaka guidelines are aimed towards resolution and prevention of sexual harassment. These guidelines bring in its purview all employers in organized and unorganized sectors by holding them responsible for providing safe work environment for women.

The Vishaka guidelines apply to all women whether students, working part time or full time, on contract or in voluntary/honorary capacity. Expressly prohibiting sexual harassment at work place these legally binding guidelines put a lot of emphasis on appropriate preventive and curative measures. (The guidelines include the following as acts of sexual harassment: Physical contact and advances, Showing pornography, a demand or request for sexual favours, Any other unwelcome physical, verbal/non-verbal – such as whistling, obscene jokes, comments about physical appearances, threats, innuendos, gender based derogatory remarks, etc.)

Some of the important guidelines are:

- The onus to provide a harassment free work environment has been laid down on the employers who are required to take the following steps:
- Employers must form a Complaints Committee.
- Express prohibition of sexual harassment in any form and make the employees aware of the implications through in house communication system / posters / meetings.
- Must include prohibition of sexual harassment with appropriate penalties against the offender in Conduct rules.
- Prohibition of sexual harassment in the standing orders under the Industrial Employment(Standing Orders) Act, 1946 to be included by private employers.
- Provision of appropriate work conditions in respect of- work, leisure, health, hygiene to further ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.



- Victims of sexual harassment to be given an option to seek transfer of the perpetrator or their own transfer.

Thus the Vishaka guidelines stipulated that all organisations would form a complaints committee to look into any such allegation. It would be headed by a woman employee and not less than half of its members would be women. All complaints of sexual harassment by any woman employee would be directed to this committee. The committee would advise the victim on further course of action and recommend to the management the course of action against the person accused of harassment.

However in *Medha Kotwal Lele v Union of India* coordinator of Aalochana, a centre for documentation and research on women and other women's rights groups, together with others, petitioned the Court highlighting a number of individual cases of sexual harassment and arguing that the Vishaka Guidelines were not being effectively implemented. In particular, the petitioners argued that, despite the guidelines, women continued to be harassed in the workplace because the Vishaka Guidelines were being breached in both substance and spirit by state functionaries who harass women workers via legal and extra legal means, making them suffer and by insulting their dignity.

The Court stated that the Vishaka Guidelines had to be implemented in form, substance and spirit in order to help bring gender parity by ensuring women can work with dignity, decency and due respect. It noted that the Vishaka Guidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. The Court held that a number of states were falling short in this regard. It referred back to its earlier findings on 17 January 2006, that the Vishaka Guidelines had not been properly implemented by various States and Departments in India and referred to the direction it provided on that occasion to help to achieve better coordination and implementation. The Court went on to note that some states appeared not to have implemented earlier Court decisions which had required them to make their legislation compliant with the Vishaka Guidelines.

Salient features of the Act:

- The Act has in fact sought to widen the scope of the guidelines issued by the Supreme Court by bringing within its ambit (amongst other things) a "domestic worker" (Sec 2e) defined to mean a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer.
- The Act has defined "sexual harassment" (Sec. 2n) to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment;



(ii) implied or explicit threat of detrimental treatment; (iii) intimidating or offensive or hostile work environment; or (iv) humiliating treatment likely to affect health or safety.

➤ The term 'employee' (Sec. 2f) includes regular, temporary, ad hoc, daily wage employees and persons who are working on a voluntary basis i.e. without remuneration. The term also includes contract workers, probationers, and trainees. The Act defines "aggrieved woman" (Sec. 2a) to mean: (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.

➤ As per the Act workplace (Sec.2o) includes:

- (i) any department, organisation, 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 a co-operative society;
- (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;
- (vi) a dwelling place or a house.

➤ **Complaint mechanisms under the 2013 Act**

- ❖ The Act contemplates the constitution of Internal Complaints Committee ("ICC") (Sec. 4) at the work place
- ❖ Every workplace employing 10 or more employees is required to constitute an ICC.
- ❖ The ICC is required to consist of at least four members, and its presiding officer is required to be a woman employed at a senior level. Provisions have been made in case no senior woman employee is available, to nominate a woman presiding officer from another office, administrative unit, workplace, or organisation.
- ❖ Further, one half of the members must be women..



➤ **Steps involved in the Complaint Process –Empowerment?**

❖ **Step I**

A complaint is to be made in writing by an aggrieved woman within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs may do so.

❖ **Step II**

Upon receipt of the complaint, the ICC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or in their absence, in accordance with rules framed under the Act.

❖ **Step III**

The inquiry must be completed within a period of 90 days. In case of a complaint by a domestic worker, if in the opinion of the ICC a prima facie case exists, the ICC is required to forward the complaint to the police to register a case under the relevant provisions of the Indian Penal Code.

❖ **Step IV**

Where the ICC finds that the allegations against the respondent are proven, it must submit a report to the employer to: (i) take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act; (ii) to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.

❖ **Step V**

The employer must act on these recommendations within 60 days.

❖ **Scope for Conciliation and Settlement**

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

❖ In case the ICC is of the view that a malicious or false complaint has been made, it may recommend that a penalty be levied on the complainant in accordance with the applicable service rules (Section – 14). However, an inquiry must be also made. Mere inability to substantiate a complaint will not attract action under this provision.



❖ **The Duties of an Employer**

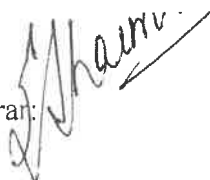
The Act makes it the duty of every employer to:

- a) provide a safe working environment at the workplace which shall include safety from all the persons with whom a woman comes into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the ICC;
- c) organise workshops and awareness programmes; d) provide necessary facilities to the ICC for dealing with complaints and conducting inquiries;
- e) assist in securing the attendance of the respondent and witnesses before the ICC;
- f) make available such information to the ICC , as it may require;
- g) provide assistance to the woman if she so chooses to file a criminal complaint;
- h) initiate criminal action against the perpetrator;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- j) monitor the timely submission of reports by the ICC.

❖ **Penalties**

Where the employer fails to comply with the provisions of the Act, he shall be liable to be punished with a fine which may extend to Rs. 50,000. In case of a second or subsequent conviction under this Act, the employer may be punished with twice the punishment prescribed or by cancellation of his licence or withdrawal of his registration.

Registrar:





भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II -- खण्ड 1

PART II -- Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, मंगलवार, अप्रैल 23, 2013/ वैशाख 3, 1935 (शक)

No. 18]

NEW DELHI, TUESDAY, APRIL 23, 2013/ VAISAKHA 3, 1935 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:-

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India:

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

BE it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions

2. In this Act, unless the context otherwise requires, —

(a) "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;

(b) "appropriate Government" means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace

Explanation.— For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes

(i) any department, organisation, 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 a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of
sexual
harassment

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution
of Internal
Complaints
Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely: -

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,--

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification
of District
Officer

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution
and
jurisdiction of
Local
Complaints
Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

Composition,
tenure and
other terms
and conditions
of Local
Complaints
Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer

(J) Where the Chairperson or any Member of the Local Complaints Committee -

- (a) contravenes the provisions of section 16; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into
complaint

45 of 1860

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860:

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to

Action during
pendency of
inquiry

- (a) transfer the aggrieved woman or the respondent to any other workplace; or

(b) grant leave to the aggrieved woman up to a period of three months; or

(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment for false or malicious complaint and false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, 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 the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to —

Determination of compensation

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall —

Duties of employer.

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer

20. The District Officer shall,

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources,

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace.

(h) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,--

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to--

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to--

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, *for "clause", read "clause"*.

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, *for 'sections 30', read 'section 30',*.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for "4715,54,00,000", read "49715,54,00,000"*.

June 11, 2021

INTERNAL COMPLAINTS COMMITTEE POLICY



I. Objective

The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or gender-based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Whereas the sexual harassment results in violation of fundamental rights of a women to equality under Article 14 and 15 of the Constitution of India ("Constitution") and right to life and live with dignity under Article 21 of the Constitution and her right to practice any profession or to carry on any occupation, trade or business which includes right to safe working environment. The protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination Against Women ("Convention"), which has been ratified on 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

In deference to the aforesaid guidelines, Sushant University (Erstwhile) is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. Sushant University (Erstwhile) in its endeavour to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct Sushant University (Erstwhile) has constituted an **Internal Complaint Committee ("ICC")** of Sushant University (Erstwhile) Infrastructure be referred to as the "Committee".



II. Scope

The Prevention of Sexual Harassment Policy is applicable: -

- a) To all consultants and employees of Sushant University (Erstwhile) Infrastructure Finance Limited and SU Equipment Finance Limited, which as per section 2 (f) of the Act, means any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent / contractor (with/ without the knowledge of the principal employer, with or without remuneration / voluntary under express / implied terms of employment and shall include contract worker / probationer / apprentice / Executive Trainees / Management Trainees, etc. hereinafter defined as “Employees /Consultants”
- b) To employers, which as per section 2 (f) of the Act, shall mean any person authorized / designated to be the employer within the means of the Act by SU.
- c) On office premises and all areas which can be termed as notional extension of employer’s premises. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. The incident is covered during / after office hours.
- d) All the visitors & vendors associated with us & visiting any premises of the company, or whose premises our employees visit during the course of business. The ICC is required to enquire all Complaint made under the provisions of the Act and as per this Policy / guideline in just and fair manner and submit their report to the respective Employer (s), as the case may be. It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the ends of justice. Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial work environment. This act is only applicable when both or either the alleged harasser i.e the Respondent (defined hereinafter) & a Person who has been subject to Sexual Harassment i.e the Complainant (defined hereinafter) are employees / consultants of the company. In the event any employee experiences any act of sexual harassment at any place other than its workplace and / or extended workplace, the Employer is obligated to provide all the assistance, support and help to the said employee for redressal of his / her Complaint.



III. Guidelines

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

IV. Definition of Sexual Harassment

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment.
Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
 - a) Physical contacts and advances;
 - b) A demand or a request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.
2. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

3. Definitions for reference:

Complainant: can be a Person who has been subject to Sexual Harassment and / or any Person reporting an incident of Sexual Harassment. A third party can also be a Complainant, however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged / reported to have committed an act of Sexual Harassment.



V. Preventive Measures

1. Each of the Committees will meet regularly. Minutes of the Meeting ("MoM") of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.
3. Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:
 - a) To sensitize employees about their right to have safe and healthy work environment
 - b) To spread awareness about same either by way of publication, advertisement or by convening meetings
 - c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act
 - d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;
 - e) The Committee would also assist Complainants if required to file a Complaint
4. Introduce a system to record names of employees who have to stay late (beyond 8PM) in office with reasons. Security on duty need to visit the work places every half an hour post 8 PM.
5. Maintain records of all sexual harassment cases and findings
6. Display penal provisions of sexual harassment



VI. Reporting of Sexual Harassment Complaints

Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organisation or vendor by way of any action or words should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

VII. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals.

Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VIII. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy / guideline and on the recommendation of the respective Committee the Employer, as the case may be would ensure implementation of same.



IX. Complaint Reporting Channel

Internal Complaints Committee ("ICC")

Composition: As per the Scheduled hereunder:

1. A Complaint should be made in writing.
2. Each member of the Committee will hold office for not more than three years.
3. ICC Committee is mandatorily required to involve an external member (a senior member of an NGO or other body who is familiar with the issues of sexual harassment) during the enquiry of Complaint(s) and formalization of the Report in connection therewith. Provided one-half of the total member so nominated shall be women.
4. In the ICC not less than two members from amongst employees preferably committed to cause of women or who have had experience in social work or have legal knowledge.

X. Complaint Mechanism

1. A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.
2. If the Committee is satisfied that the circumstances were such that prevented the Complainant from filling the Complaint within said period they can extend the time limit not exceeding three months.
3. The Complainant is required to send the written Complaint to the ICC either by way of copies of the letter detailing Complaint. The Complainant may also email the Complaint to a Committee member. The Complaint may be made in the format provided in Schedule B, herein or in such manner containing all the information as provided in Schedule B.



4. It is pertinent to mention that the written Complaint is mandatorily required to be filed by the Complainant with full name and details for seeking any action under this Policy and / or the Act. Any anonymous Complaint shall not be entertained.
5. Where the Complainant is unable to file the Complaint of their own, their legal heirs or parents, spouse, children or sibling can file the Complaint.
6. A third party can also be a Complainant however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.
7. Both written / emailed Complaint must provide the details of the incident together with the name/s of the Respondent/s and the Complainant/s as available.

Conciliation and Settlement

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

XI. Enquiry Procedure

1. A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.
2. The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.
3. In the event any Complaint is received, the following procedure shall be followed by the ICC:
 - a) An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.



- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
- c) The enquiry proceedings convened by ICC should always be minuted and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
- d) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
- e) It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.
- f) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
- g) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.
- h) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- i) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the



parties. Circumstantial evidence also would play important role during the decision making process by the Committee.

- j) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

XII. Procedure of Submission

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure, that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
4. In the vent the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
 - a) Either seek a transfer;
 - OR
 - b) Take leave from employment for a maximum period of 3 months.
5. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry



6. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

XIII. Criminal Proceedings

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities. Detailed list of penal section involving sexual harassment is provided in Schedule C, herein.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.

XIV. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, Employer or any person duly authorized by the Employer will counsel the Complainant and recommend suitable action to prevent recurrence.
2. However, the Employer or any person duly authorized by the Employer will ensure that the Complainant is not victimized.
3. Requisite penal actions, as mentioned in Schedule C may be invoked against Mala Fide Complainant.

XV. Professional Consequences of Violation of the Policy

1. Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.
2. In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.



3. The organization shall not tolerate any form of retaliation against employees for bringing bonafide Complaints or providing information about harassment.
4. However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.
5. If any act of sexual harassment occurs as a result of an act or omission by any third party or outsider, the respective Employer will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

XVI. Conclusion

At Sushant University (Erstwhile), we endeavor to provide conducive and healthy work environment where the relationship amongst the employees as well as with the Employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that Sushant University (Erstwhile) is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

*** Notwithstanding anything contained in this Policy, the Schedules herein shall be an integral part of this Policy.**



CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of all woman employees at the work place the following code of conduct has been prescribed:-

1. It shall be duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place
2. Sexual Harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:-
 - (i) Eve-teasing
 - (ii) Unsavory remarks
 - (iii) Jokes causing or likely to cause awkwardness or embarrassment
 - (iv) Innuendos and taunts
 - (v) Gender based insults or sexist remarks
 - (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
 - (vii) Touching or brushing against any part of the body and the like
 - (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - (ix) Forcible physical touch or molestation
 - (x) Physical confinement against one's will and any other act likely to violate one privacy

And includes any act or conduct by a person in authority and belongings to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to person belonging to the other sex ,only in the ground of sex

*In accordance with the Supreme Court judgment on * Sexual Harassment of Women Workplace in Vishakha & other Vs. State of Rajasthan & others (AIR 1997 SC 3011

Explanation :- where any comment ,act or conduct is committed against any person and such person has a reasonable apprehension that,

1. It can be humiliating and may constitute a health and safety problem, or
2. It is discriminatory, as for instance ,when the woman has reasonable grounds to believe the other objection would disadvantage her in connection with her employment or study, including or promotion or advancement or when it creates a hostile environment ,or
3. It would result in adverse consequences if she does not consent to the conduct or raises any objection, it shall be deemed to be sexual harassment
4. Eve-Teasing:-

Eve-teasing will include any person willfully and indecently exposing his person in such a manner as to be seen by other employees or use indecent language or behave indecently or in a disorderly manner in the work. It will also include any word, gesture or act intended to insult the modesty of a women by making any sound or gesture or exhibit any object intending that such word or sound shall be heard or that such gesture or object shall be seen by such women or intrudes upon the privacy of a woman employee.

5. Sexual Harassment of an employee means us of authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass her in a manner which prevent or impairs the employee's full utilization of employment benefits or opportunities. It also includes behavior that covertly or overtly uses the power inherent in the status of the employer or the head of the institution or management to affect negatively an employee's work experience or career opportunities and/or to threaten, coerce or intimidate an employee to accept sexual advances or making employment decision affecting the individual or create an intimidating hostile or offensive working environment.
6. It shall be the duty of the employer to prevent or deter the committing of any act or sexual harassment at the work place.



7. All employers should take appropriate steps to prevent sexual harassment of any nature. Express prohibition of sexual harassment should be notified at the work place and also published for the general information of the employees and evaluated in an appropriate manner periodically.
8. Appropriate working conditions should be provided in respect of work, leisure, health and hygiene to ensure that there is no hostile environment towards women at the work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment in that organization.
9. Women employees should not be treated as sex objects.
10. No male employee shall outrage or insult the modesty of a female employee at the work place.
11. No male employee shall make any type of sexual advances to woman colleagues or woman subordinates.
12. The head of the organization shall constitute a Complaints Committee as specified in the judgement of the Supreme Court, i.e., the Committee should be headed by a woman and less than half of its members should be women. Further to prevent the possibility of any undue pressure or influence from senior levels such Complaints Committee should involve a third party either a non-government organization or other body who is familiar with the issue of sexual harassment.
13. Conducting enquiry by the Complaints Committee:-
 - (i) Any person aggrieved shall prefer a complaints before the complaints committee at the earliest point of the time and in any case within 15 days from the date of occurrence of the alleged incident.
 - (ii) The complaints shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaints shall be addressed to the complaints committee.



(iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaints to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaints the head of the organization shall retain the original complaint with himself and send to the complaints committee a gist of a complaints containing all material and relevant details other than the name of complainant and other details which might disclose the identity of the complainant.

14. The complaints committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

15. The complaints committee shall after examination of the complaints submit its recommendations to the head of the organization recommending the penalty to be imposed.

16. The head of the organization, upon receipt of the report from the complaints Committee shall after giving an opportunity of being heard to the person complained against submit the case with the committee's recommendations to the management.

17. The Management of the Organization shall confirm with or without modification the penalty recommended after duty following the prescribed procedure.

18. Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

19. Worker's initiative

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate for and it should be affirmatively discussed in periodical employer-employee meetings.

20 Third party harassment

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



**The sexual harassment of women at workplace (prevention,
prohibition and redressal) Act, 2013**

Preamble and background

Object behind the act: "No woman shall be subjected to sexual harassment at any workplace" (clause 3.1)

Introduction:

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.



Background and provisions

The Act will ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The Act uses a definition of sexual harassment which was laid down by the Supreme Court of India in Vishaka v. State of Rajasthan (1997). Article 19 (1) g of the Indian Constitution affirms the right of all citizens to be employed in any profession of their choosing or to practice their own trade or business. Vishaka v. State of Rajasthan established that actions resulting in a violation of one's rights to 'Gender Equality' and 'Life and Liberty' are in fact a violation of the victim's fundamental right under Article 19 (1) g. The case ruling establishes that sexual harassment violates a woman's rights in the workplace and is thus not just a matter of personal injury.

Under the Act, which also covers students in schools and colleges as well as patients in hospitals, employers and local authorities will have to set up grievance committees to investigate all complaints. Employers who fail to comply will be punished with a fine of up to **Rs.50,000/-**.

Major Features

- The Act defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- The definition of "aggrieved woman", who will get protection under the Act is extremely wide to cover all women, irrespective of her age or employment status, whether in the organized or unorganized sectors, public or private and covers clients, customers and domestic workers as well.
- While the "workplace" in the Vishaka Guidelines is confined to the traditional office set-up where there is a clear employer-employee relationship, the Act goes much further to include organizations, department, office, branch unit etc. in the public and private sector, organized and unorganized, hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex and any place visited by the employee during the course of employment including the transportation. Even non-traditional workplaces which involve tele-commuting will get covered under this law.^[16]
- The Committee is required to complete the inquiry within a time period of **90 days**. On
- completion of the inquiry, the report will be sent to the employer or the District Officer, as the case may be, they are mandated to take action on the report within **60 day**



- Every employer is required to constitute an **Internal Complaints Committee** at each office or branch with 10 or more employees. The District Officer is required to constitute a **Local Complaints Committee** at each district, and if required at the block level.
- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainants.
- Penalties have been prescribed for employers. Non-compliance with the provisions of the Act shall be punishable with a fine of up to 50,000/-. Repeated violations may lead to higher penalties and cancellation of license or registration to conduct business.

Penal Code:

Through the Criminal Law Amendment) Act, 2013, Section 354 was added to the Indian Penal Code that stipulates what constitutes a sexual harassment offence and what the penalties shall be for a man committing such an offence. Penalties range from one to three years imprisonment and/or a fine. Additionally, with sexual harassment being a crime, employers are obligated to report offences.

For the False complaint: If the burden of proof is on the women who complain of harassment. If found guilty of making a false complaint or giving false evidence, she could be prosecuted.
false

Briefing:

- It is unwelcome verbal, visual or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment. Generally sexual harassment is a sexually oriented conduct that may endanger the victim's job, negatively affect the victim's job performance or undermine the victim's personal dignity.
- To fit in the concept of sexual harassment the relevant conduct must be unwelcome. That is unwelcome to the recipient of that conduct. Conduct is not sexual harassment if it is welcome. So in order to determine if the conduct was welcome or unwelcome, Court



would naturally look to the complainant's reaction at the time the incident occurred and assess whether the complainant expressly, or by his or her behaviour demonstrated that the conduct was unwelcome.

- If the evidence shows that the complainant welcomed the conduct the complaint of sexual harassment would fail. For this reason, it is important to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop.

Background :

Supreme Court guidelines on sexual harassment- A quick recap

The Supreme Court in *Vishaka v. State of Rajasthan* for the first time recognized, acknowledged and explicitly defined sexual harassment as an – unwelcome sexual gesture or behaviour aimed or having a tendency to outrage the modesty of woman directly or indirectly.

Defining sexual harassment as an act aimed towards gender-based discrimination that affects women's right to life and livelihood, the Supreme Court developed broad based guidelines for employers. These mandatory guidelines known as Vishaka guidelines are aimed towards resolution and prevention of sexual harassment. These guidelines bring in its purview all employers in organized and unorganized sectors by holding them responsible for providing safe work environment for women.

The Vishaka guidelines apply to all women whether students, working part time or full time, on contract or in voluntary/honorary capacity. Expressly prohibiting sexual harassment at work place these legally binding guidelines put a lot of emphasis on appropriate preventive and curative measures. (The guidelines include the following as acts of sexual harassment: Physical contact and advances, Showing pornography, a demand or request for sexual favours, Any other unwelcome physical, verbal/non-verbal – such as whistling, obscene jokes, comments about physical appearances, threats, innuendos, gender based derogatory remarks, etc.)

Some of the important guidelines are:

- The onus to provide a harassment free work environment has been laid down on the employers who are required to take the following steps:
- Employers must form a Complaints Committee.
- Express prohibition of sexual harassment in any form and make the employees aware of the implications through in house communication system / posters / meetings.
- Must include prohibition of sexual harassment with appropriate penalties against the offender in Conduct rules.
- Prohibition of sexual harassment in the standing orders under the Industrial Employment(Standing Orders) Act, 1946 to be included by private employers.
- Provision of appropriate work conditions in respect of- work, leisure, health, hygiene to further ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.



- Victims of sexual harassment to be given an option to seek transfer of the perpetrator or their own transfer.

Thus the Vishaka guidelines stipulated that all organisations would form a complaints committee to look into any such allegation. It would be headed by a woman employee and not less than half of its members would be women. All complaints of sexual harassment by any woman employee would be directed to this committee. The committee would advise the victim on further course of action and recommend to the management the course of action against the person accused of harassment.

However in *Medha Kotwal Lele v Union of India* coordinator of Aalochana, a centre for documentation and research on women and other women's rights groups, together with others, petitioned the Court highlighting a number of individual cases of sexual harassment and arguing that the Vishaka Guidelines were not being effectively implemented. In particular, the petitioners argued that, despite the guidelines, women continued to be harassed in the workplace because the Vishaka Guidelines were being breached in both substance and spirit by state functionaries who harass women workers via legal and extra legal means, making them suffer and by insulting their dignity.

The Court stated that the Vishaka Guidelines had to be implemented in form, substance and spirit in order to help bring gender parity by ensuring women can work with dignity, decency and due respect. It noted that the Vishaka Guidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. The Court held that a number of states were falling short in this regard. It referred back to its earlier findings on 17 January 2006, that the Vishaka Guidelines had not been properly implemented by various States and Departments in India and referred to the direction it provided on that occasion to help to achieve better coordination and implementation. The Court went on to note that some states appeared not to have implemented earlier Court decisions which had required them to make their legislation compliant with the Vishaka Guidelines.

Salient features of the Act:

- The Act has in fact sought to widen the scope of the guidelines issued by the Supreme Court by bringing within its ambit (amongst other things) a "domestic worker" (Sec 2e) defined to mean a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer.
- The Act has defined "sexual harassment" (Sec. 2n) to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment;



(ii) implied or explicit threat of detrimental treatment; (iii) intimidating or offensive or hostile work environment; or (iv) humiliating treatment likely to affect health or safety.

- The term 'employee' (Sec. 2f) includes regular, temporary, ad hoc, daily wage employees and persons who are working on a voluntary basis i.e. without remuneration. The term also includes contract workers, probationers, and trainees. The Act defines "aggrieved woman" (Sec. 2a) to mean: (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.
- As per the Act workplace (Sec.2o) includes:
 - (i) any department, organisation, 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 a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;
 - (vi) a dwelling place or a house.

➤ **Complaint mechanisms under the 2013 Act**

- ❖ The Act contemplates the constitution of Internal Complaints Committee ("ICC") (Sec. 4) at the work place
- ❖ Every workplace employing 10 or more employees is required to constitute an ICC.
- ❖ The ICC is required to consist of at least four members, and its presiding officer is required to be a woman employed at a senior level. Provisions have been made in case no senior woman employee is available, to nominate a woman presiding officer from another office, administrative unit, workplace, or organisation.
- ❖ Further, one half of the members must be women..



➤ **Steps involved in the Complaint Process –Empowerment?**

❖ **Step I**

A complaint is to be made in writing by an aggrieved woman within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs may do so.

❖ **Step II**

Upon receipt of the complaint, the ICC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or in their absence, in accordance with rules framed under the Act.

❖ **Step III**

The inquiry must be completed within a period of 90 days. In case of a complaint by a domestic worker, if in the opinion of the ICC a prima facie case exists, the ICC is required to forward the complaint to the police to register a case under the relevant provisions of the Indian Penal Code.

❖ **Step IV**

Where the ICC finds that the allegations against the respondent are proven, it must submit a report to the employer to: (i) take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act; (ii) to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.

❖ **Step V**

The employer must act on these recommendations within 60 days.

❖ **Scope for Conciliation and Settlement**

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

❖ In case the ICC is of the view that a malicious or false complaint has been made, it may recommend that a penalty be levied on the complainant in accordance with the applicable service rules (Section – 14). However, an inquiry must be also made. Mere inability to substantiate a complaint will not attract action under this provision.



❖ **The Duties of an Employer**

The Act makes it the duty of every employer to:

- a) provide a safe working environment at the workplace which shall include safety from all the persons with whom a woman comes into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the ICC;
- c) organise workshops and awareness programmes; d) provide necessary facilities to the ICC for dealing with complaints and conducting inquiries;
- e) assist in securing the attendance of the respondent and witnesses before the ICC;
- f) make available such information to the ICC, as it may require;
- g) provide assistance to the woman if she so chooses to file a criminal complaint;
- h) initiate criminal action against the perpetrator;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- j) monitor the timely submission of reports by the ICC.

❖ **Penalties**

Where the employer fails to comply with the provisions of the Act, he shall be liable to be punished with a fine which may extend to Rs. 50,000. In case of a second or subsequent conviction under this Act, the employer may be punished with twice the punishment prescribed or by cancellation of his licence or withdrawal of his registration.

Registrar

Shamv





भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:-

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India:

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) “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;

(b) “appropriate Government” means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) “Chairperson” means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) “District Officer” means an officer notified under section 5;

(e) “domestic worker” means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) “employee” means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) “employer” means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.— For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, 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 a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee, --

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act. Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself. Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:-- Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee ---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into
complaint

45 of 1860

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:--

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to

Action during
pendency of
inquiry

(a) transfer the aggrieved woman or the respondent to any other workplace; or

(b) grant leave to the aggrieved woman up to a period of three months; or

(c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be---

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment
for false or
malicious
complaint and
false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, 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 the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to --

Determination of compensation

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall --

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860.

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer.

20. The District Officer shall, --

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources, --

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to —

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

(d) the person who may make complaint under sub-section (2) of section 9;

(e) the manner of inquiry under sub-section (1) of section 11;

(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;

(g) the relief to be recommended under clause (c) of sub-section (1) of section 12;

(h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;

(i) the manner of action to be taken under sub-sections (1) and (2) of section 14;

(j) the manner of action to be taken under section 17;

(k) the manner of appeal under sub-section (1) of section 18;

(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012

(2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, for "clause", read "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, for 'sections 30', read 'section 30',.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, for "4715,54,00,000", read "49715,54,00,000".

June 10, 2022

INTERNAL COMPLAINTS COMMITTEE POLICY



I. Objective

The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or gender-based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Whereas the sexual harassment results in violation of fundamental rights of a women to equality under Article 14 and 15 of the Constitution of India ("Constitution") and right to life and live with dignity under Article 21 of the Constitution and her right to practice any profession or to carry on any occupation, trade or business which includes right to safe working environment. The protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination Against Women ("Convention"), which has been ratified on 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

In deference to the aforesaid guidelines, Sushant University is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. Sushant University in its endeavour to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct Sushant University has constituted an **Internal Complaint Committee ("ICC")** of Sushant University Infrastructure be referred to as the "Committee".



II. Scope

The Prevention of Sexual Harassment Policy is applicable: -

- a) To all consultants and employees of Sushant University Infrastructure Finance Limited and SU Equipment Finance Limited, which as per section 2 (f) of the Act, means any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent / contractor (with/ without the knowledge of the principal employer, with or without remuneration / voluntary under express / implied terms of employment and shall include contract worker / probationer / apprentice / Executive Trainees / Management Trainees, etc. hereinafter defined as “Employees / Consultants”
- b) To employers, which as per section 2 (f) of the Act, shall mean any person authorized / designated to be the employer within the means of the Act by SU.
- c) On office premises and all areas which can be termed as notional extension of employer’s premises. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. The incident is covered during / after office hours.
- d) All the visitors & vendors associated with us & visiting any premises of the company, or whose premises our employees visit during the course of business. The ICC is required to enquire all Complaint made under the provisions of the Act and as per this Policy / guideline in just and fair manner and submit their report to the respective Employer (s), as the case may be. It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the ends of justice. Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial work environment. This act is only applicable when both or either the alleged harasser i.e the Respondent (defined hereinafter) & a Person who has been subject to Sexual Harassment i.e the Complainant (defined hereinafter) are employees / consultants of the company. In the event any employee experiences any act of sexual harassment at any place other than its workplace and / or extended workplace, the Employer is obligated to provide all the assistance, support and help to the said employee for redressal of his / her Complaint.



III. Guidelines

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

IV. Definition of Sexual Harassment

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment.
Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
 - a) Physical contacts and advances;
 - b) A demand or a request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.
2. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

3. Definitions for reference:

Complainant: can be a Person who has been subject to SexualHarassment and / or any Person reporting an incident of SexualHarassment. A third party can also be a Complainant; however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged / reported to have committed an act of Sexual Harassment.



V. Preventive Measures

1. Each of the Committees will meet regularly. Minutes of the Meeting ("MoM") of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.
3. Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:
 - a) To sensitize employees about their right to have safe and healthy work environment
 - b) To spread awareness about same either by way of publication, advertisement or by convening meetings
 - c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act
 - d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;
 - e) The Committee would also assist Complainants if required to file a Complaint
4. Introduce a system to record names of employees who have to stay late (beyond 8PM) in office with reasons. Security on duty need to visit the work places every half an hour post 8 PM.
5. Maintain records of all sexual harassment cases and findings
6. Display penal provisions of sexual harassment



VI. Reporting of Sexual Harassment Complaints

Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organisation or vendor by way of any action or words should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

VII. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals.

Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VIII. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy / guideline and on the recommendation of the respective Committee the Employer, as the case may be would ensure implementation of same.



IX. Complaint Reporting Channel

Internal Complaints Committee (“ICC”)

Composition: As per the Scheduled hereunder:

1. A Complaint should be made in writing.
2. Each member of the Committee will hold office for not more than three years.
3. ICC Committee is mandatorily required to involve an external member (a senior member of an NGO or other body who is familiar with the issues of sexual harassment) during the enquiry of Complaint(s) and formalization of the Report in connection therewith. Provided one-half of the total member so nominated shall be women.
4. In the ICC not less than two members from amongst employees preferably committed to cause of women or who have had experience in social work or have legal knowledge.

X. Complaint Mechanism

1. A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.
2. If the Committee is satisfied that the circumstances were such that prevented the Complainant from filling the Complaint within said period they can extend the time limit not exceeding three months.
3. The Complainant is required to send the written Complaint to the ICC either by way of copies of the letter detailing Complaint. The Complainant may also email the Complaint to a Committee member. The Complaint may be made in the format provided in Schedule B, herein or in such manner containing all the information as provided in Schedule B.



4. It is pertinent to mention that the written Complaint is mandatorily required to be filed by the Complainant with full name and details for seeking any action under this Policy and / or the Act. Any anonymous Complaint shall not be entertained.
5. Where the Complainant is unable to file the Complaint of their own, their legal heirs or parents, spouse, children or sibling can file the Complaint.
6. A third party can also be a Complainant however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.
7. Both written / emailed Complaint must provide the details of the incident together with the name/s of the Respondent/s and the Complainant/s as available.

Conciliation and Settlement

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

XI. Enquiry Procedure

1. A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.
2. The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.
3. In the event any Complaint is received, the following procedure shall be followed by the ICC:
 - a) An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.



- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
- c) The enquiry proceedings convened by ICC should always be minuted and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
- d) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
- e) It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.
- f) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
- g) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.
- h) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- i) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the



parties. Circumstantial evidence also would play important role during the decision making process by the Committee.

- j) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

XII. Procedure of Submission

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
4. In the vent the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
 - a) Either seek a transfer;
 - OR
 - b) Take leave from employment for a maximum period of 3 months.
5. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry.



6. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

XIII. Criminal Proceedings

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities. Detailed list of penal section involving sexual harassment is provided in Schedule C, herein.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.

XIV. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, Employer or any person duly authorized by the Employer will counsel the Complainant and recommend suitable action to prevent recurrence.
2. However, the Employer or any person duly authorized by the Employer will ensure that the Complainant is not victimized.
3. Requisite penal actions, as mentioned in Schedule C may be invoked against Mala Fide Complainant.

XV. Professional Consequences of Violation of the Policy

1. Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.
2. In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.



3. The organization shall not tolerate any form of retaliation against employees for bringing bonafide Complaints or providing information about harassment.
4. However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.
5. If any act of sexual harassment occurs as a result of an act or omission by any third party or outsider, the respective Employer will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

XVI. Conclusion

At Sushant University, we endeavor to provide conducive and healthy work environment where the relationship amongst the employees as well as with the Employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that Sushant University is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

*** Notwithstanding anything contained in this Policy, the Schedules herein shall be an integral part of this Policy.**



CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of all woman employees at the work place the following code of conduct has been prescribed:-

1. It shall be duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place
2. Sexual Harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:-
 - (i) Eve-teasing
 - (ii) Unsavory remarks
 - (iii) Jokes causing or likely to cause awkwardness or embarrassment
 - (iv) Innuendos and taunts
 - (v) Gender based insults or sexist remarks
 - (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
 - (vii) Touching or brushing against any part of the body and the like
 - (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - (ix) Forcible physical touch or molestation
 - (x) Physical confinement against one's will and any other act likely to violate one privacy

and includes any act or conduct by a person in authority and belongs to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to person belonging to the other sex ,only in the ground of sex

In accordance with the Supreme court judgment on * Sexual Harassment of Women at Workplace in Vishakha & other Vs.State of Rajasthan & others (AIR 1997 SC 3011



Explanation :- where any comment ,act or conduct is committed against any person and such person has a reasonable apprehension that,

1. It can be humiliating and may constitute a health and safety problem,or
2. It is discriminatory,as for instance ,when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or study,including or promotion or advancement or when it creates a hostile environment ,or
3. It would result in adverse consequences if she does not consent to the conduct or raises any objection,it shall be deemed to be sexual harassment
4. Eve-Teasing:-

Eve-teasing will include any person willfully and indecently exposing his person in such a manner as to be seen by other employees or use indecent language or behave indecently or in a disorderly manner in the work. It will also include any word, gesture or act intended to insult the modesty of a woman by making any sound or gesture or exhibit any object intending that such word or sound shall be heard or that such gesture or object shall be seen by such women or intrudes upon the privacy of a woman employee.

5. Sexual Harassment of an employee means use of authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass her in a manner which prevents or impairs the employee's full utilization of employment benefits or opportunities. It also includes behavior that covertly or overtly uses the power inherent in the status of the employer or the head of the institution or management to affect negatively an employee's work experience or career opportunities and/or to threaten, coerce or intimidate an employee to accept sexual advances or making employment decisions affecting the individual or create an intimidating, hostile or offensive working environment.
6. It shall be the duty of the employer to prevent or deter the committing of any act or sexual harassment at the work place.

A circular blue stamp containing a handwritten signature in black ink. The signature appears to be "Sushant" or a similar name.

7. All employers should take appropriate steps to prevent sexual harassment of any nature .Express prohibition of sexual harassment should be notified at the work place and also published for the general information of the employees and evaluated in an appropriate manner periodically.
- 8.Appropriate working conditions should be provided in respect of work, leisure, health and hygiene to ensure that there is no hostile environment towards women at the work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment in that organization.
9. Women employees should not be treated as sex objects.
10. No male employee shall outrage or insult the modesty of a female employe at the work place.
11. No male employee shall make any type of sexual advances to woman colleagues or woman subordinates.
12. The head of the organization shall constitute a Complaints Committee as specified in the judgement of the Supreme Court, i.e., the Committee should be headed by a woman and less than half of its members should be women. Further to prevent the possibility of any undue pressure or influence from senior levels such Complaints Committee should involve a third party either a non-government organization or other body who is familiar with the issue of sexual harassment.
13. Conducting enquiry by the Complaints Committee:-
 - (i) Any person aggrieved shall prefer a complaints before the complaints committee at the earliest point of the time and in any case within 15 days from the date of occurrence of the alleged incident.
 - (ii) The complaints shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravenor and the complaints shall be addressed to the complaints committee.



(iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaints to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaints the head of the organization shall retain the original complaint with himself and send to the complaints committee a gist of a complaints containing all material and relevant details other than the name of complaints and other details which might disclose the identity of the complainant.

14. The complaints committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

15. The complaints committee shall after examination of the complaints submit its recommendations to the head of the organization recommending the penalty to be imposed.

16. The head of the organization, upon receipt of the report from the complaints Committee shall after giving an opportunity of being heard to the person complained against submit the case with the committee's recommendations to the management.

17. The Management of the Organization shall confirm with or without modification the penalty recommended after duty following the prescribed procedure.

18. Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

19. Worker's initiative

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate for a and it should be affirmatively discusses in periodical employer-employee meetings.

20 Third party harassment

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



**The sexual harassment of women at workplace (prevention,
prohibition and redressal) Act, 2013**

Preamble and background

Object behind the act: "No woman shall be subjected to sexual harassment at any workplace" (clause 3.1)

Introduction:

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.



Background and provisions

The Act will ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The Act uses a definition of sexual harassment which was laid down by the Supreme Court of India in *Vishaka v. State of Rajasthan* (1997). Article 19 (1) g of the Indian Constitution affirms the right of all citizens to be employed in any profession of their choosing or to practice their own trade or business. *Vishaka v. State of Rajasthan* established that actions resulting in a violation of one's rights to 'Gender Equality' and 'Life and Liberty' are in fact a violation of the victim's fundamental right under Article 19 (1) g. The case ruling establishes that sexual harassment violates a woman's rights in the workplace and is thus not just a matter of personal injury.

Under the Act, which also covers students in schools and colleges as well as patients in hospitals, employers and local authorities will have to set up grievance committees to investigate all complaints. Employers who fail to comply will be punished with a fine of up to **Rs.50,000/-**.

Major Features

- The Act defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- The definition of "aggrieved woman", who will get protection under the Act is extremely wide to cover all women, irrespective of her age or employment status, whether in the organized or unorganized sectors, public or private and covers clients, customers and domestic workers as well.
- While the "workplace" in the Vishaka Guidelines is confined to the traditional office set-up where there is a clear employer-employee relationship, the Act goes much further to include organizations, department, office, branch unit etc. in the public and private sector, organized and unorganized, hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex and any place visited by the employee during the course of employment including the transportation. Even non-traditional workplaces which involve tele-commuting will get covered under this law.^[16]
- The Committee is required to complete the inquiry within a time period of **90 days**. On completion of the inquiry, the report will be sent to the employer or the District Officer, as the case may be, they are mandated to take action on the report within **60 day**

- Every employer is required to constitute an **Internal Complaints Committee** at each office or branch with 10 or more employees. The District Officer is required to constitute a **Local Complaints Committee** at each district, and if required at the block level.
- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainants.
- Penalties have been prescribed for employers. Non-compliance with the provisions of the Act shall be punishable with a fine of up to 50,000/-. Repeated violations may lead to higher penalties and cancellation of license or registration to conduct business.

Penal Code:

Through the Criminal Law Amendment) Act, 2013, Section 354 was added to the Indian Penal Code that stipulates what constitutes a sexual harassment offence and what the penalties shall be for a man committing such an offence. Penalties range from one to three years imprisonment and/or a fine. Additionally, with sexual harassment being a crime, employers are obligated to report offences.

For the False complaint: The burden of proof is on the women who complain of harassment. If found guilty of making a False complaint or giving false evidence, she could be prosecuted false

Briefing:

- It is unwelcome verbal, visual or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment. Generally sexual harassment is a sexually oriented conduct that may endanger the victim's job, negatively affect the victim's job performance or undermine the victim's personal dignity.
- To fit in the concept of sexual harassment the relevant conduct must be unwelcome. That is unwelcome to the recipient of that conduct. Conduct is not sexual harassment if it is welcome. So in order to determine if the conduct was welcome or unwelcome, Court



would naturally look to the complainant's reaction at the time the incident occurred and assess whether the complainant expressly, or by his or her behaviour demonstrated that the conduct was unwelcome.

- If the evidence shows that the complainant welcomed the conduct the complaint of sexual harassment would fail. For this reason, it is important to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop.

Background :

Supreme Court guidelines on sexual harassment- A quick recap

The Supreme Court in Vishaka v. State of Rajasthan for the first time recognized, acknowledged and explicitly defined sexual harassment as an – unwelcome sexual gesture or behaviour aimed or having a tendency to outrage the modesty of woman directly or indirectly.

Defining sexual harassment as an act aimed towards gender-based discrimination that affects women's right to life and livelihood, the Supreme Court developed broad based guidelines for employers. These mandatory guidelines known as Vishaka guidelines are aimed towards resolution and prevention of sexual harassment. These guidelines bring in its purview all employers in organized and unorganized sectors by holding them responsible for providing safe work environment for women.

The Vishaka guidelines apply to all women whether students, working part time or full time, on contract or in voluntary/honorary capacity. Expressly prohibiting sexual harassment at work place these legally binding guidelines put a lot of emphasis on appropriate preventive and curative measures. (The guidelines include the following as acts of sexual harassment: Physical contact and advances, Showing pornography, a demand or request for sexual favours, Any other unwelcome physical, verbal/non-verbal – such as whistling, obscene jokes, comments about physical appearances, threats, innuendos, gender based derogatory remarks, etc.)

Some of the important guidelines are:

- The onus to provide a harassment free work environment has been laid down on the employers who are required to take the following steps:
- Employers must form a Complaints Committee.
- Express prohibition of sexual harassment in any form and make the employees aware of the implications through in house communication system / posters / meetings.
- Must include prohibition of sexual harassment with appropriate penalties against the offender in Conduct rules.
- Prohibition of sexual harassment in the standing orders under the Industrial Employment(Standing Orders) Act, 1946 to be included by private employers.
- Provision of appropriate work conditions in respect of- work, leisure, health, hygiene to further ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.



- Victims of sexual harassment to be given an option to seek transfer of the perpetrator or their own transfer.

Thus the Vishaka guidelines stipulated that all organisations would form a complaints committee to look into any such allegation. It would be headed by a woman employee and not less than half of its members would be women. All complaints of sexual harassment by any woman employee would be directed to this committee. The committee would advise the victim on further course of action and recommend to the management the course of action against the person accused of harassment.

However in *Medha Kotwal Lele v Union of India* coordinator of Aalochana, a centre for documentation and research on women and other women's rights groups, together with others, petitioned the Court highlighting a number of individual cases of sexual harassment and arguing that the Vishaka Guidelines were not being effectively implemented. In particular, the petitioners argued that, despite the guidelines, women continued to be harassed in the workplace because the Vishaka Guidelines were being breached in both substance and spirit by state functionaries who harass women workers via legal and extra legal means, making them suffer and by insulting their dignity.

The Court stated that the Vishaka Guidelines had to be implemented in form, substance and spirit in order to help bring gender parity by ensuring women can work with dignity, decency and due respect. It noted that the Vishaka Guidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. The Court held that a number of states were falling short in this regard. It referred back to its earlier findings on 17 January 2006, that the Vishaka Guidelines had not been properly implemented by various States and Departments in India and referred to the direction it provided on that occasion to help to achieve better coordination and implementation. The Court went on to note that some states appeared not to have implemented earlier Court decisions which had required them to make their legislation compliant with the Vishaka Guidelines.

Salient features of the Act:

- The Act has in fact sought to widen the scope of the guidelines issued by the Supreme Court by bringing within its ambit (amongst other things) a "domestic worker" (Sec 2e) defined to mean a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer.
- The Act has defined "sexual harassment" (Sec. 2n) to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment;

- (ii) implied or explicit threat of detrimental treatment; (iii) intimidating or offensive or hostile work environment; or (iv) humiliating treatment likely to affect health or safety.
- The term ‘employee’ (Sec. 2f) includes regular, temporary, ad hoc, daily wage employees and persons who are working on a voluntary basis i.e. without remuneration. The term also includes contract workers, probationers, and trainees. The Act defines “aggrieved woman” (Sec. 2a) to mean: (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.
 - As per the Act workplace (Sec.2o) includes:
 - (i) any department, organisation, 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 a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;
 - (vi) a dwelling place or a house.
 - **Complaint mechanisms under the 2013 Act**
 - ❖ The Act contemplates the constitution of Internal Complaints Committee (“ICC”) (Sec. 4) at the work place
 - ❖ Every workplace employing 10 or more employees is required to constitute an ICC.
 - ❖ The ICC is required to consist of at least four members, and its presiding officer is required to be a woman employed at a senior level. Provisions have been made in case no senior woman employee is available, to nominate a woman presiding officer from another office, administrative unit, workplace, or organisation.
 - ❖ Further, one half of the members must be women..



➤ **Steps involved in the Complaint Process –Empowerment?**

❖ **Step I**

A complaint is to be made in writing by an aggrieved woman within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs may do so.

❖ **Step II**

Upon receipt of the complaint, the ICC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or in their absence, in accordance with rules framed under the Act.

❖ **Step III**

The inquiry must be completed within a period of 90 days. In case of a complaint by a domestic worker, if in the opinion of the ICC a prima facie case exists, the ICC is required to forward the complaint to the police to register a case under the relevant provisions of the Indian Penal Code.

❖ **Step IV**

Where the ICC finds that the allegations against the respondent are proven, it must submit a report to the employer to: (i) take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act; (ii) to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.

❖ **Step V**

The employer must act on these recommendations within 60 days.

❖ **Scope for Conciliation and Settlement**

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

- ❖ In case the ICC is of the view that a malicious or false complaint has been made, it may recommend that a penalty be levied on the complainant in accordance with the applicable service rules (Section – 14). However, an inquiry must be also made. Mere inability to substantiate a complaint will not attract action under this provision.



❖ **The Duties of an Employer**

The Act makes it the duty of every employer to:

- a) provide a safe working environment at the workplace which shall include safety from all the persons with whom a woman comes into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the ICC;
- c) organise workshops and awareness programmes; d) provide necessary facilities to the ICC for dealing with complaints and conducting inquiries;
- e) assist in securing the attendance of the respondent and witnesses before the ICC;
- f) make available such information to the ICC , as it may require;
- g) provide assistance to the woman if she so chooses to file a criminal complaint;
- h) initiate criminal action against the perpetrator;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- j) monitor the timely submission of reports by the ICC.

❖ **Penalties**

Where the employer fails to comply with the provisions of the Act, he shall be liable to be punished with a fine which may extend to Rs. 50,000. In case of a second or subsequent conviction under this Act, the employer may be punished with twice the punishment prescribed or by cancellation of his licence or withdrawal of his registration.





भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:-

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 of 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India:

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:---

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions

2. In this Act, unless the context otherwise requires,---

(a) "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;

(b) "appropriate Government" means---

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means---

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.— For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) "Internal Committee" means an Internal Complaints Committee constituted under section 4;

(i) "Local Committee" means the Local Complaints Committee constituted under section 6;

(j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) "prescribed" means prescribed by rules made under this Act;

(l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) "respondent" means a person against whom the aggrieved woman has made a complaint under section 9;

(n) "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) "workplace" includes

(i) any department, organisation, 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 a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,--

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification
of District
Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution
and
jurisdiction of
Local
Complaints
Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:--

Composition,
tenure and
other terms
and conditions
of Local
Complaints
Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee --

- (a) contravenes the provisions of section 16; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Inquiry into
complaint

45 of 1860

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:---

(a) summoning and enforcing the attendance of any person and examining him on oath;

(b) requiring the discovery and production of documents; and

(c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to

Action during
pendency of
inquiry

(a) transfer the aggrieved woman or the respondent to any other workplace; or

- (b) grant leave to the aggrieved woman up to a period of three months; or
 (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be--

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment for false or malicious complaint and false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, 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 the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to --

Determination of compensation

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall --

Duties of employer.

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer

20. The District Officer shall, --

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources, --

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplaces,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,--

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to--

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder.

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to--

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012 (2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, *for* "clause", *read* "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, *for* 'sections 30', *read* 'section 30',.

CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000", *read* "49715,54,00,000".

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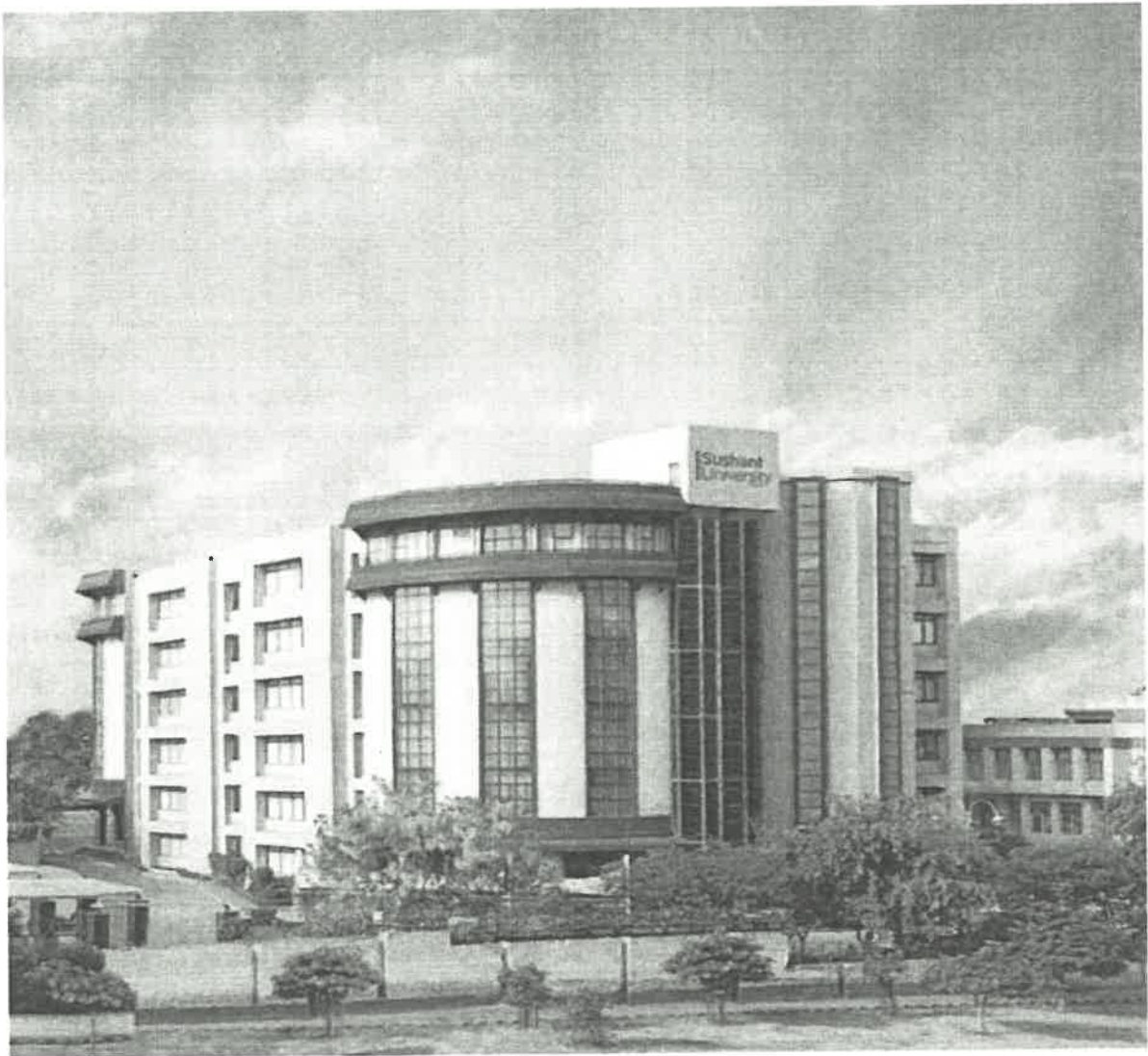
CORRIGENDUM

THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000", *read* "49715,54,00,000".

June 16,2023

INTERNAL COMPLAINTS COMMITTEE POLICY



I. Objective

The occurrence of sexual harassment in the workplace, any reference to sexism, gender stereotyping or gender-based discrimination and need for healthy, safe environment for all workers including women has been taken note of and the Hon'ble Supreme Court has laid down guidelines for its prevention and deterrence in 1997. Whereas the sexual harassment results in violation of fundamental rights of a women to equality under Article 14 and 15 of the Constitution of India ("Constitution") and right to life and live with dignity under Article 21 of the Constitution and her right to practice any profession or to carry on any occupation, trade or business which includes right to safe working environment. The protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination Against Women ("Convention"), which has been ratified on 25th June, 1993 by the Government of India. Based on the guidelines framed by the Hon'ble Supreme court of India in Vishaka versus State of Rajasthan and the statute ratified vide Convention, the Government of India, Ministry of Law and Justice has constituted the "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act") and made it effective from December 09, 2013.

In deference to the aforesaid guidelines, Sushant University is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. Sushant University in its endeavour to provide a safe and healthy work environment for all its employees has developed a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.

This policy is meant to sensitize the employees about their fundamental right to have safe and healthy environment at their workplace and what conduct constitutes sexual harassment, the ways and means which we are adopting to prevent occurrence of any such event, and in the chance of an occurrence, to enable a fair mechanism for dealing with such conduct Sushant University has constituted an **Internal Complaint Committee ("ICC")** of Sushant University Infrastructure be referred to as the "Committee".



II. Scope

The Prevention of Sexual Harassment Policy is applicable: -

- a) To all consultants and employees of Sushant University Infrastructure Finance Limited and SU Equipment Finance Limited, which as per section 2 (f) of the Act, means any person who has been employed as regular, temporary, ad hoc or on daily wages basis either directly / through an agent / contractor (with/ without the knowledge of the principal employer, with or without remuneration / voluntary under express / implied terms of employment and shall include contract worker / probationer / apprentice / Executive Trainees / Management Trainees, etc. hereinafter defined as "Employees / Consultants"
- b) To employers, which as per section 2 (f) of the Act, shall mean any person authorized / designated to be the employer within the means of the Act by SU.
- c) On office premises and all areas which can be termed as notional extension of employer's premises. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey. The incident is covered during / after office hours.
- d) All the visitors & vendors associated with us & visiting any premises of the company, or whose premises our employees visit during the course of business. The ICC is required to enquire all Complaint made under the provisions of the Act and as per this Policy / guideline in just and fair manner and submit their report to the respective Employer (s), as the case may be. It is pertinent to mention that the Employer only has the right to punish any accused hereunder and ICC is an advisory body to meet the ends of justice. Any act of sexual behavior is included if such an act is perceived to be detrimental to a healthy and congenial work environment. This act is only applicable when both or either the alleged harasser i.e the Respondent (defined hereinafter) & a Person who has been subject to Sexual Harassment i.e the Complainant (defined hereinafter) are employees / consultants of the company. In the event any employee experiences any act of sexual harassment at any place other than its workplace and / or extended workplace, the Employer is obligated to provide all the assistance, support and help to the said employee for redressal of his / her Complaint.



III. Guidelines

It is mandatory on all employees / consultants to follow this policy and the guidelines formulated herein. Sexual Harassment at the work place will be deemed to be a violation/breach of terms of employment, and a criminal offence in addition to violation of gender equality guaranteed under the constitution.

IV. Definition of Sexual Harassment

For the purpose of this Policy, Sexual Harassment shall include:

1. Any form of verbal or physical behaviour which is unsolicited and unwelcome and interferes with an individual's work performance by creating an intimidating/insecure working environment.
Unwelcome sexually determined behaviour (whether directly or by implication) in any form, such as:
 - a) Physical contacts and advances;
 - b) A demand or a request for sexual favours;
 - c) Sexually coloured remarks;
 - d) Showing pornography;
 - e) Any other unwelcome physical, verbal/non-verbal conduct of sexual nature.
2. Where any of these acts is committed in circumstances where the Complainant has a reasonable apprehension that in relation to the Complainant's employment or work whether drawing salary, or honorarium or voluntary, whether in public or private enterprise such conducts can be humiliating and may constitute a health and safety problem. This list is illustrative and not exhaustive and applicable irrespective of gender.

3. Definitions for reference:

Complainant: can be a Person who has been subject to Sexual Harassment and / or any Person reporting an incident of Sexual Harassment. A third party can also be a Complainant, however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.

Respondent: The person who is alleged / reported to have committed an act of Sexual Harassment.



V. Preventive Measures

1. Each of the Committees will meet regularly. Minutes of the Meeting ("MoM") of the same will be prepared and submitted on quarterly basis / as decided by the Committee to the Employer. The quorum for the meeting of the Committee would constitute of at least three members present in person or at least fifty percent of the total members of Committee whichever is higher.
2. At the end of every calendar Year an annual report containing all the details like number of Complaints filed, the stage of each Complaint and number of Complaints redressed will be prepared and furnished by the respective Employer, should be reported in their annual report.
3. Sensitization programmes / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the ICC on a regular basis in order to do the following:
 - a) To sensitize employees about their right to have safe and healthy work environment
 - b) To spread awareness about same either by way of publication, advertisement or by convening meetings
 - c) To discuss with women employees on general issues involving challenges faced by them at work place, if any and workshops on various aspects of the Act
 - d) Increase awareness amongst employees and overcome the hesitation and discomfort in discussing issues involving Sexual Harassment at work place by convening meetings so that employees can come up in open and share their views and ideas;
 - e) The Committee would also assist Complainants if required to file a Complaint
4. Introduce a system to record names of employees who have to stay late (beyond 8PM) in office with reasons. Security on duty need to visit the work places every half an hour post 8 PM.
5. Maintain records of all sexual harassment cases and findings
6. Display penal provisions of sexual harassment



VI. Reporting of Sexual Harassment Complaints

Any aggrieved person who feels / presumes that he / she has been subject to sexual harassment by a person, including a supervisor, manager, employee of other organisation or vendor by way of any action or words should immediately report or complain the incident to the ICC as set forth below as the case may be or to any member of ICC within three months from the date of occurrence of the said incident and in case of a series of incidents within a period of three months from the date of the last incident. Delay in reporting makes it more difficult to establish the facts of a case and may contribute to the repetition of offensive behavior. If a Complaint cannot be made in writing, any member of the ICC as the case may be shall render all reasonable assistance to the aggrieved person for making the Complaint in writing.

VII. Confidentiality

The company will do everything consistent with enforcement of this policy and with the law to protect the privacy of the individuals involved and to ensure that the Complainant and the Respondent are treated fairly. Information about individual Complaints and their disposition is considered confidential and will be shared only on a "need to know" basis. However, the ICC members and / or Employer shall not be held responsible under present confidentiality clause in the event the Complaint is filed by a third party and / or material facts with regard to Complaint are already known to other persons / individuals.

Further, once the Complaint is redressed by the ICC, as the case may be the Employee should share the information with all employees with regard to the filing, redressal and disposal of the Complaint in a fair and timely manner without disclosing name of the Complainant and Respondent.

VIII. Assurance against Retaliation

This policy seeks to encourage all employees to express freely, responsibly, and in an orderly way opinions and feelings about any problem or Complaint of sexual harassment. Retaliation against persons who report or provide information about sexual harassment or behaviour that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint, by an employee, violates this policy and will result in appropriate disciplinary actions. Such disciplinary action will be proposed by the Committee as per the provisions of the Act and as per this Policy / guideline and on the recommendation of the respective Committee the Employer, as the case may be would ensure implementation of same.



IX. Complaint Reporting Channel

Internal Complaints Committee (“ICC”)

Composition: As per the Scheduled hereunder:

1. A Complaint should be made in writing.
2. Each member of the Committee will hold office for not more than three years.
3. ICC Committee is mandatorily required to involve an external member (a senior member of an NGO or other body who is familiar with the issues of sexual harassment) during the enquiry of Complaint(s) and formalization of the Report in connection therewith. Provided one-half of the total member so nominated shall be women.
4. In the ICC not less than two members from amongst employees preferably committed to cause of women or who have had experience in social work or have legal knowledge.

X. Complaint Mechanism

1. A Person who has been subject to Sexual Harassment may make in writing a Complaint of sexual harassment at workplace to the Committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such Complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the Complainant for making the Complaint in writing.
2. If the Committee is satisfied that the circumstances were such that prevented the Complainant from filling the Complaint within said period they can extend the time limit not exceeding three months.
3. The Complainant is required to send the written Complaint to the ICC either by way of copies of the letter detailing Complaint. The Complainant may also email the Complaint to a Committee member. The Complaint may be made in the format provided in Schedule B, herein or in such manner containing all the information as provided in Schedule B.



4. It is pertinent to mention that the written Complaint is mandatorily required to be filed by the Complainant with full name and details for seeking any action under this Policy and / or the Act. Any anonymous Complaint shall not be entertained.
5. Where the Complainant is unable to file the Complaint of their own, their legal heirs or parents, spouse, children or sibling can file the Complaint.
6. A third party can also be a Complainant however, a written Complaint from the Person who has been subject to Sexual Harassment is mandatory to be filed with the ICC as the case may be.
7. Both written / emailed Complaint must provide the details of the incident together with the name/s of the Respondent/s and the Complainant/s as available.

Conciliation and Settlement

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

XI. Enquiry Procedure

1. A timely enquiry of Complaints of sexual harassment is of utmost importance. Normally, the enquiry shall be concluded and acted upon at the earliest from the date of the Complaint being made in writing.
2. The ICC, as the case may be will conduct an enquiry and provide an opportunity to the Complainant as well as the Respondent to represent their case and explanations/ reasoning thereto.
3. In the event any Complaint is received, the following procedure shall be followed by the ICC:
 - a) An enquiry is initiated through the members of ICC, as the case may be as advised by the Chairperson at the earliest after receiving the Complaint in writing / email.



- b) The enquiry seeking detailed information / explanation/ reasoning will be conducted with the Complainant as well as Respondent independently by the ICC.
- c) The enquiry proceedings convened by ICC should always be minuted and / or video recorded and same to be saved and maintained for records by the ICC as the case may be. The proceedings of the enquiry (while the witness makes his/ her submission) should be recorded on camera.
- d) On submission of report the ICC shall consider the report at the earliest and, on being satisfied for the need, may order full enquiry into the Complaint.
- e) It is important to mention herein that the ICC on receipt of any Complaint from the Complainant should upfront seek his / her expectation from the ICC with regard to Complaint and the ICC should also brief the Complainant about the option of conciliation available to him / her with the Respondent, if so desired by the Complainant. However, once the enquiry is initiated the option of conciliation cease to exist.
- f) The ICC will study the findings and shall then proceed to deal with the Complaint in accordance with the Policy and the Act and redress the Complaint within ninety (90) days from the date of receipt of the Complaint and accordingly submit its detailed finding and advise in connection with the Complaint to the respective Employer, as the case may be.
- g) However, the ICC may close the enquiry and / or is not required to initiate same in the event the Complainant fails to appear before the ICC and / or fails to revert to the query(s) raised by the ICC for three consecutive events. The ICC shall record the reasons for closure of the Complaint accordingly. Further, in the event the Respondent deliberately avoids his / her appearance before the ICC, the employer or any person so appointed by the employer should direct / instruct the Respondent to appear before the ICC.
- h) Thereafter, the ICC will present the decision including handover of all the collected material i.e. the duly signed statement of the Complainant, Respondent, witnesses, involved parties and material objects if any along with recommendation to the HR head of respective business.
- i) In the event that there are no eyewitnesses, the ICC may have to resolve a sexual harassment claim based on the credibility of the



parties. Circumstantial evidence also would play important role during the decision making process by the Committee.

- j) The employer may seek clarification from the ICC on the recommendation and will implement the same.
- k) The final decision shall be communicated to the Complainant and the Respondent.
- l) An enquiry in connection with any Complaint may be initiated / continued irrespective of the fact that police proceeding has also been initiated in connection with the said Complaint.

XII. Procedure of Submission

The enquiry Committee / Member/s of the Committee should be prepared to deal with the Complainant's embarrassment and anger by patiently, but firmly, explaining the detail and documentation that are needed for an accurate enquiry.

1. The Complainant should be interviewed first, to ensure that all important details and witnesses are identified promptly and if any material object is provided the same should be received, numbered and preserved.
2. It is important for the ICC to be objective and non-judgmental and allow the Respondent to respond to each allegation. The ICC should inform the Respondent of the type of disciplinary action that may be taken if the Complaints are found to be true.
3. Both parties should be told to avoid contact with one another, and ways to minimize contact should be implemented.
4. In the vent the Complainant has filed a Complaint against his / her reporting manager or any person placed high on hierarchy then during the course of enquiry the Complainant may:
 - a) Either seek a transfer;
 - OR
 - b) Take leave from employment for a maximum period of 3 months.
5. The Complainant should report any further incidents of harassment or retaliation during the continuance of enquiry.



6. Witnesses should be told as little as possible about the details of the Complaint in order to maintain confidentiality under the Policy.

XIII. Criminal Proceedings

1. Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the respective Employer (as the case may be) based on the findings and advice of the ICC may initiate appropriate action in accordance with law by making a Complaint with the appropriate authorities. Detailed list of penal section involving sexual harassment is provided in Schedule C, herein.
2. The ICC would provide assistance to the aggrieved if they chose to file Complaint under the Indian Penal Code.
3. The ICC would ensure that Complainants or witnesses are not victimized or discriminated against while dealing with Complaints of sexual harassment.

XIV. Mala Fide Complaints

1. If the enquiry reveals that the Complaint is unjustified or Complainant had raised the concern with ulterior motives, Employer or any person duly authorized by the Employer will counsel the Complainant and recommend suitable action to prevent recurrence.
2. However, the Employer or any person duly authorized by the Employer will ensure that the Complainant is not victimized.
3. Requisite penal actions, as mentioned in Schedule C may be invoked against Mala Fide Complainant.

XV. Professional Consequences of Violation of the Policy

1. Any employee, supervisor or manager who is found to have violated the harassment policy (whether sexually harassing another employee of opposite sex or the same sex or if any person falsely accuses another person of sexual harassment) shall be subject to appropriate disciplinary action.
2. In the event any criminal proceedings are initiated the matter may be referred to Group Head Legal or such other person as may be authorized by the Employer.



3. The organization shall not tolerate any form of retaliation against employees for bringing bonafide Complaints or providing information about harassment.
4. However, as per the findings of the enquiry of a Complaint it is found out that the Complaint was false or was made with a mala fide intent, the Complainant may be subject to disciplinary actions, up to and including termination.
5. If any act of sexual harassment occurs as a result of an act or omission by any third party or outsider, the respective Employer will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

XVI. Conclusion

At Sushant University, we endeavor to provide conducive and healthy work environment where the relationship amongst the employees as well as with the Employer are cordial and supporting in all aspects, so that each employee shall have an enriching experience. The objective of this policy is to ensure our employees that Sushant University is determined to provide them excellent, comfortable, safe and healthy work environment, so that they can come out with their best in all facets.

*** Notwithstanding anything contained in this Policy, the Schedules herein shall be an integral part of this Policy.**



CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of all woman employees at the work place the following code of conduct has been prescribed:-

1. It shall be duty of the employer to prevent or deter the commission of any act of sexual harassment at the work place
2. Sexual Harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:-
 - (i) Eve-teasing
 - (ii) Unsavory remarks
 - (iii) Jokes causing or likely to cause awkwardness or embarrassment
 - (iv) Innuendos and taunts
 - (v) Gender based insults or sexist remarks
 - (vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
 - (vii) Touching or brushing against any part of the body and the like
 - (viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - (ix) Forcible physical touch or molestation
 - (x) Physical confinement against one's will and any other act likely to violate one privacy

And includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile or intimidating to person belonging to the other sex ,only in the ground of sex

*In accordance with the Supreme Court judgment on * Sexual Harassment of Women Workplace in Vishakha & other Vs. State of Rajasthan & others (AIR 1997 SC 3011



Explanation :- where any comment ,act or conduct is committed against any person and such person has a reasonable apprehension that,

1. It can be humiliating and may constitute a health and safety problem, or
2. It is discriminatory, as for instance ,when the woman has reasonable grounds to believe the other objection would disadvantage her in connection with her employment or study, including or promotion or advancement or when it creates a hostile environment ,or
3. It would result in adverse consequences if she does not consent to the conduct or raises any objection, it shall be deemed to be sexual harassment
4. Eve-Teasing:-

Eve-teasing will include any person willfully and indecently exposing his person in such a manner as to be seen by other employees or use indecent language or behave indecently or in a disorderly manner in the work. It will also include any word, gesture or act intended to insult the modesty of a women by making any sound or gesture or exhibit any object intending that such word or sound shall be heard or that such gesture or object shall be seen by such women or intrudes upon the privacy of a woman employee.

5. Sexual Harassment of an employee means us of authority by any person in charge of the management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harass her in a manner which prevent or impairs the employee's full utilization of employment benefits or opportunities. It also includes behavior that covertly or overtly uses the power inherent in the status of the employer or the head of the institution or management to affect negatively an employee's work experience or career opportunities and/or to threaten, coerce or intimidate an employee to accept sexual advances or making employment decision affecting the individual or create an intimidating hostile or offensive working environment.
6. It shall be the duty of the employer to prevent or deter the committing of any act or sexual harassment at the work place.



7. All employers should take appropriate steps to prevent sexual harassment of any nature. Express prohibition of sexual harassment should be notified at the work place and also published for the general information of the employees and evaluated in an appropriate manner periodically.

8. Appropriate working conditions should be provided in respect of work, leisure, health and hygiene to ensure that there is no hostile environment towards women at the work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment in that organization.

9. Women employees should not be treated as sex objects.

10. No male employee shall outrage or insult the modesty of a female employee at the work place.

11. No male employee shall make any type of sexual advances to woman colleagues or woman subordinates.

12. The head of the organization shall constitute a Complaints Committee as specified in the judgement of the Supreme Court, i.e., the Committee should be headed by a woman and less than half of its members should be women. Further to prevent the possibility of any undue pressure or influence from senior levels such Complaints Committee should involve a third party either a non-government organization or other body who is familiar with the issue of sexual harassment.

13. Conducting enquiry by the Complaints Committee:-

- (i) Any person aggrieved shall prefer a complaint before the complaints committee at the earliest point of the time and in any case within 15 days from the date of occurrence of the alleged incident.
- (ii) The complaints shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravener and the complaints shall be addressed to the complaints committee.



(iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaints to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such complaints the head of the organization shall retain the original complaint with himself and send to the complaints committee a gist of a complaints containing all material and relevant details other than the name of complaints and other details which might disclose the identity of the complainant.

14. The complaints committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

15. The complaints committee shall after examination of the complaints submit its recommendations to the head of the organization recommending the penalty to be imposed.

16. The head of the organization, upon receipt of the report from the complaints Committee shall after giving an opportunity of being heard to the person complained against submit the case with the committee's recommendations to the management.

17. The Management of the Organization shall confirm with or without modification the penalty recommended after duty following the prescribed procedure.

18. Disciplinary Action:

Where the conduct of an employee amounts to misconduct in employment as defined in the relevant service rules the employer should initiate appropriate disciplinary action in accordance with the relevant rules.

19. Worker's initiative

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate for and it should be affirmatively discusses in periodical employer-employee meetings.

20 Third party harassment

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



**The sexual harassment of women at workplace (prevention,
prohibition and redressal) Act, 2013**

Preamble and background

Object behind the act: "No woman shall be subjected to sexual harassment at any workplace" (clause 3.1)

Introduction:

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.



Background and provisions

The Act will ensure that women are protected against sexual harassment at all the work places, be it in public or private. This will contribute to realization of their right to gender equality, life and liberty and equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The Act uses a definition of sexual harassment which was laid down by the Supreme Court of India in Vishaka v. State of Rajasthan (1997). Article 19 (1) g of the Indian Constitution affirms the right of all citizens to be employed in any profession of their choosing or to practice their own trade or business. Vishaka v. State of Rajasthan established that actions resulting in a violation of one's rights to 'Gender Equality' and 'Life and Liberty' are in fact a violation of the victim's fundamental right under Article 19 (1) g. The case ruling establishes that sexual harassment violates a woman's rights in the workplace and is thus not just a matter of personal injury.

Under the Act, which also covers students in schools and colleges as well as patients in hospitals, employers and local authorities will have to set up grievance committees to investigate all complaints. Employers who fail to comply will be punished with a fine of up to **Rs.50,000/-**.

Major Features

- The Act defines sexual harassment at the work place and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.
- The definition of "aggrieved woman", who will get protection under the Act is extremely wide to cover all women, irrespective of her age or employment status, whether in the organized or unorganized sectors, public or private and covers clients, customers and domestic workers as well.
- While the "workplace" in the Vishaka Guidelines is confined to the traditional office set-up where there is a clear employer-employee relationship, the Act goes much further to include organizations, department, office, branch unit etc. in the public and private sector, organized and unorganized, hospitals, nursing homes, educational institutions, sports institutes, stadiums, sports complex and any place visited by the employee during the course of employment including the transportation. Even non-traditional workplaces which involve tele-commuting will get covered under this law.^[16]
- The Committee is required to complete the inquiry within a time period of **90 days**. On completion of the inquiry, the report will be sent to the employer or the District Officer, as the case may be, they are mandated to take action on the report within **60 day**



- Every employer is required to constitute an **Internal Complaints Committee** at each office or branch with 10 or more employees. The District Officer is required to constitute a **Local Complaints Committee** at each district, and if required at the block level.
- The Complaints Committees have the powers of civil courts for gathering evidence.
- The Complaints Committees are required to provide for conciliation before initiating an inquiry, if requested by the complainants.
- Penalties have been prescribed for employers. Non-compliance with the provisions of the Act shall be punishable with a fine of up to 50,000/-. Repeated violations may lead to higher penalties and cancellation of license or registration to conduct business.

Penal Code:

Main article:

Through the Criminal Law Amendment) Act, 2013, Section 354 was added to the Indian Penal Code that stipulates what constitutes a sexual harassment offence and what the penalties shall be for a man committing such an offence. Penalties range from one to three years imprisonment and/or a fine. Additionally, with sexual harassment being a crime, employers are obligated to report offences.

For the False complaint: The burden of proof is on the women who complain of harassment. If found guilty of making a false complaint or giving false evidence, she could be prosecuted.

Briefing:

- It is unwelcome verbal, visual or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment. Generally sexual harassment is a sexually oriented conduct that may endanger the victim's job, negatively affect the victim's job performance or undermine the victim's personal dignity.
- To fit in the concept of sexual harassment the relevant conduct must be unwelcome. That is unwelcome to the recipient of that conduct. Conduct is not sexual harassment if it is welcome. So in order to determine if the conduct was welcome or unwelcome, Court



would naturally look to the complainant's reaction at the time the incident occurred and assess whether the complainant expressly, or by his or her behaviour demonstrated that the conduct was unwelcome.

- If the evidence shows that the complainant welcomed the conduct the complaint of sexual harassment would fail. For this reason, it is important to communicate (verbally, in writing, or by your own actions) to the harasser that the conduct makes you uncomfortable and that you want it to stop.

Background :

Supreme Court guidelines on sexual harassment- A quick recap

The Supreme Court in *Vishaka v. State of Rajasthan* for the first time recognized, acknowledged and explicitly defined sexual harassment as an – unwelcome sexual gesture or behaviour aimed or having a tendency to outrage the modesty of woman directly or indirectly.

Defining sexual harassment as an act aimed towards gender-based discrimination that affects women's right to life and livelihood, the Supreme Court developed broad based guidelines for employers. These mandatory guidelines known as Vishaka guidelines are aimed towards resolution and prevention of sexual harassment. These guidelines bring in its purview all employers in organized and unorganized sectors by holding them responsible for providing safe work environment for women.

The Vishaka guidelines apply to all women whether students, working part time or full time, on contract or in voluntary/honorary capacity. Expressly prohibiting sexual harassment at work place these legally binding guidelines put a lot of emphasis on appropriate preventive and curative measures. (The guidelines include the following as acts of sexual harassment: Physical contact and advances, Showing pornography, a demand or request for sexual favours, Any other unwelcome physical, verbal/non-verbal – such as whistling, obscene jokes, comments about physical appearances, threats, innuendos, gender based derogatory remarks, etc.)

Some of the important guidelines are:

- The onus to provide a harassment free work environment has been laid down on the employers who are required to take the following steps:
- Employers must form a Complaints Committee.
- Express prohibition of sexual harassment in any form and make the employees aware of the implications through in house communication system / posters / meetings.
- Must include prohibition of sexual harassment with appropriate penalties against the offender in Conduct rules.
- Prohibition of sexual harassment in the standing orders under the Industrial Employment(Standing Orders) Act, 1946 to be included by private employers.
- Provision of appropriate work conditions in respect of- work, leisure, health, hygiene to further ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.



- Victims of sexual harassment to be given an option to seek transfer of the perpetrator or their own transfer.

Thus the Vishaka guidelines stipulated that all organisations would form a complaints committee to look into any such allegation. It would be headed by a woman employee and not less than half of its members would be women. All complaints of sexual harassment by any woman employee would be directed to this committee. The committee would advise the victim on further course of action and recommend to the management the course of action against the person accused of harassment.

However in *Medha Kotwal Lele v Union of India* coordinator of Aalochana, a centre for documentation and research on women and other women's rights groups, together with others, petitioned the Court highlighting a number of individual cases of sexual harassment and arguing that the Vishaka Guidelines were not being effectively implemented. In particular, the petitioners argued that, despite the guidelines, women continued to be harassed in the workplace because the Vishaka Guidelines were being breached in both substance and spirit by state functionaries who harass women workers via legal and extra legal means, making them suffer and by insulting their dignity.

The Court stated that the Vishaka Guidelines had to be implemented in form, substance and spirit in order to help bring gender parity by ensuring women can work with dignity, decency and due respect. It noted that the Vishaka Guidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. The Court held that a number of states were falling short in this regard. It referred back to its earlier findings on 17 January 2006, that the Vishaka Guidelines had not been properly implemented by various States and Departments in India and referred to the direction it provided on that occasion to help to achieve better coordination and implementation. The Court went on to note that some states appeared not to have implemented earlier Court decisions which had required them to make their legislation compliant with the Vishaka Guidelines.

Salient features of the Act:

- The Act has in fact sought to widen the scope of the guidelines issued by the Supreme Court by bringing within its ambit (amongst other things) a "domestic worker" (Sec 2e) defined to mean a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer.
- The Act has defined "sexual harassment" (Sec. 2n) to include any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: (i) physical contact and advances; (ii) a demand or request for sexual favours; (iii) making sexually coloured remarks; (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the following may also amount to sexual harassment: (i) implied or explicit promise of preferential treatment; (ii) implied or explicit threat of detrimental treatment; (iii) intimidating or offensive or hostile



work environment; or (iv) humiliating treatment likely to affect health or safety.

- The term ‘employee’ (Sec. 2f) includes regular, temporary, ad hoc, daily wage employees and persons who are working on a voluntary basis i.e. without remuneration. The term also includes contract workers, probationers, and trainees. The Act defines “aggrieved woman” (Sec. 2a) to mean: (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.
- As per the Act workplace (Sec.2o) includes:
 - (i) any department, organisation, 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 a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;
 - (vi) a dwelling place or a house.

➤ **Complaint mechanisms under the 2013 Act**

- ❖ The Act contemplates the constitution of Internal Complaints Committee (“ICC”) (Sec. 4) at the work place
- ❖ Every workplace employing 10 or more employees is required to constitute an ICC.
- ❖ The ICC is required to consist of at least four members, and its presiding officer is required to be a woman employed at a senior level. Provisions have been made in case no senior woman employee is available, to nominate a woman presiding officer from another office, administrative unit, workplace, or organisation.
- ❖ Further, one half of the members must be women..



➤ **Steps involved in the Complaint Process –Empowerment?**

❖ **Step I**

A complaint is to be made in writing by an aggrieved woman within 3 months of the date of the incident. The time limit may be extended for a further period of 3 months if, on account of certain circumstances, the woman was prevented from filing the complaint. If the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death, her legal heirs may do so.

❖ **Step II**

Upon receipt of the complaint, the ICC must proceed to make an inquiry in accordance with the service rules applicable to the respondent or in their absence, in accordance with rules framed under the Act.

❖ **Step III**

The inquiry must be completed within a period of 90 days. In case of a complaint by a domestic worker, if in the opinion of the ICC a prima facie case exists, the ICC is required to forward the complaint to the police to register a case under the relevant provisions of the Indian Penal Code.

❖ **Step IV**

Where the ICC finds that the allegations against the respondent are proven, it must submit a report to the employer to: (i) take action for sexual harassment as a misconduct in accordance with the provisions of the applicable service rules or where no service rules exist, in accordance with rules framed under the Act; (ii) to deduct from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.

❖ **Step V**

The employer must act on these recommendations within 60 days.

❖ **Scope for Conciliation and Settlement**

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to arrive at a settlement between the parties. However, no monetary settlement can be made as the basis of such conciliation (Sec. 10(1))

❖ In case the ICC is of the view that a malicious or false complaint has been made, it may recommend that a penalty be levied on the complainant in accordance with the applicable service rules (Section – 14). However, an inquiry must be also made. Mere inability to substantiate a complaint will not attract action under this provision.



❖ **The Duties of an Employer**

The Act makes it the duty of every employer to:

- a) provide a safe working environment at the workplace which shall include safety from all the persons with whom a woman comes into contact at the workplace;
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the ICC;
- c) organise workshops and awareness programmes; d) provide necessary facilities to the ICC for dealing with complaints and conducting inquiries;
- e) assist in securing the attendance of the respondent and witnesses before the ICC;
- f) make available such information to the ICC , as it may require;
- g) provide assistance to the woman if she so chooses to file a criminal complaint;
- h) initiate criminal action against the perpetrator;
- i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct; and
- j) monitor the timely submission of reports by the ICC.

❖ **Penalties**

Where the employer fails to comply with the provisions of the Act, he shall be liable to be punished with a fine which may extend to Rs. 50,000. In case of a second or subsequent conviction under this Act, the employer may be punished with twice the punishment prescribed or by cancellation of his licence or withdrawal of his registration.


Registrar:





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असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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No. 18] NEW DELHI, TUESDAY, APRIL 23, 2013/ VAISAKHA 3, 1935 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 23rd April, 2013/Vaisakha 3, 1935 (Saka)

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:-

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 OF 2013)

[22nd April, 2013.]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

Short title,
extent and
commencement

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

Definitions.

2. In this Act, unless the context otherwise requires, —

(a) "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;

(b) "appropriate Government" means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation.— For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker,

(h) “Internal Committee” means an Internal Complaints Committee constituted under section 4;

(i) “Local Committee” means the Local Complaints Committee constituted under section 6;

(j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) “prescribed” means prescribed by rules made under this Act;

(l) “Presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;

(n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) “workplace” includes —

(i) any department, organisation, 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 a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, 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 provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

Prevention of sexual harassment

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

Constitution of Internal Complaints Committee.

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee, -

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

Notification of District Officer.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the "Local Complaints Committee" to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

Constitution and jurisdiction of Local Complaints Committee

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely: -

Composition, tenure and other terms and conditions of Local Complaints Committee

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee ---

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

Grants and
audit

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

Complaint of
sexual
harassment

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Conciliation

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

45 of 1860 11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

45 of 1860. (2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

5 of 1908 (3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to

- (a) transfer the aggrieved woman or the respondent to any other workplace; or

- (b) grant leave to the aggrieved woman up to a period of three months; or
 (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Inquiry report

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be--

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Punishment
for false or
malicious
complaint and
false evidence

14. (1) Where the Internal Committee or the Local Committee, as the case may be, 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 the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to --

Determination of compensation.

(a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

(b) the loss in the career opportunity due to the incident of sexual harassment;

(c) medical expenses incurred by the victim for physical or psychiatric treatment;

(d) the income and financial status of the respondent;

(e) feasibility of such payment in lump sum or in instalments.

22 of 2005

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Prohibition of publication or making known contents of complaint and inquiry proceedings.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Penalty for publication or making known contents of complaint and inquiry proceedings

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

Appeal

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. Every employer shall--

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

Duties of employer.

(c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force; 45 of 1860.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place; 45 of 1860.

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

Duties and powers of District Officer.

20. The District Officer shall, --

(a) monitor the timely submission of reports furnished by the Local Committee;

(b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

MISCELLANEOUS

Committee to submit annual report

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

Employer to include information in annual report

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

Appropriate Government to monitor implementation and maintain data

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

Appropriate Government to take measures to publicise the Act

24. The appropriate Government may, subject to the availability of financial and other resources, --

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace,

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,---

Power to call for information and inspection of records

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to---

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

Penalty for non-compliance with provisions of Act.

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to---

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

Cognizance of offence by courts

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

Act not in derogation of any other law

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

Power of appropriate Government to make rules.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:--

(a) the fees or allowances to be paid to the Members under sub-section (1) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (1) of section 7;

- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section (1) of section 18;
- (l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

Power to
remove
difficulties.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

P.K. MALHOTRA,
Secy. to the Govt. of India.

CORRIGENDA

THE PREVENTION OF MONEY-LAUNDERING (AMENDMENT) ACT, 2012 (2 of 2013)

At page 18, in line 2, for "Arts", read "Art".

At page 21, in line 14, for "Protection", read "(Protection)".

CORRIGENDUM

THE UNLAWFUL ACTIVITIES (PREVENTION) AMENDMENT ACT, 2012
(3 of 2013)

At page 6, in line 22, *for* "clause", *read* "clause".

CORRIGENDUM

THE BANKING LAWS (AMENDMENT) ACT, 2012
(4 of 2013)

At page 8, in line 29, *for* 'sections 30', *read* 'section 30',.

CORRIGENDUM

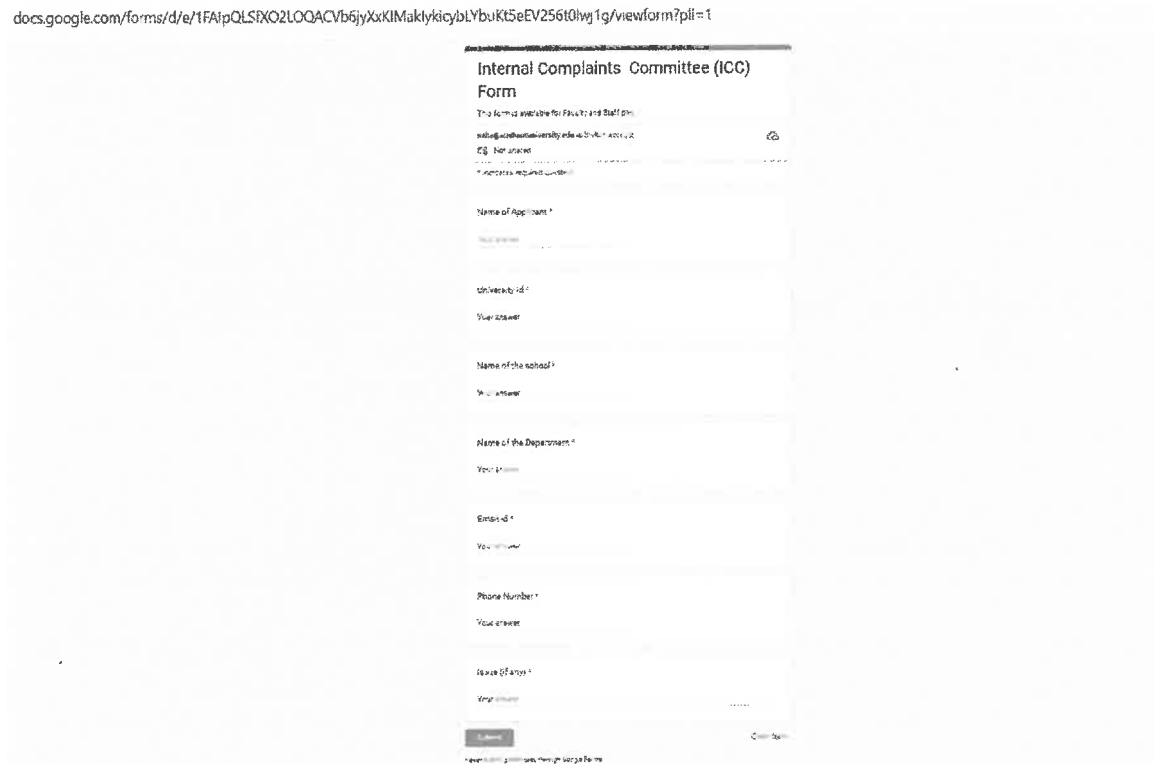
THE APPROPRIATION ACT, 2013
(9 of 2013)

At page 1, in the marginal heading to section 2, *for* "4715,54,00,000", *read* "49715,54,00,000".

Internal Complaints Committee (ICC) Form -Online

Online link- <https://forms.gle/SE7AvWTBQawiq3Hu6>

docs.google.com/forms/d/e/1FAIpQLSfXO2LQOACVb6jyXxKIMaklykiybLYbuKt5eEV256t0hvj1g/viewform?pli=1



The screenshot displays a Google Forms interface for the Internal Complaints Committee (ICC) Form. The form is titled "Internal Complaints Committee (ICC) Form" and includes a subtitle: "This form is available for Faculty and Staff only." Below the subtitle, there is a note: "This form is available for Faculty and Staff only." and a small icon. The form contains several text input fields, each with a label and a "Your answer" placeholder. The fields are: "Name of Applicant", "University id", "Name of the school", "Name of the Department", "Email id", "Phone Number", and "Date of filing". At the bottom of the form, there is a "Submit" button and a "Clear form" link. The URL of the form is visible at the top of the page: "docs.google.com/forms/d/e/1FAIpQLSfXO2LQOACVb6jyXxKIMaklykiybLYbuKt5eEV256t0hvj1g/viewform?pli=1".



**GRIEVANCE REDRESSAL
COMMITTEE
POLICY**

June 7, 2019

Grievance Redressal of Students Policy

1. Background

- a) This policy has been framed in line with the provisions of the “**University Grants Commission Grievance Redressal Regulations, 2012**” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the Ansal University, Regulations Governing Grievance Redressal of Students”.

2. Purpose

Ansal University- is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability

- a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
- b) A ‘Student’ for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5. Definitions

- a) ‘Grievance’ is defined as a student’s dissatisfaction with respect to any aspect of the University’s activities and services.
- b) ‘Person’ referred herein shall mean a student on the rolls of the University.
- c) ‘University’ means the Ansal University, Gurugram.



Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

6. Types of grievance

Types of Student grievance

These grievances can be in the nature of:

- a) Grievances that are academic in nature
- b) Against faculty
- c) Grievance related to examination
- d) Grievance related to summer internship & placements
- e) Grievance related to amenities & services
- f) Grievance related to stay at hostel
- g) Grievance related to finance
- h) Grievance related to student conflicts
- i) Harassment by fellow students or the faculty/ staff etc.

7. Procedure for redressal of grievance

7.1 Informal Resolution before an issue becomes a formal grievance

- a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

7.2 Grievance handling and resolution mechanism

- a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

7.3 Procedure and Stages in Grievance Handling

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

a) Stage 1

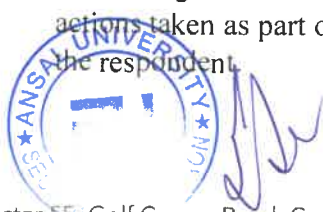
Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.



- ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level I authority, may get the matter investigated through a designated subcommittee, if so considered necessary to arrive at a decision.
 - vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.



- d) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- e) There will be no cost to the complainant for utilizing this grievance and appeal process.

9. Ombudsman

Appointment of Ombudsman

- a) Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least ten years' experience as a Professor
- b) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.
- c) The Ombudsman shall be appointed by the university on part-time basis

Term of Ombudsman

The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

Powers and functions of Ombudsman

- a) The Ombudsman shall exercise his powers to hear any grievance
 - i. Of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - ii. Of any applicant for admission as student to such institution.
- b) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- c) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

Procedure in redressal of grievance by Ombudsman

Procedure in redressal of grievance by Ombudsman will be followed as per the Act under Clause 7.



10. Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator	Dean Respective School	of Vice Chancellor
2	Against Faculty	Department Coordinator	Dean Respective School	of Vice Chancellor
3	Grievance related examination	Department Coordinator	Controller of Examination	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator	Director – Corporate Relations & Placements	Vice Chancellor
5	Grievance related to amenities & services	Manager – Student Affairs	Director – Student Affairs	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	Director – Student Affairs	Vice Chancellor
7	Grievance related to finance	Senior Manager - Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden / Manager – student Affairs	Director – Student Affairs	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Department Coordinator	Dean / Director – Student Affairs	of Vice Chancellor

*Cases related to Sexual Harassment will follow 'Policy on prevention of sexual harassment at workplace: Guidelines for Ansal University'.



9. Appendix 1: List of Student Grievances

a) Grievances that are Academic in nature

- i. Academic Quality
- ii. Suspension of student
- iii. Academic Integrity dispute
- iv. Course material
- v. Class time table
- vi. Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- vii. Attendance/directed reading
- viii. Internal Assessment
- ix. Co-curricular activities
- x. Grade Dispute

b) Against Faculty

- i. Academic delivery & quality
- ii. Classroom conduct
- iii. Regularity & punctuality
- iv. Any discrimination / victimization of students

c) Grievance related to examination

- i. Registration / Re-registration / Student Records
- ii. Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- iii. Evaluation of answer books Grading / results
- iv. Re-checking/ Re- evaluation
- v. De-barred / Year back cases
- vi. Discrepancy in Diplomas / Degrees

d) Grievance related to Summer Internship & Placements

- i. Discrimination in summer Internship selection
 - ii. Discrimination or non-adherence of placement procedures /rules

e) Grievance related to Amenities & Services

- i. Common services (Transportation / Canteen / Medical, etc.)
- ii. Extra-curricular facilities
- iii. Student Financial Aid
- iv. Travel Concession
- v. Identity Cards

f) Grievance related to stay at hostel

- i. Quality of Food and Hygiene
- ii. Hostel amenities





g) Grievance related to finance

- i. Fees and Dues
- ii. Fee Concessions
- iii. Scholarship
- iv. Refunds

h) Grievance related to student conflicts

- i. Conflict between students of same Program
- ii. Intra-School conflicts
- iii. Inter-School conflicts

i) Harassment by fellow students or faculty/ staff etc.

- i. Bullying

Registrar:



June 7, 2019

Grievance Redressal Policy – Faculty/Staff

I. POLICY STATEMENT

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this Policy.

Grievance Redressal Mechanism for faculty and staff of Ansal University

The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.

The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.

- Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- Advising faculty members to refrain from inciting students or other faculty and staff members.
- Advising faculty member to refrain from vindictive action

II. DEFINITIONS

A. Grievance: A written complaint filed by a faculty or staff member alleging a violation of University, college, department, or school, or policy or established practice.



Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.

- B. Staff: A full time non-teaching employee of the university including, library , registrar office, examination office , laboratory staff and other administrative staff
- C. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
- D. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
- E. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF

- The following two tier approach for grievance redressal is constituted at the university.
- SCHOOL LEVEL GREIVANCE COMMITTEE



- UNIVERSITY LEVEL GRIEVANCE COMMITTEE

COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL COMMITTEE

1. Pro- Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor/s
4. Director HR



IV SCOPE OF THE GRIEVANCE COMMITTEE

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, webcam related issues, adherence to academic schedules , plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of University schedules, impersonation, any other form of malpractice.

Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the academic council , board of studies and executive council

V GRIEVANCE PROCEDURE

A faculty or staff member may file a formal grievance that alleges a violation of University, department, school, policy or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Central Grievance Committee or School level Grievance committee. The grievance must contain the following information:

1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed and



5. The redress sought.

The grievant must also submit any documents to the grievance.

VII GRIEVANCE ENQUIRY: PROCEDURES

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least four (4) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
5. The privacy of confidential records used in the enquiry shall be respected.
6. All parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.



9. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
10. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor, Pro Vice Chancellor Academics and Advisor to Chancellor shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.


Registrar:



Grievance Redressal of Students Policy

1. Background

- a) This policy has been framed in line with the provisions of the “**University Grants Commission Grievance Redressal Regulations, 2012**” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the Sushant University (Erstwhile Ansal University), Regulations Governing Grievance Redressal of Students”.

2. Purpose

Sushant University (Erstwhile Ansal University)- is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability

- a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
- b) A ‘Student’ for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5. Definitions

- a) ‘Grievance’ is defined as a student’s dissatisfaction with respect to any aspect of the University’s activities and services.
- b) ‘Person’ referred herein shall mean a student on the rolls of the University.
- c) ‘University’ means the Sushant University (Erstwhile Ansal University), Gurugram.



Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

6. Types of grievance

Types of Student grievance

These grievances can be in the nature of:

- a) Grievances that are academic in nature
- b) Against faculty
- c) Grievance related to examination
- d) Grievance related to summer internship & placements
- e) Grievance related to amenities & services
- f) Grievance related to stay at hostel
- g) Grievance related to finance
- h) Grievance related to student conflicts
- i) Harassment by fellow students or the faculty/ staff etc.

7. Procedure for redressal of grievance

7.1 Informal Resolution before an issue becomes a formal grievance

- a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

7.2 Grievance handling and resolution mechanism

- a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

7.3 Procedure and Stages in Grievance Handling

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

- a) Stage 1
 - i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.



- ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level 1 authority, may get the matter investigated through a designated subcommittee, if so considered necessary to arrive at a decision.
 - vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.



- d) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- e) There will be no cost to the complainant for utilizing this grievance and appeal process.

9. Ombudsman

Appointment of Ombudsman

- a) Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least ten years' experience as a Professor
- b) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.
- c) The Ombudsman shall be appointed by the university on part-time basis

Term of Ombudsman

The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

Powers and functions of Ombudsman

- a) The Ombudsman shall exercise his powers to hear any grievance
 - i. Of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - ii. Of any applicant for admission as student to such institution.
- b) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- c) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

Procedure in redressal of grievance by Ombudsman

Procedure in redressal of grievance by Ombudsman will be followed as per the Act under Clause 7.



10. Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator	Dean of Respective School	Vice Chancellor
2	Against Faculty	Department Coordinator	Dean of Respective School	Vice Chancellor
3	Grievance related examination	Department Coordinator	Controller of Examination	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator	Director – Corporate Relations & Placements	Vice Chancellor
5	Grievance related to amenities & services	Manager – Student Affairs	Director – Student Affairs	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	Director – Student Affairs	Vice Chancellor
7	Grievance related to finance	Senior Manager - Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden / Manager – student Affairs	Director – Student Affairs	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Department Coordinator	Dean of Respective School / Director – Student Affairs	Vice Chancellor

*Cases related to Sexual Harassment will follow ‘Policy on prevention of sexual harassment at workplace: Guidelines for Sushant University (Erstwhile Ansal University)’.



9. Appendix 1: List of Student Grievances

a) Grievances that are Academic in nature

- i. Academic Quality
- ii. Suspension of student
- iii. Academic Integrity dispute
- iv. Course material
- v. Class time table
- vi. Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- vii. Attendance/directed reading
- viii. Internal Assessment
- ix. Co-curricular activities
- x. Grade Dispute

b) Against Faculty

- i. Academic delivery & quality
- ii. Classroom conduct
- iii. Regularity & punctuality
- iv. Any discrimination / victimization of students

c) Grievance related to examination

- i. Registration / Re-registration / Student Records
- ii. Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- iii. Evaluation of answer books Grading / results
- iv. Re-checking/ Re- evaluation
- v. De-barred / Year back cases
- vi. Discrepancy in Diplomas / Degrees

d) Grievance related to Summer Internship & Placements

- i. Discrimination in summer Internship selection
- ii. Discrimination or non-adherence of placement procedures /rules

e) Grievance related to Amenities & Services

- i. Common services (Transportation / Canteen / Medical, etc.)
- ii. Extra-curricular facilities
- iii. Student Financial Aid
- iv. Travel Concession
- v. Identity Cards

f) Grievance related to stay at hostel

- i. Quality of Food and Hygiene
- ii. Hostel amenities



a) Grievance related to finance

- i. Fees and Dues
- ii. Fee Concessions
- iii. Scholarship
- iv. Refunds

b) Grievance related to student conflicts

- i. Conflict between students of same Program
- ii. Intra-School conflicts
- iii. Inter-School conflicts

c) Harassment by fellow students or faculty/ staff etc.

- i. Bullying

Shame

Registrar:



July 9, 2020

Grievance Redressal Policy – Faculty/Staff

I. POLICY STATEMENT

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this Policy.

Grievance Redressal Mechanism for faculty and staff of Sushant University (Erstwhile Ansal University)

The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.

The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.

- Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- Advising faculty members to refrain from inciting students or other faculty and staff members.
- Advising faculty member to refrain from vindictive action

II. DEFINITIONS

- A. Grievance: A written complaint filed by a faculty or staff member alleging a violation of University, college, department, or school, or policy or established practice.



Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.

- B. Staff: A full time non-teaching employee of the university including, library , registrar office, examination office , laboratory staff and other administrative staff
- C. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
- D. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
- E. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF

- The following two tier approach for grievance redressal is constituted at the university.
- SCHOOL LEVEL GREIVANCE COMMITTEE



- UNIVERSITY LEVEL GRIEVANCE COMMITTEE

COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL COMMITTEE

1. Pro- Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor/s
4. Director HR



IV SCOPE OF THE GRIEVANCE COMMITTEE

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, webcam related issues, adherence to academic schedules , plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of University schedules, impersonation, any other form of malpractice.

Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the academic council , board of studies and executive council

V GRIEVANCE PROCEDURE

A faculty or staff member may file a formal grievance that alleges a violation of University, department, school, policy or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Central Grievance Committee or School level Grievance committee. The grievance must contain the following information:

1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed and



5. The redress sought.

The grievant must also submit any documents to the grievance.

VI The school level Grievance Committee or the Central Grievance committee shall verify the following:

1. Whether the grievance has been filed in a timely fashion;
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

VII GRIEVANCE ENQUIRY: PROCEDURES

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three
3. (2) days before the hearing/meeting.
4. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
5. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
6. The privacy of confidential records used in the enquiry shall be respected.
7. All parties may present their cases in person and may call witnesses on their behalf.
8. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
9. The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.



9. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
10. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
11. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor, Pro Vice Chancellor Academics and Advisor to Chancellor shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.


Registrar:



Grievance Redressal of Students Policy

1. Background

- a) This policy has been framed in line with the provisions of the “**University Grants Commission Grievance Redressal Regulations, 2012**” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the Sushant University (Erstwhile Ansal University), Regulations Governing Grievance Redressal of Students”.

2. Purpose

Sushant University (Erstwhile Ansal University) - is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability

- a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
- b) A ‘Student’ for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5. Definitions

- a) ‘Grievance’ is defined as a student’s dissatisfaction with respect to any aspect of the University’s activities and services.
- b) ‘Person’ referred herein shall mean a student on the rolls of the University.
- c) ‘University’ means the Sushant University, Gurugram.



Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

6. Types of grievance

Types of Student grievance

These grievances can be in the nature of:

- a) Grievances that are academic in nature
- b) Against faculty
- c) Grievance related to examination
- d) Grievance related to summer internship & placements
- e) Grievance related to amenities & services
- f) Grievance related to stay at hostel
- g) Grievance related to finance
- h) Grievance related to student conflicts
- i) Harassment by fellow students or the faculty/ staff etc.

7. Procedure for redressal of grievance

7.1 Informal Resolution before an issue becomes a formal grievance

- a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

7.2 Grievance handling and resolution mechanism

- a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

7.3 Procedure and Stages in Grievance Handling

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

- a) Stage I
 - i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.



- ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level 1 authority may get the matter investigated through a designated subcommittee, if so considered necessary to arrive at a decision.
 - vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.



- d) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- e) There will be no cost to the complainant for utilizing this grievance and appeal process.

9. Ombudsman

Appointment of Ombudsman

- a) Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least ten years' experience as a Professor
- b) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.
- c) The Ombudsman shall be appointed by the university on part-time basis

Term of Ombudsman

The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

Powers and functions of Ombudsman

- a) The Ombudsman shall exercise his powers to hear any grievance
 - i. Of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - ii. Of any applicant for admission as student to such institution.
- b) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- c) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

Procedure in redressal of grievance by Ombudsman

Procedure in redressal of grievance by Ombudsman will be followed as per the Act under Clause 7.



10. Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator	Dean Respective School	of Vice Chancellor
2	Against Faculty	Department Coordinator	Dean Respective School	of Vice Chancellor
3	Grievance related examination	Department Coordinator	Controller of Examination	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator	Director – Corporate Relations & Placements	Vice Chancellor
5	Grievance related to amenities & services	Manager – Student Affairs	Director – Student Affairs	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	Director - Student Affairs	Vice Chancellor
7	Grievance related to finance	Senior Manager - Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden / Manager – student Affairs	Director – Student Affairs	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Department Coordinator	Dean / Director – Respective School / Student Affairs	of Vice Chancellor

*Cases related to Sexual Harassment will follow ‘Policy on prevention of sexual harassment at workplace: Guidelines for Sushant University (Erstwhile Ansal University)’.



9. Appendix 1: List of Student Grievances

a) Grievances that are Academic in nature

- i. Academic Quality
- ii. Suspension of student
- iii. Academic Integrity dispute
- iv. Course material
- v. Class time table
- vi. Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- vii. Attendance/directed reading
- viii. Internal Assessment
- ix. Co-curricular activities
- x. Grade Dispute

b) Against Faculty

- i. Academic delivery & quality
- ii. Classroom conduct
- iii. Regularity & punctuality
- iv. Any discrimination / victimization of students

c) Grievance related to examination

- i. Registration / Re-registration / Student Records
- ii. Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- iii. Evaluation of answer books Grading / results
- iv. Re-checking/ Re- evaluation
- v. De-barred / Year back cases
- vi. Discrepancy in Diplomas / Degrees

d) Grievance related to Summer Internship & Placements

- i. Discrimination in summer Internship selection
 - ii. Discrimination or non-adherence of placement procedures /rules

e) Grievance related to Amenities & Services

- i. Common services (Transportation / Canteen / Medical, etc.)
- ii. Extra-curricular facilities
- iii. Student Financial Aid
- iv. Travel Concession
- v. Identity Cards

f) Grievance related to stay at hostel

- i. Quality of Food and Hygiene
- ii. Hostel amenities



g) Grievance related to finance

- i. Fees and Dues
- ii. Fee Concessions
- iii. Scholarship
- iv. Refunds

h) Grievance related to student conflicts

- i. Conflict between students of same Program
- ii. Intra-School conflicts
- iii. Inter-School conflicts

i) Harassment by fellow students or faculty/ staff etc.

- i. Bullying


Registrar:



Grievance Redressal Policy – Faculty/Staff

I. POLICY STATEMENT

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this Policy.

Grievance Redressal Mechanism for faculty and staff of Sushant University (Erstwhile Ansal University)

The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.

The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.

- Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- Advising faculty members to refrain from inciting students or other faculty and staff members.
- Advising faculty member to refrain from vindictive action

II. DEFINITIONS

- A. Grievance: A written complaint filed by a faculty or staff member alleging a violation of University, college, department, or school, or policy or established practice.



- B. Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.
- C. Staff: A full time non-teaching employee of the university including, library , registrar office, examination office , laboratory staff and other administrative staff
- D. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
- E. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
- F. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF

- The following two tier approach for grievance redressal is constituted at the university.
 - SCHOOL LEVEL GRIEVANCE COMMITTEE
- ↓
- UNIVERSITY LEVEL GRIEVANCE COMMITTEE

COMPOSITION OF THE SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE

The school level grievance committee shall have the following compositions

- (i) The school dean/principal/HOD (Chairman/chairperson)
- (ii) 3 senior faculty as members

COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL COMMITTEE

1. Pro- Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor/s
4. Director HR



IV SCOPE OF THE GRIEVANCE COMMITTEE

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, webcam related issues, adherence to academic schedules , plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of University schedules, impersonation, any other form of malpractice.

Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the academic council , board of studies and executive council

V GRIEVANCE PROCEDURE

A faculty or staff member may file a formal grievance that alleges a violation of University, department, school, policy or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Central Grievance Committee or School level Grievance committee. The grievance must contain the following information:

1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed and



5. The redress sought.

The grievant must also submit any documents to the grievance.

VI The school level Grievance Committee or the Central Grievance committee shall verify the following:

1. Whether the grievance has been filed in a timely fashion;
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

VII GRIEVANCE ENQUIRY: PROCEDURES

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
5. The privacy of confidential records used in the enquiry shall be respected.
6. All parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.



9. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
10. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
11. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor, Pro Vice Chancellor Academics and Advisor to Chancellor shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.



Registrar:



Grievance Redressal of Students Policy

1. Background

- a) This policy has been framed in line with the provisions of the “**University Grants Commission Grievance Redressal Regulations, 2012**” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the “Sushant University, Regulations Governing Grievance Redressal of Students”.

2. Purpose

Sushant University- is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability

- a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
- b) A ‘Student’ for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5. Definitions

- a) ‘Grievance’ is defined as a student’s dissatisfaction with respect to any aspect of the University’s activities and services.
- b) ‘Person’ referred herein shall mean a student on the rolls of the University.
- c) ‘University’ means the Sushant University, Gurugram.



Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

6. Types of grievance

Types of Student grievance

These grievances can be in the nature of:

- a) Grievances that are academic in nature
- b) Against faculty
- c) Grievance related to examination
- d) Grievance related to summer internship & placements
- e) Grievance related to amenities & services
- f) Grievance related to stay at hostel
- g) Grievance related to finance
- h) Grievance related to student conflicts
- i) Harassment by fellow students or the faculty/ staff etc.

7. Procedure for redressal of grievance

7.1 Informal Resolution before an issue becomes a formal grievance

- a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

7.2 Grievance handling and resolution mechanism

- a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

7.3 Procedure and Stages in Grievance Handling

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

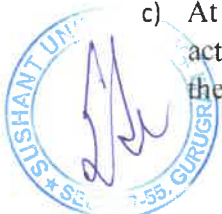
- a) Stage I
 - i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.



- ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level I authority, may get the matter investigated through a designated subcommittee, if so considered necessary to arrive at a decision.
 - vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.



- d) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- e) There will be no cost to the complainant for utilizing this grievance and appeal process.

9. Ombudsman

Appointment of Ombudsman

- a) Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least ten years' experience as a Professor
- b) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.
- c) The Ombudsman shall be appointed by the university on part-time basis

Term of Ombudsman

The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

Powers and functions of Ombudsman

- a) The Ombudsman shall exercise his powers to hear any grievance
 - i. Of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - ii. Of any applicant for admission as student to such institution.
- b) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- c) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

Procedure in redressal of grievance by Ombudsman

Procedure in redressal of grievance by Ombudsman will be followed as per the Act under Clause 7.



10. Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator	Dean of Respective School	Vice Chancellor
2	Against Faculty	Department Coordinator	Dean of Respective School	Vice Chancellor
3	Grievance related examination	Department Coordinator	Controller of Examination	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator	Director – Corporate Relations & Placements	Vice Chancellor
5	Grievance related to amenities & services	Manager – Student Affairs	Director – Student Affairs	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	Director – Student Affairs	Vice Chancellor
7	Grievance related to finance	Senior Manager - Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden / Manager – student Affairs	Director – Student Affairs	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Department Coordinator	Dean of Respective School / Director – Student Affairs	Vice Chancellor

*Cases related to Sexual Harassment will follow ‘Policy on prevention of sexual harassment at workplace: Guidelines for Sushant University’.



9. Appendix 1: List of Student Grievances

a) Grievances that are Academic in nature

- i. Academic Quality
- ii. Suspension of student
- iii. Academic Integrity dispute
- iv. Course material
- v. Class time table
- vi. Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- vii. Attendance/directed reading
- viii. Internal Assessment
- ix. Co-curricular activities
- x. Grade Dispute

b) Against Faculty

- i. Academic delivery & quality
- ii. Classroom conduct
- iii. Regularity & punctuality
- iv. Any discrimination / victimization of students

c) Grievance related to examination

- i. Registration / Re-registration / Student Records
- ii. Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- iii. Evaluation of answer books Grading / results
- iv. Re-checking/ Re- evaluation
- v. De-barred / Year back cases
- vi. Discrepancy in Diplomas / Degrees

d) Grievance related to Summer Internship & Placements

- i. Discrimination in summer Internship selection
 - ii. Discrimination or non-adherence of placement procedures /rules

e) Grievance related to Amenities & Services

- i. Common services (Transportation / Canteen / Medical, etc.)
- ii. Extra-curricular facilities
- iii. Student Financial Aid
- iv. Travel Concession
- v. Identity Cards

f) Grievance related to stay at hostel

- i. Quality of Food and Hygiene
- ii. Hostel amenities



g) Grievance related to finance

- i. Fees and Dues
- ii. Fee Concessions
- iii. Scholarship
- iv. Refunds

h) Grievance related to student conflicts

- i. Conflict between students of same Program
- ii. Intra-School conflicts
- iii. Inter-School conflicts

i) Harassment by fellow students or faculty/ staff etc.

- i. Bullying



Registrar:



June 10, 2022

Grievance Redressal Policy – Faculty/Staff

I. POLICY STATEMENT

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this Policy.

Grievance Redressal Mechanism for faculty and staff of Sushant University

The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.

The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.

- Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- Advising faculty members to refrain from inciting students or other faculty and staff members.
- Advising faculty member to refrain from vindictive action

II. DEFINITIONS

- A. Grievance: A written complaint filed by a faculty or staff member alleging a violation of University, college, department, or school, or policy or established practice.



Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.

- B. Staff: A full time non-teaching employee of the university including, library , registrar office, examination office , laboratory staff and other administrative staff
- C. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
- D. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
- E. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF

- The following two tier approach for grievance redressal is constituted at the university.
- SCHOOL LEVEL GREIVANCE COMMITTEE



- UNIVERSITY LEVEL GRIEVANCE COMMITTEE

COMPOSITION OF THE SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE

The school level grievance committee shall have the following compositions

- (i) The school dean/principal/HOD (Chairman/chairperson)
- (ii) 3 senior faculty as members

COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL COMMITTEE

1. Pro- Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor/s
4. Director HR



IV SCOPE OF THE GRIEVANCE COMMITTEE

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, webcam related issues, adherence to academic schedules , plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of University schedules, impersonation, any other form of malpractice.

Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the academic council , board of studies and executive council

V GRIEVANCE PROCEDURE

A faculty or staff member may file a formal grievance that alleges a violation of University, department, school, policy or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Central Grievance Committee or School level Grievance committee. The grievance must contain the following information:

1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed and



5. The redress sought.

The grievant must also submit any documents to the grievance.

VI The school level Grievance Committee or the Central Grievance committee shall verify the following:

1. Whether the grievance has been filed in a timely fashion;
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

VII GRIEVANCE ENQUIRY: PROCEDURES

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
5. The privacy of confidential records used in the enquiry shall be respected.
6. All parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.



9. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
10. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
11. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor, Pro Vice Chancellor Academics and Advisor to Chancellor shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.


Registrar:



Grievance Redressal of Students Policy

1. Background

- a) This policy has been framed in line with the provisions of the “**University Grants Commission Grievance Redressal Regulations, 2012**” of India (hereinafter referred to as the “the Act”). Accordingly, while the policy covers all the key aspects of the Act, for any further clarification reference shall always be made to the Act and the provisions of the Act shall prevail.
- b) These regulations shall be called the Sushant University, Regulations Governing Grievance Redressal of Students”.

2. Purpose

Sushant University - is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system for its students, which is easily accessible and offered to complainants at no charge.

3. Aim

The aim of these rules is

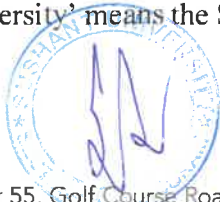
- a) To develop a culture of understanding, addressing and providing quick redress to grievances and take steps to prevent recurrence of such incidents;
- b) To set in place a grievance handling system that is student focused;
- c) To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- d) To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized and;
- e) To ensure that there is a consistent response to grievances.

4. Scope and Applicability

- a) These Regulations shall cover any kind of grievance that students of the University may face during their stint in the University.
- b) A ‘Student’ for the purpose of these regulations shall mean a student enrolled for a full-time programme of the University

5. Definitions

- a) ‘Grievance’ is defined as a student’s dissatisfaction with respect to any aspect of the University’s activities and services.
- b) ‘Person’ referred herein shall mean a student on the rolls of the University.
- c) ‘University’ means the Sushant University, Gurugram.



Note: In these Regulations wherever 'he' and 'his' occurs, these shall mean to imply 'he/she' and 'his/her' respectively.

6. Types of grievance

Types of Student grievance

These grievances can be in the nature of:

- a) Grievances that are academic in nature
- b) Against faculty
- c) Grievance related to examination
- d) Grievance related to summer internship & placements
- e) Grievance related to amenities & services
- f) Grievance related to stay at hostel
- g) Grievance related to finance
- h) Grievance related to student conflicts
- i) Harassment by fellow students or the faculty/ staff etc.

7. Procedure for redressal of grievance

7.1 Informal Resolution before an issue becomes a formal grievance

- a) Students will be encouraged to resolve concerns or problems directly with the person(s) / Department concerned through personal discussions /counseling.
- b) Aggrieved students should first approach the respective Course Coordinator/Mentor who will informally try to resolve the problem. Wherever necessary, the Course Coordinator may seek guidance from the appropriate authority for the purpose.

7.2 Grievance handling and resolution mechanism

- a) Matrix for grievance redressal mechanism for students is given under clause 10 of these regulations.
- b) The grievance Redressal mechanism has three levels of grievance redressal of which Level-III is the Appellate Authority.
- c) Formal grievances shall be submitted in writing stating full material facts to the First Level Grievance Handling Authority as specified under clause 10 of these regulations.

7.3 Procedure and Stages in Grievance Handling

The following procedure can be followed by the students to seek redressal of grievance of any kind whether academic or non-academic in nature, as specified under clause 6 above:

- a) Stage 1
 - i. Formal complaint by the aggrieved person shall be submitted in writing to the Level-I Grievance Handling Authority, as specified under clause 10.



- ii. The authority concerned will acknowledge receipt of the complaint and initiate the Redressal process within two working days.
 - iii. If felt necessary, the designated authority may allow an opportunity to the complainant to formally present his/her case along with relevant documents in support. The authority may also seek clarification from the complainant or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to face interview with the complainant.
 - iv. The Authority concerned will then endeavor to resolve the grievance within next seven working days of receiving the formal grievance and convey the outcome / action taken to the complainant.
 - v. The Level 1 authority may get the matter investigated through a designated subcommittee, if so considered necessary to arrive at a decision.
 - vi. Wherever required, the University will take preventive or corrective action in a reasonable time and advise the complainant of the same.
- b) Stage 2:
- i. If a complainant does not receive any response within the seven working days or is dissatisfied with the outcome of the complaint, s/he may prefer an appeal in writing with the Level-II Grievance Handling Authority concerned as specified under Clause 10 of these regulations.
 - ii. The Level-II Authority will consult with the complainant and other relevant parties within ten working days of receiving the appeal. Wherever possible, such consultations may be in the form of face-to –face discussion.
 - iii. Following the consultation, the Authority concerned will take further steps to address the grievance and communicate the same to the complainant.
- c) Stage 3:
- i. If a complainant is still dissatisfied with the outcome or decision of Level-II Authority on the appeal, he/she may represent the matter to the Appellate Authority as specified under clause 10 of these regulations.
 - ii. The concerned Appellate Authority will convey its decision within five working days from receiving the appeal.
 - iii. The decision of the Appellate Authority will be final and no further appeal will be entertained under any circumstances.

8. Confidentiality

- a) During all stages of the Grievance Handling and Resolution Procedure, the University will take all possible steps to ensure that the complainant and the respondent are not victimized or discriminated against
- b) Implementation of the procedure will be done without prejudice to either party.
- c) At all stages of this procedure, a full explanation (in writing for decisions and) of the actions taken as part of the process will be provided if so requested by the complainant or the respondent.



- d) Records concerning grievances handled under this procedure and their outcomes shall be maintained for a period of one year.
- e) There will be no cost to the complainant for utilizing this grievance and appeal process.

9. Ombudsman

Appointment of Ombudsman

- a) Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a Retired Professor who has at least ten years' experience as a Professor
- b) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.
- c) The Ombudsman shall be appointed by the university on part-time basis

Term of Ombudsman

The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy years, whichever is earlier, from the date he resumes the office and may be reappointed for another term in the same university.

Powers and functions of Ombudsman

- a) The Ombudsman shall exercise his powers to hear any grievance
 - i. Of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
 - ii. Of any applicant for admission as student to such institution.
- b) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- c) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.

Procedure in redressal of grievance by Ombudsman

Procedure in redressal of grievance by Ombudsman will be followed as per the Act under Clause 7.



10. Matrix of grievance handling authorities

S. No	Nature of Grievances	Level-1 Grievance Handling	Level-2 Grievance Handling	Appellate Authority
1	Grievances that are academic in nature	Department Coordinator	Dean of Respective School	Vice Chancellor
2	Against Faculty	Department Coordinator	Dean of Respective School	Vice Chancellor
3	Grievance related examination	Department Coordinator	Controller of Examination	Vice Chancellor
4	Grievance related to summer internship & placements	Department Coordinator	Director – Corporate Relations & Placements	Vice Chancellor
5	Grievance related to amenities & services	Manager – Student Affairs	Director – Student Affairs	Vice Chancellor
6	Grievance related to stay at hostel	Hostel Warden	Director – Student Affairs	Vice Chancellor
7	Grievance related to finance	Senior Manager Finance	Chief Finance and Accounts Officer	Vice Chancellor
8	Grievance related to student conflicts	Warden / Manager – student Affairs	Director – Student Affairs	Vice Chancellor
9	Harassment by fellow students or the faculty/ staff etc.*	Warden / Department Coordinator	Dean of Respective School / Director – Student Affairs	Vice Chancellor

*Cases related to Sexual Harassment will follow ‘Policy on prevention of sexual harassment at workplace: Guidelines for Sushant University’.



9. Appendix 1: List of Student Grievances

a) Grievances that are Academic in nature

- i. Academic Quality
- ii. Suspension of student
- iii. Academic Integrity dispute
- iv. Course material
- v. Class time table
- vi. Inadequate learning resources (IT, Library, Labs / Equipment, etc.)
- vii. Attendance/directed reading
- viii. Internal Assessment
- ix. Co-curricular activities
- x. Grade Dispute

b) Against Faculty

- i. Academic delivery & quality
- ii. Classroom conduct
- iii. Regularity & punctuality
- iv. Any discrimination / victimization of students

c) Grievance related to examination

- i. Registration / Re-registration / Student Records
- ii. Mid-Semester / End-Semester / Supplementary exam scheduling / date sheet
- iii. Evaluation of answer books Grading / results
- iv. Re-checking/ Re- evaluation
- v. De-barred / Year back cases
- vi. Discrepancy in Diplomas / Degrees

d) Grievance related to Summer Internship & Placements

- i. Discrimination in summer Internship selection
 - ii. Discrimination or non-adherence of placement procedures /rules

e) Grievance related to Amenities & Services

- i. Common services (Transportation / Canteen / Medical, etc.)
- ii. Extra-curricular facilities
- iii. Student Financial Aid
- iv. Travel Concession
- v. Identity Cards

f) Grievance related to stay at hostel

- i. Quality of Food and Hygiene
- ii. Hostel amenities



g) Grievance related to finance

- i. Fees and Dues
- ii. Fee Concessions
- iii. Scholarship
- iv. Refunds

h) Grievance related to student conflicts

- i. Conflict between students of same Program
- ii. Intra-School conflicts
- iii. Inter-School conflicts

i) Harassment by fellow students or faculty/ staff etc.

- i. Bullying



Registrar:



Grievance Redressal Policy – Faculty/Staff

I. POLICY STATEMENT

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the department, or school level before filing a formal grievance under this Policy.

Grievance Redressal Mechanism for faculty and staff of Sushant University

The Grievance Redressal cell at the University aims at developing a responsive and accountable attitude amongst all stakeholders in order to maintain a harmonious atmosphere at the University.

The Grievance redressal cell is constituted for the redressal of the problems reported by the faculty and staff of the University with the following objectives.

- Upholding the dignity of the university by ensuring a strife free atmosphere and promoting cordial relationships.
- Encouraging faculty and staff to express their grievances fairly and freely without any fear of being victimized.
- Advising faculty and staff to respect the rights and dignity of one another and show restraint and patience whenever a rift or interpersonal issue arises.
- Advising faculty members to refrain from inciting students or other faculty and staff members.
- Advising faculty member to refrain from vindictive action

II. DEFINITIONS

- A. Grievance: A written complaint filed by a faculty or staff member alleging a violation of University, college, department, or school, or policy or established practice.



- B. Faculty member: A person with a paid University appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.
- C. Staff: A full time non-teaching employee of the university including, library , registrar office, examination office , laboratory staff and other administrative staff
- D. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
- E. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
- F. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

III MECHANISM FOR REDRESSAL OF GRIEVANCES OF FACULTY AND STAFF

- The following two tier approach for grievance redressal is constituted at the university.
- SCHOOL LEVEL GREIVANCE COMMITTEE
- ↓
- UNIVERSITY LEVEL GRIEVANCE COMMITTEE

COMPOSITION OF THE SCHOOL LEVEL GRIEVANCE REDRESSAL COMMITTEE

The school level grievance committee shall have the following compositions

- (i) The school dean/principal/HOD (Chairman/chairperson)
- (ii) 3 senior faculty as members

COMPOSITION OF THE CENTRAL GREIVANCE REDRESSAL COMMITTEE

1. Pro- Vice Chancellor/Dean Academics (In chair)
2. Dean or Departmental Head
3. Senior Professor/s
4. Director HR



IV SCOPE OF THE GRIEVANCE COMMITTEE

The committee shall deal with grievances received in writing about any of the following matter:

- Academic issues including course allocation workload, examinations, question paper setting and moderation, webcam related issues, adherence to academic schedules , plagiarism
- Interpersonal Issues and Interpersonal conflicts
- General: Insubordination, violation of University schedules, impersonation, any other form of malpractice.

Sexual Harassment: All complaints of sexual harassment shall be referred by the Central Grievance committee to the University level Committee for Prevention of Sexual Harassment.

Exclusions:

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the academic council , board of studies and executive council

V GRIEVANCE PROCEDURE

A faculty or staff member may file a formal grievance that alleges a violation of University, department, school, policy or established practice.

A faculty /staff member who feels aggrieved may discuss his/her complaint in a confidential meeting with his head of department or dean.

To file a grievance, an individual faculty or staff member must submit a written, signed statement (the "grievance") to the Central Grievance Committee or School level Grievance committee. The grievance must contain the following information:

1. the specific policy or established practice that has allegedly been violated;
2. the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. the facts relevant to the alleged violation;
4. the person(s) against whom the grievance is filed and



5. The redress sought.

The grievant must also submit any documents to the grievance.

VI The school level Grievance Committee or the Central Grievance committee shall verify the following:

1. Whether the grievance has been filed in a timely fashion;
2. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated
3. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint.

VII GRIEVANCE ENQUIRY: PROCEDURES

1. Enquiry shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties.
2. The chairman of the committee shall provide written notice of the time and place of the enquiry, the names of panel and copies of any documents submitted by the parties and deemed relevant, to each party at least three (3) days before the hearing/meeting.
3. The enquiry meeting shall be conducted in good faith and must be completed within 7 calendar days unless the chairman determines that an extension of time is necessary.
4. Minutes of the enquiry shall be maintained. A party may request and obtain a copy minutes.
5. The privacy of confidential records used in the enquiry shall be respected.
6. All parties may present their cases in person and may call witnesses on their behalf.
7. A party may elect not to appear, in which event the enquiry will be held in his or her absence. Absence of a party shall not be prejudicial to the enquiry.
8. The grievant has the responsibility of proving that there has been a violation of policy or established practice. The committee shall decide whether the preponderance of the evidence supports the allegations made by the grievant.



9. The Committees shall resolve any issues raised by the parties, after providing each party the opportunity to be heard on such matters.
10. When an enquiry panel sustains an allegation made in a grievance, it shall recommend appropriate redress consistent with existing policies, procedures, and practices.
11. In case a grievance is received against any of the members of the Central Grievance committee, then the Vice Chancellor, Pro Vice Chancellor Academics and Advisor to Chancellor shall conduct the enquiry and submit the report to the Chancellor.

While dealing with complaint, the committees will observe the law of natural justice.

It is important to point out here that while giving a decision on any grievance the relevant provisions of Act/Regulations should be kept in mind and no decisions should be taken in contradiction of the same.


Registrar:





**Navigation Links, Navigating to institutional website for
Grievance Submission – Online**

Grievance Redressal Form -Online

Online link- <https://forms.gle/jU7NsaKMUFPN1Vkj7>

docs.google.com/forms/d/e/1FAIpQLSc3OYrLdBdeGOBwmeKmtjam1UVsl2yPzG0En7U_blt7cWhGw/viewform

The image shows a screenshot of a Google Forms interface for a Grievance Redressal Form. The form is titled "Grievance Redressal Form" and includes the following fields and options:

- Name of the Applicant:** A text input field.
- Role at University:** A radio button selection with options: Student, Teacher, Staff, and Other (Please Specify).
- University Roll No.:** A text input field.
- Branch:** A text input field.
- Phone Number:** A text input field.
- Roll of Staff:** A text input field.
- Declaration:** A checkbox labeled "Do you declare yourself as eligible for receiving the grievance redressal process for * TQM, BAP and 2020/21?".


At the bottom of the form, there is a "Submit" button and a "Clear form" link. The footer of the page includes the text "This form is owned by Sushant University" and "Google Forms".

Anti-Ragging Form -Online

Online link- <https://forms.gle/66ca9bcg9Qymhque7>

docs.google.com/forms/d/e/1FAIpQLSen5qcOUYIL_ndHByqc375fYp9NKpgBe6TntbVcWUp84lma_g/viewform

Anti-Ragging Form

sheebagann@sushantuniversity.edu.in [Switch account](#) 

 Not shared

* Indicates required question

Name of the Applicant *
Your answer

Roll No. *
Your answer

Name of School *
Your answer

Name of the Department *
Your answer

Email id *
Your answer

Phone Number *
Your answer

Issue (if any) *
Your answer

[Submit](#) [Clear form](#)

Never submit passwords through Google Forms.
This form was created inside of Sushant University. [Report abuse](#)

Google Forms

Grievance Redressal Form -Online

Online link- <https://forms.gle/jU7NsaKMUFPN1Vkj7>

docs.google.com/forms/d/e/1FAIpQLSc3OYrLdBdeGOBwmeKMtjam1UVsl2yPzG0En7U_bltl7cWhGw/viewform

Grievance Redressal Form

This form is available for both faculty/staff and student.

[View this form in your Google account](#)

[Not shared](#)

*** Indicates required question**

Name of the Applicant*

Your answer

Role at University*

Student

Faculty

Staff

Other (Please Specify)

University (or Roll No.)*

Your answer

Email id*

Your answer

Phone Number*

Your answer

Issue (If any)*

Your answer

Do you have any additional suggestions for improving the grievance process for *
Faculty, staff, and students?

Your answer

Submit [Clear form](#)

View your responses through Google Forms.

This form was created using Sushant University [Google Forms](#)

Google Forms

Internal Complaints Committee (ICC) Form -Online

Online link- <https://forms.gle/SE7AvWTBQawiq3Hu6>

docs.google.com/forms/d/e/1FAIpQLSfXO2LOQACVb6jyXxKIMaklykicybLYbuKt5eEV256t0lwj1g/viewform?pli=1

Internal Complaints Committee (ICC) Form

This form is available for Faculty and Staff only

ash@ssushantuniversity.edu.in [Switch account](#)

Not shared

* Indicates required question

Name of Applicant *

Your answer

University id *

Your answer

Name of the school *

Your answer

Name of the Department *

Your answer

Email id *

Your answer

Phone Number *

Your answer

Issue (if any) *

Your answer

[Submit](#) [Clear form](#)

Never submit passwords through Google Forms.