Sushant University

Criteria 6

6.1.1

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan

Participative Management - General

- **Green Campus/Initiative Policy**
- **ICC – Internal Complaint Committee (Including Posh)**
- **E-Governance**
- **SOPs of IT Department**
- **SOP – Accounts & Finance Department**
- **AntiRagging Policy**
- **Policy Library Resource Centre**
- **Environment**
- **Energy Conservation Policy**
- **Water Policy**

Sushant University

Green Campus/Initiative Policy

Sushant University

Green Policy

2022-2023

Sushant University
Erstwhile Ansal University Gurugram

GREEN POLICY
SUSHANT UNIVERSITY
(Erstwhile Ansal University)
2022-2023

Preamble

Sushant University is committed to promoting sustainable practices and reducing its environmental impact. This Green Policy outlines our initiatives and guidelines to create a greener campus and foster an eco-friendly culture among students, faculty, and staff.

Agenda

1. **Sustainability Awareness**: To educate the university community about sustainability and environmental issues.
2. **Resource Conservation**: To reduce waste and conserve energy and water resources.
3. **Biodiversity Promotion**: To enhance and protect biodiversity on campus.
4. **Sustainable Practices**: To integrate sustainable practices into the university's operations, curriculum, and research.

Scope

This policy applies to all students, faculty, staff, and visitors at Sushant University. It encompasses all university facilities and activities.

Key Initiatives

Energy Conservation

- **Energy Audits**: Conduct regular energy audits to identify areas for improvement.
- **Renewable Energy**: Invest in renewable energy sources, such as solar panels, to reduce dependence on non-renewable energy.
- **Efficient Lighting**: Replace all incandescent lighting with energy-efficient LED bulbs.

Waste Management

- **Recycling Programs**: Implement a comprehensive recycling program for paper, plastics, and metals across campus.
- **Waste Reduction**: Encourage the use of digital materials to minimize paper usage and promote reusable containers.
- **Composting**: Establish composting facilities for organic waste from cafeterias and landscaping.

Water Conservation

- **Water Audits**: Conduct audits to identify water-saving opportunities.
- **Rainwater Harvesting**: Implement rainwater harvesting systems to reduce reliance on municipal water sources.

SUSHANT UNIVERSITY

Implementation and Review

- **Environmental Committee**: Form an Environmental Committee comprising faculty, staff, and student representatives to oversee the implementation of this policy and coordinate efforts across departments.
- **Training and Resources**: Provide training and resources to support faculty and staff in integrating sustainability into their work.
- **Continuous Improvement**: Regularly review and update this policy to reflect new research, technologies, and best practices in environmental sustainability.

**** The Policy is Applicable from July 4, 2022 Onwards***

Registrar

ICC – Internal Complaint Committee (Including Posh)

Internal Complaints Committee Policy 2019-2020

ansal University
Gurgaon
(Established under the Haryana Private Universities Act, 2006)

June 7,2019

INTERNAL COMPLAINTS COMMITTEE POLICY

ANSAL UNIVERSITY ★ SECTOR-55, GURGAON ★

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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".

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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.

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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.

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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 calender 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

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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.

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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.

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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.

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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

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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.

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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.

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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 theycan 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.**

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CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which ca 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 brusing 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

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Explanation :- where any comment ,act or conduct is commiteed 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.

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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.

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(iii) If the complaints 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 complains 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

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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.

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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, lifeand 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 theirown 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 redressalof 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

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- completion of the inquiry, the report will be sent to the employer or the District Officer, asthe 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 th a t 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.

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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 theimplications 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

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Employment(Standing Orders) Act, 1946 to be included by private employers.

- Provision of appropriate work conditions in respect of- work, leisure, health, hygiene tofurther ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantagedin connection with her employment.

- Victims of sexual harassment to be given an option to seek transfer of the perpetrator ortheir 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 halfof 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.

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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 VishakaGuidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. TheCourt 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.

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- 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..

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➢ **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 monthsif, 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 settlementcan 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.

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❖ **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 theICC;

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 liableto 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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भारत का राजपत्र
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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)

[22*nd 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 polices 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, entertainmental, 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 persent 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

Notification of District Officer.

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.

Constitution and jurisdiction of Local Complaints Committee

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.

(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.

Composition, tenure and other terms and conditions of Local Complaints Committee

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(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.

Inquiry into complaint

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:

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.

(*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:—

5 of 1908

(*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

Action during pendency of inquiry

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.

Determination of compensation

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 --

(*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

Prohibition of publication or making known contents of complaint and inquiry proceedings

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:

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.

Penalty for publication or making known contents of complaint and inquiry proceedings

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.

Appeal

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.

(*2*) The appeal under sub-section (*1*) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

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;

(*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.

Power to call for information and inspection of records

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,—

(*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.

Penalty for non-compliance with provisions of Act.

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,

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.

Cognizance of offence by courts

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.

(*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.

Act not in derogation of any other law.

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.

Power of appropriate Government to make rules.

29. (*1*) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(*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 (*4*) 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 (*4*) 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)".

Internal Complaints Committee Policy 2020-2021

Sushant University
Erstwhile Ansal University Gurugram

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".

SUSHANT UNIVERSITY SECTER-55, GURUGRAM

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.

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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 calender 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

SUSHANT UNIVERSITY ★ SECTER-55, GURUGRAM ★

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.

SUSHANT UNIVERSITY SECTER-55, GURUGRAM

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.

SUSHANT UNIVERSITY SECTER-55, GURUGRAM

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.

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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

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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 enquir

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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.

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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 policyis to ensure our employees that Sushant University (Erstwhile) is determined to provide them excellent, comfortable, safe and healthy work environment, so that theycan 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.**

SUSHANT UNIVERSITY ★ SECTER-55 GURUGRAM ★

CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which ca 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 brusing 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

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Explanation :- where any comment ,act or conduct is commiteed 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.

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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.

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(iii) If the complaints 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 complains 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

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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, lifeand 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 theirown 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 redressalof 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, asthe case may be, they are mandated to take action on the report within **60 day**

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- Every employer is required to constitute an **Internal Complaints Committee** at eachoffice 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 forconciliation before initiating an inquiry, if requested by the complaints.
- Penalties have been prescribed for employers. Non-compliance with the provisions of theAct shall be punishable with a fine of up to 50,000/-. Repeated violations may lead tohigher 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 consists ofa 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 theimplications 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 tofurther ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantagedin connection with her employment.

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SECTER-55, GURUGRAM

- Victims of sexual harassment to be given an option to seek transfer of the perpetrator ortheir 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 halfof 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 VishakaGuidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. TheCourt 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..

SUSHANT UNIVERSITY SECTER-55, GURUGRAM

➢ **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 settlementcan 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 theICC;

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 initiateaction 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

रजिस्ट्री सं० डी० एल०-(एन)04/0007/2003—13 REGISTERED NO. DL-(N)04/0007/2003—13

भारत का राजपत्र
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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 polices 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, entertainmental, 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 persent 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

Notification of District Officer

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.

Constitution and jurisdiction of Local Complaints Committee

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.

(*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.

Composition, tenure and other terms and conditions of Local Complaints Committee

7. (*1*) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(*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.

Inquiry into complaint

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:

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.

(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:—

5 of 1908

(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

Action during pendency of inquiry

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.

Determination of compensation

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 —

(*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.

Prohibition of publication or making known contents of complaint and inquiry proceedings

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:

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.

Penalty for publication or making known contents of complaint and inquiry proceedings

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry of 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.

Appeal

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.

(*2*) The appeal under sub-section (*1*) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

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;

(*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.

Power to call for information and inspection of records

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,—

(*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.

Penalty for non-compliance with provisions of Act

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,

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.

Cognizance of offence by courts

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.

(*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.

Act not in derogation of any other law.

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.

Power of appropriate Government to make rules

29. (*1*) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(*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 (*4*) 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 (*4*) 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".

GMGIPMRND—354GI(S4)—23-04-2013.

Internal Complaints Committee Policy 2021-2022

Sushant University
Erstwhile Ansal University Gurugram

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 calender 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 enquir

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 ca 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 brusing 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

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Explanation :- where any comment ,act or conduct is commiteed 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.

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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.

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(iii) If the complaints 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 complains 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

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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, lifeand 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 theirown 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 redressalof 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, asthe 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 eachoffice 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 forconciliation before initiating an inquiry, if requested by the complaints.
- Penalties have been prescribed for employers. Non-compliance with the provisions of theAct shall be punishable with a fine of up to 50,000/-. Repeated violations may lead tohigher 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 consists ofa 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 th a t 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 theimplications 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 tofurther ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantagedin connection with her employment.

- Victims of sexual harassment to be given an option to seek transfer of the perpetrator ortheir 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 halfof 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 VishakaGuidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. TheCourt 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 settlementcan 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 theICC;

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 initiateaction 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

रजिस्ट्री सं० डी० एल०-(एन)04/0007/2003-13 REGISTERED NO. DL-(N)04/0007/2003-13

भारत का राजपत्र
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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 23*rd 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)

[22*nd 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 polices 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, entertainmental, 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 persent 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

Notification of District Officer.

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.

Constitution and jurisdiction of Local Complaints Committee

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.

(*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.

Composition, tenure and other terms and conditions of Local Complaints Committee

7. (*1*) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(*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.

Inquiry into complaint

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:

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.

(*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.

45 of 1860.

(*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:—

5 of 1908

(*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

Action during pendency of inquiry

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.

Determination of compensation

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 –

(*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

Prohibition of publication or making known contents of complaint and inquiry proceedings

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:

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.

Penalty for publication or making known contents of complaint and inquiry proceedings

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.

Appeal

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.

(*2*) The appeal under sub-section (*1*) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

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;

(*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.

Power to call for information and inspection of records

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,—

(*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.

Penalty for non-compliance with provisions of Act.

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,

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.

Cognizance of offence by courts

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.

(*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.

Act not in derogation of any other law.

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.

Power of appropriate Government to make rules.

29. (*1*) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(*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 (*4*) 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 (*4*) 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".

GMGIPMRND—354GI(S4)—23-04-2013.

Internal Complaints Committee Policy 2022-2023

Sushant University

June 10, 2022

INTERNAL COMPLAINTS COMMITTEE POLICY

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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".

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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.

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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.

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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

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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.

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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.

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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.

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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

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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.

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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 theycan 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.**

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Sushant University

CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which ca 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 harassmenrt at the work place

2. Sexual Harrssment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authoriry whether directly or by implication such as:-

(i) Eve-teasing

(ii) Unsavory remarks

(iii) Jokes causing or likely to cause awkwardness or embrassment

(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 brusing 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 belongigs 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

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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

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Explanation :- where any comment ,act or conduct is commiteed against any person and such person has a reasonable apprehension that,

1. It can be humiliating and may constitute a health and safetky problem,or
2. It is discriminatory,as for instance ,when the woman has reasonable grounds to believe thather objection would disadvantage her in connection with her employement 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 m,anner 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. 5. Sexual Harassment of an employee means us eof authority by any person incharge 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 employement benefits or opportunities.It also incudes behavior that covertly or overtly uses the power inherent in the status of the employer or the head of the institutiin or management to affect negarively 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 hostileor 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.

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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 concering the alleged sexual harassment including the names of the contravenor and the complaints shall be addressed to the complaints committee.

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(iii) If the complaints 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 complains 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 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 Orgainzation 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

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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.

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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, lifeand 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 theirown 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 redressalof 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, asthe 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 officeor 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 forconciliation before initiating an inquiry, if requested by the complaints.
- Penalties have been prescribed for employers. Non-compliance with the provisions of theAct shall be punishable with a fine of up to 50,000/-. Repeated violations may lead tohigher 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 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 th a t 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

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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 theimplications 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 tofurther ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantagedin connection with her employment.

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- Victims of sexual harassment to be given an option to seek transfer of the perpetrator ortheir 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 halfof 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. TheCourt 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 toaffect 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 bythe 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..

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➢ **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 settlementcan 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.

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❖ **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 theICC;

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 initiateaction 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.

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भारत का राजपत्र
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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 polices 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, entertainmental, 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 persent 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

Notification of District Officer.

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.

Constitution and jurisdiction of Local Complaints Committee

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.

(*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.

Composition, tenure and other terms and conditions of Local Complaints Committee

7. (*1*) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(*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.

Inquiry into complaint

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:

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.

(*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.

45 of 1860.

(*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:—

5 of 1908

(*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

Action during pendency of inquiry

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.

Determination of compensation

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 --

(*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

Prohibition of publication or making known contents of complaint and inquiry proceedings

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:

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.

Penalty for publication or making known contents of complaint and inquiry proceedings

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.

Appeal

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.

(*2*) The appeal under sub-section (*1*) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

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;

(*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.

Power to call for information and inspection of records

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,—

(*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.

Penalty for non-compliance with provisions of Act.

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,

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.

Cognizance of offence by courts

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.

(*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.

Act not in derogation of any other law.

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.

Power of appropriate Government to make rules.

29. (*1*) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(*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 (*4*) 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 (*4*) 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".

GMGIPMRND—354GI(S4)—23-04-2013.

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GMGIPMRND—354GI(S4)—23-04-2013.

Internal Complaints Committee Policy 2023-2024

Sushant University

June 16,2023

INTERNAL COMPLAINTS COMMITTEE POLICY

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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 carryon 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 bythe 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 andpromoting 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, offensiveor 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".

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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 employmentand 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 theends 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.

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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.

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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 calender 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

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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 asthe 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 actof 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.

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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 ofthree 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.

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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.

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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

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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.

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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 thecase 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 bereferred to Group Head Legal or such other person as may be authorizedby the Employer.

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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 UniversityUniversity, 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 policyis to ensure our employees that Sushant UniversityUniversity is determined to provide them excellent, comfortable, safe and healthy work environment, so that theycan 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.**

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CODE OF CONDUCT FOR THE WORK PLACE*

Sexual harassment is a serious criminal offence which ca 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 brusing 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

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Explanation :- where any comment ,act or conduct is commiteed 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.

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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.

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(iii) If the complaints 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 complains 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

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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.

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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, lifeand 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 ofIndia 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 theirown 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, asthe case may be, they are mandated to take action on the report within **60 day**

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- Every employer is required to constitute an **Internal Complaints Committee** at eachoffice 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 forconciliation before initiating an inquiry, if requested by the complaints.
- Penalties have been prescribed for employers. Non-compliance with the provisions of theAct shall be punishable with a fine of up to 50,000/-. Repeated violations may lead tohigher 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 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 th a t 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

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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 theimplications 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 tofurther ensure that there is no hostile environment towards women.
- No woman employee should have reasonable grounds to believe that she is disadvantagedin connection with her employment.

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- Victims of sexual harassment to be given an option to seek transfer of the perpetrator ortheir 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 halfof 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 VishakaGuidelines require both employers and other responsible persons or institutions to observe them and to help prevent sexual harassment of women. TheCourt 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

SUSHANT UNIVERSITY SECTOR-55, GURUGRAM

work environment; or (iv) humiliating treatment likely toaffect 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 bythe 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 incase 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..

SUSHANT UNIVERSITY SECTOR 55, GURUGRAM

➢ **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 monthsif, 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 settlementcan 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.

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❖ **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 theICC;

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 liableto 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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भारत का राजपत्र
The Gazette of India

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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 polices 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, entertainmental, 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 persent 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

Notification of District Officer.

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.

Constitution and jurisdiction of Local Complaints Committee

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.

(*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.

Composition, tenure and other terms and conditions of Local Complaints Committee

7. (*1*) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(*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.

Inquiry into complaint

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:

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.

(*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:—

5 of 1908

(*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

Action during pendency of inquiry

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.

Determination of compensation.

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 –

(*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

Prohibition of publication or making known contents of complaint and inquiry proceedings.

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:

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.

Penalty for publication or making known contents of complaint and inquiry proceedings

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.

Appeal

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.

(*2*) The appeal under sub-section (*1*) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

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;

(*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.

Power to call for information and inspection of records

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,—

(*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.

Penalty for non-compliance with provisions of Act.

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,

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.

Cognizance of offence by courts

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.

(*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.

Act not in derogation of any other law

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.

Power of appropriate Government to make rules.

29. (*1*) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(*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 (*4*) 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 (*4*) 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".

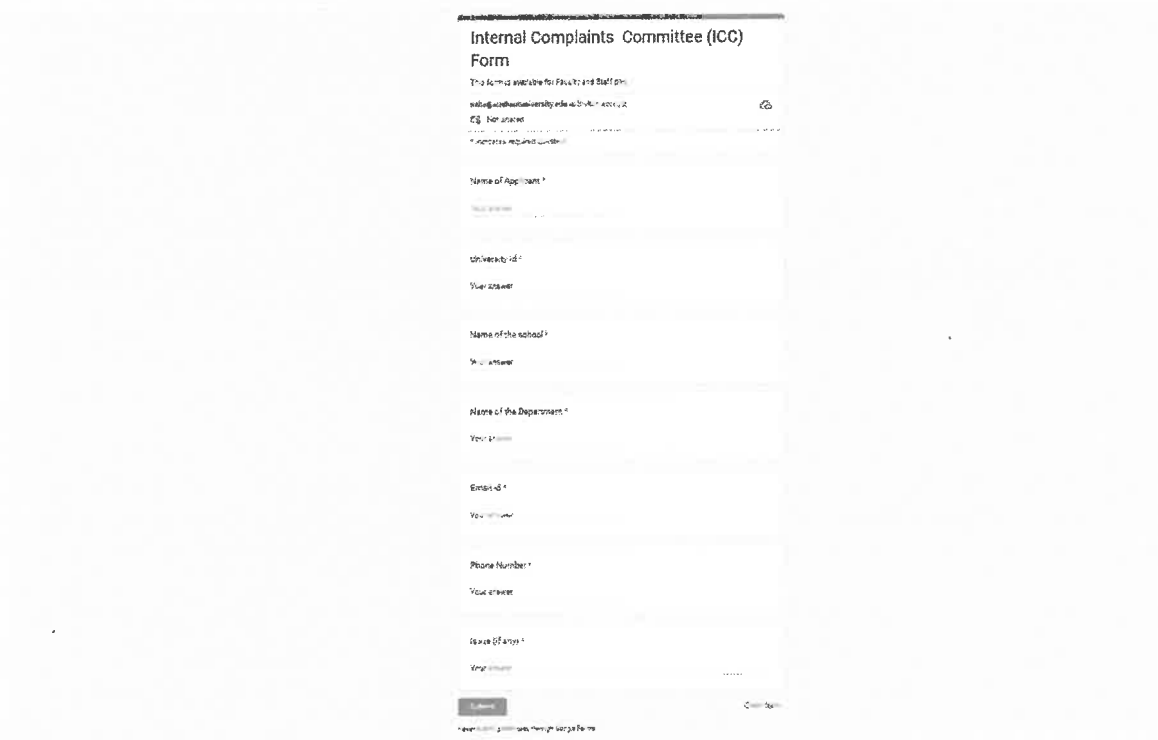
GMGIPMRND—354GI(S4)—23-04-2013.

Sushant University

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

Name of Applicant *

University Id *

Your answer

Name of the school *

Name of the Department *

Email *

Phone Number *

Your answer

Posh Policy

Sushant University

POSH

1.0 Purpose:

This Policy is to promote the well-being, and provide a clean and safe work environment to Employees against any misbehaviour and nurturing a workplace environment free of Sexual Harassment.

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.

2.0 Policy:

2.1 Sushant University strives to promote a workplace that is free of sexual harassment. The University prohibits any form of sexual harassment in the way employees behave.

3.0 Scope:

3.1 This policy applies to all individuals who are employed/ engaged in permanent, contractual, visiting, honorary or temporary capacity.

3.2 Sexual harassment of employees occurring at work place or in other settings in which employees may find themselves in connection with their employment will be dealt with appropriately, sensitively and expeditiously.

3.3 This applies equally to relations between superior and subordinates as well as between peers. This is equally applicable to sexual harassment

3.3.1 Either way between opposite genders.

3.3.2 Between members of the same gender

4.0 Definition & Type:

4.1 A broad definition of sexual harassment consists of any physical or verbal behaviour and any form of communication that has unnecessary, improper or unwelcome sexual connotations. Sexual harassment may vary in form of depending on circumstances. It may consist of, but not be limited to any of the following.

SUSHANT UNIVERSITY SECTOR-55, GURUGRAM

4.1.1 Unwelcome sexual advances, requests for sexual favours, display of sexual visuals, sexual audios, pornographic or obscene material and any other verbal or physical conduct of a sexual nature

4.1.2 Transmitting any message, by mail, telephone, e-mail, electronic text etc. that is obscene, lewd, suggestive or blatantly sexual in nature. Any explicit or implicit communication wherein a sexual favour or demand, whether by words or actions, is made a condition for an individual's employment, career progress, promotion etc. thereby creating a hostile environment.

4.1.3 Sexually charged jokes or remarks and behaviour, which have sexually oriented innuendoes.

4.1.4 Consistent pattern of unnecessary physical contact, staring or targeting unreasonable attention at an individual in day-to-day dealings.

4.1.5 Any pervasive pattern of behaviour, which makes employees uncomfortable, insecure, or feels humiliated or disadvantaged based on gender/ sexual orientation differentiation.

4.1.6 Actual sexual assault.

4.2 Dating and /or socializing is not sexual harassment if:

4.2.1 Contacts are mutually agreed.

4.2.2 No unwelcome sexual conduct is involved.

However, the University's policy aims to prevent 'conflict of interest' if relationship involves supervisor and subordinate, which must be disclosed to the management or HR. Following a review, appropriate measures would be instituted

4.3 Where any comment, act or conduct is committed against any person and such person has a reasonable apprehension that it is discriminatory based on gender.

4.3.1 It can be humiliating and may constitute a health and safety problem, or

4.3.2 As for instance, when the person has reasonable grounds to believe that her/his objection would disadvantage her/him in connection with her/his employment,

4.3.3 Including recruitment or promotion or advancement or

4.3.4 When it creates a hostile environment, or

4.3.5 When the complainant perceives that it is happening

Such instances would deem to be Sexual Harassment. As mentioned above, this is an indicative but not an exhaustive list of possible forms of sexual harassment.

4.4 Definition

4.4.1 "**Aggrieved Persons**" shall mean Employees or Visitors (other than Aggrieved Women) who are affected as victims of Sexual Harassment at the University Premises.

4.4.2 "**Aggrieved Woman**" shall mean a woman Employee or a women Visitor who may be affected as victims of Sexual Harassment at any of the University Premises.

4.4.3 "**Annual Report**" shall mean the annual report published by in accordance with Applicable Laws.

4.4.4 "**Applicable Laws**" shall mean all applicable laws in respect of prevention of Sexual Harassment including without limitation the Prevention of Sexual Harassment Laws, the IPC and rules there under, and applicable judicial precedents.

4.4.5 "**Appropriate Government**" shall mean the Central Government or the State Government as applicable in relation to a University.

4.4.6 "**Board**" shall mean the relevant board of directors of the relevant University Entity.

4.4.7 "**Company**" means the relevant University Entity of which the Complainant is an Employee.

4.4.8 "**Complainant**" shall mean an Aggrieved Woman, an Aggrieved Person, or a person making a Complaint on behalf of an Aggrieved Woman or an Aggrieved Person.

4.4.9 "**Complaint**" shall mean a complaint of Sexual Harassment made as per this Policy.

4.4.10 "**Conciliation**" shall mean conciliation proceedings available to an Aggrieved Woman or an Aggrieved Person as per Applicable Laws.

4.4.11 **"District Area**" shall mean the district for the relevant University Location.

4.4.12 "**Disciplinary Action**" shall mean disciplinary action in accordance with the Service Rules.

4.4.13 "**Employee**" means an employee on the payrolls of the relevant University. Entity and shall include those regular, temporary, ad hoc or daily wages, whether employed directly, through an agent or a contractor. It includes co-workers, contract worker, probationer, trainee, apprentice on deputation, contract, temporary, part time or full time, or working as consultants or called by any other name.

4.4.14 "**Enquiry Proceedings**" shall mean the final enquiry proceedings post issue of Findings and receipt of final representations from the Aggrieved Person and the Respondent.

4.4.15 "**Enquiry Report**" shall mean the final enquiry report issued by the Internal Committee, listing the Recommendations to the Senior Management in respect of a Complaint.

4.4.16 "**False Complaint and Malicious Evidence**" shall mean a false Complaint as described in Section VIII. The following are liable for making False Complaint or Malicious Evidence (i) an Aggrieved Woman or an Aggrieved Person, (ii) a person making a Complaint and/or (iii) any witness who has given forged or provided misleading evidence to the Internal Committee.

4.4.17 "**Findings**" shall mean the findings of the Internal Committee conducted post Preliminary Investigations.

4.4.18 "**HR**" shall mean the human resource department of a relevant University Entity called as the HR department or whatever name.

4.4.19 "**Incident**" refers to an incident of Sexual Harassment.

4.4.20 "**IPC**" shall mean the **India Penal Code**, 1860.

4.4.21 "**Internal Complaints Committee**" or "**Internal Committee**" shall mean a committee set up in accordance with Section VI of this Policy.

4.4.22 "**Investigation Process**" shall mean investigation process in accordance with Section VIII of this Policy.

4.4.23 "University **Location**" shall mean any of the University official premises where an Aggrieved Woman or an Aggrieved Person has been subject to Sexual Harassment.

4.4.24 "**Member**" refers to a member of the Internal Committee appointed as per this Policy for handling the case of Sexual Harassment.

4.4.25 "**Off-Site Locations**" shall mean an off-site place, not being a part of the University Entity premises visited by an Employee or Visitor during any off-site event organised by any University Entity arising out of or during the course of employment including gaming venue and transportation arranged by University.

4.4.26 "**Personal File**" shall mean the personal file of an Employee as maintained by HR of the relevant University Entity.

4.4.27 "**Policy**" shall mean this SHC Prevention of Sexual Harassment Policy.

4.4.28 "**Preliminary Proceedings**" shall mean the preliminary enquiry proceedings conducted by the Internal Committee post receipt of a Complaint.

4.4.29 "**Prescribed Manner**" shall mean the process and documentation as is prescribed in

this Policy for submission of Complaints.

4.4.30 "**Prevention of Sexual Harassment Law**" shall mean the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

4.4.31 **"Recommendation"** shall mean the recommendations of the Internal Committee in accordance with Section IX of this Policy.

4.4.32 "**Remedial Action**" shall mean a remedial action against the Respondent in accordance with this Policy.

4.4.33 "**Respondent**" refers to an Employee or a Visitor committing the act of Sexual Harassment at any University Location or against whom a complaint of Sexual Harassment has been lodged.

4.4.34 "**Senior Management**" shall mean any person responsible for the management, supervision and control of the relevant Max India Entity or a person discharging contractual obligations with respect to the Employees, and includes the person, Board, or Committee responsible for formulation and administration of policies for such University Entity.

4.4.35 "**Service Rules**" shall mean the applicable service rules of the relevant University Entity where the Respondent is working, and shall include, without limitation, all standing orders, code of conduct, policies, guidelines and/or any other communication(s) made by the Management in respect of employment or service conditions or related issues, from time to time.

4.4.36 "**Settlement**" or '**Conciliation Settlement**" shall mean the terms of settlement arrived at, with the assistance of the Internal Committee, between an Aggrieved Woman or an Aggrieved Person, and, a Respondent, post Conciliation as per this Policy.

4.4.37 "**Sexual Harassment**" shall mean sexual harassment as provided in Section V of this Policy.

4.4.38 "**Special Educator**" shall mean a person trained in communication with people with special needs in a way that addresses their individual differences and needs.

4.4.39 "**Statutory Report**" shall mean a report to be filed by the Internal Committee in accordance with the Applicable Laws.

4.4.40 "**Victimization**" or "**Retaliation**" in the context of this Policy is any adverse employment action against an Aggrieved Woman or an Aggrieved Person because the Aggrieved Woman or Aggrieved Person had lodged a Sexual Harassment complaint or participated in the Investigation Process of a Complaint. **"Visitor"** shall mean any visitor not being an Employee on any SHC Location.

5.0 Committee:

5.1 A standing **Internal Complain Committee (ICC)** for investigating Sexual Harassment cases will be established. The members of the committee will be nominated once in a year (or at such other time as the management may decide) an organization wide communication on the names of the members of the ICC will be issued by the HEAD-HR at the location.

5.1.1 **The committee composition:**

5.1.2 Comprises of 5 to 7 members of which at least 3 to 4 should be women.

5.1.3 Committee will be headed by a woman, who will be nominated by a committee comprising of HEAD-HR, and Department head.

5.1.4 A social member from third party*

5.1.5 HR representative

***Third Party** - A third party member can be person from various fields who have worked for/ in the field of women's rights, including women's rights activists; social workers; activists from NGOs; counsellors; lawyers; doctors; psychiatrists; trade unionists; representatives of peasant and agricultural organizations etc.

5.2 The responsibilities of the **Internal Complaint Committee** are as mentioned under:

5.2.1 To operate as an inquiry authority for complaints received from Employees across all levels.

5.2.2 To investigate promptly and thoroughly, complaints of Sexual Harassment and to deal appropriately with the offending personnel as per this Policy and the Act.

5.2.3 To provide interim relief, take immediate and appropriate corrective action by doing whatever is necessary to end or prevent any further Sexual Harassment and make the Victim emotionally comfortable. (e.g., by counselling, providing necessary support services and so on).

5.2.4 Recommend appropriate disciplinary action against the offending Employee, where necessary. Generally, the corrective action must reflect the severity of the conduct. The appropriateness of remedial action will depend on the severity and persistence of the Harassment and the effectiveness of any initial remedial steps.

5.2.5 Make follow-up inquiries to ensure the Sexual Harassment has not resumed or the Complainant/ Victim is not being subjected to Victimization.

5.2.6 While dealing with complaints of Sexual Harassment, the Internal Complain Committee (ICC) shall ensure that the Complainant or the witness are not victimized or discriminated against by the accused. The Complainant to the Internal Complain Committee (ICC) should report any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the Complainant or the witness while the investigation is in progress as soon as possible. The Internal Complain Committee (ICC) against any such complaints, which are found genuine, will take disciplinary action.

5.2.7 To ensure complete confidentiality of the process. Any violation of this in way of any direct or indirect sharing of such information with persons not directly related to the complaint without good reason can result in disciplinary action against the concerned Committee member.

5.2.8 To undertake appropriate analysis and submit a detailed report of the enquiry, to the Company.

5.2.9 To deploy and disseminate orientation and training programs or any other collateral such as notifications, for preventing and creating awareness regarding the issue of Sexual Harassment.

6.0 Procedure:

6.1 Filling a compliant:

The Victim/Complainant can file a complaint, through written application and can submit the application to any member of Internal Complain Committee (ICC) within one week of the last occurrence of the alleged incident of Sexual Harassment. However, the one-week period can be extended at the sole discretion of the Internal Complain Committee for a further period of one month. Any person can make a compliant on behalf of the aggrieved if the aggrieved has given a written consent to such compliant. Along with complaint, the aggrieved can choose to opt for a conciliation process where under, if a settlement is arrived at the Internal Complain Committee (ICC) will conduct no further investigation process, unless the alleged accused does not comply with the settlement terms. No aggrieved can seek a monetary settlement through

the conciliation process.

6.2 Investigation process:

The University will exercise its duty to promote an atmosphere of healthy cooperation between male and female Employees in which sexual safety and dignity of Employees is maintained and respected. The University will also prevent and deter the committing of any act of Sexual Harassment at the workplace

The redressal process for the complaint received will be undertaken as per the process mentioned below:

6.2.1 On receipt of a written complaint, the Internal Complain Committee (ICC) must contact the Victim within 3 working days.

6.2.2 The Internal Complain Committee (ICC) shall send one copy of the complaint received to the Harasser within a period of 7 working days of receipt of the complaint.

6.2.3 The Internal Complain Committee (ICC) may also contact the Harasser to obtain the Harasser's version.

6.2.4 The Internal Complain Committee (ICC) must organize a preliminary meeting with the Victim. This meeting must be held within 10 working days of the complaint being filed with the Internal Complain Committee (ICC). At the first meeting, the Committee members will hear the Complainant and record her / his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint.

6.2.5 Thereafter, the Harasser shall be asked to present before the Committee and an opportunity will be given to him / her to give an explanation.

6.2.6 The Internal Complain Committee (ICC) may hold its proceedings in the Company location or outside as it may deem proper.

6.2.7 The quorum for the investigation proceedings shall be minimum three members of the Committee present including the Chairman and, in all proceedings, involving a woman Complainant, and two shall be woman members present.

6.2.8 The genuineness of the complaint will be investigated and established. In case the complaint is deemed frivolous / false and/or the intent of the Complainant/ Victim is found to be mala fide, necessary disciplinary actions may be initiated.

6.2.9 The Committee shall investigate the matter in accordance with the letter and spirit of law and submit its report along with recommended action to the Company within a period of 10 working days from the completion of the inquiry.

6.2.10 In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

6.2.11 The disciplinary action, if any, to be taken will be informed to the parties in writing by the University within 5 working days following the submission of report by the Internal Complain Committee.

6.2.12 Failure or refusal of any persons to co-operate, or to disturb or misguide the Committee during its investigations may result in disciplinary action against such persons as deemed appropriate by the Internal Complain Committee (ICC).

6.2.13 If the conclusions of the Internal Complain Committee (ICC) are unsatisfactory to either individual, the aggrieved shall have the right to make an appeal to the Local Complaints Committee (a government body, established under the Act), within 30 (thirty) days of the date of conclusion of the investigation proceedings before the Internal Complain Committee (ICC). The University will provide assistance to the

aggrieved for the same.

6.2.14 The University must be sensitive to the possibility of the Harasser displaying Retaliation behavior and take appropriate action wherever required. At all times, the University shall take all necessary steps to prevent Retaliation/ Victimization.

6.2.15 The Employee must also send where the Employee of the University lodges a complaint alleging Sexual Harassment directly with the police, intimation regarding the same to the Human Resources department of the University as soon as possible.

7.0 Possible Outcomes:

Upon completion of the enquiry, the Internal Complain Committee (ICC) will submit a detailed report to the Company recommending any of the following disciplinary action against the Harasser. The Harasser is liable for disciplinary actions depending on the level of severity and persistency of misconduct.

These actions could include but not limited to the following:

7.1 Issue of an advisory to be filed in the Personal File

7.2 Issue of a warning letter to be filed in the Personal File

7.3 Stoppage of increment

7.4 Reduction to a lower grade or post

7.5 Immediate suspension from services without salary for a time period

7.6 Termination from services. An Employee dismissed and discharged from service for such misconduct, shall not be entitled to any notice or pay in lieu of notice, or any other benefits or privileges provided by the University except those to which he may be entitled under any statute being in force at that time.

7.7 Cash Fine

7.8 Any other action that the Committee may deem commensurate to the misconduct.

Grievance Handling

Employee grievances could stem out because of personal reason or reasons that are attributable to employment conditions.

Grievance arising due to personal reasons

Grievances arising out of inter personal conflicts at the work place; the affected employee could approach HR and represent his grievance. HR would investigate the matter and necessary action would be initiated.

Grievance arising due to employment conditions

The employee will have to give a written complaint to the immediate Reporting manager, who will provide counseling / assistance to the employee(s) to solve the grievance. In the event that the reporting manager does not resolve the grievance then, the written complaint will be forwarded and referred to the HR who in consultation with the Management will resolve the issue.

In the event of a false accusation, the employee claiming to be a victim will be liable for disciplinary action.

All such grievances will be documented by the HR.

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E- GOVERNANCE POLICY

E-COVERNANCE POLICY

Object:

- Implementation of E-governance in various functioning of the University.
- Achieving Efficiency in our Functioning.
- Promoting Transparency and Accountability
- Achieving Paperless Administration of the University.
- Facilitating Online Internal and External Communication between various Entities of the University.
- Providing Easy Access to any Information.
- Making the University Visible Globally.

Policy:

1. In order to provide simpler and efficient system of governance within the University, it is decided to adopt and implement e-governance in maximum activities of our functioning.

2. The University implemented with e-governance in almost all the segments like Library, Accounts, Admin, Examinations and HR to name a few. However, now we have resolved to implement e-governance in many more areas and with this aim, we have drafted this policy framework.

E-governance Areas

For convenience purposes, the policy is divided into various areas of operation which are enlisted herewith.

1. **Website:** The website of the University needs to be revamped taking into account the new changes time to time. The website should act as a mirror of the University's activities and should provide information about all activities, important notices; etc. All these information should be made available to the outsiders. Apart from this, training should also be given to the existing Staffs / Faculties. Also Staffs should be identified who will undertake the responsibility of website administration and its updations at the University level.

2. **Student Admission & Support:** The University shall process all the pre-admission and admissions in online mode. This will cover admissions to all courses whether graduate, postgraduate, Ph.D., Diploma or any Autonomous courses. For this, all new Payment Gateways to be explored and ensured to be integrated in ERP. lt should be updated in future also with all new payment gateways introduced if any. The University has given the authority to take appropriate decisions and identify the Staffs responsible for implementation of this aspect of the policy.

3. **Finance & Accounts:** For ease of maintaining accounts, the University is already using ERP Software. ERP to be updated as per all the Academic rquirements. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updations of the existing software need to be done on timely basis.

4. **Library:** We have the privilege of having one of the best library. To continue with this legacy, we need to add more and more e-learning resources for the benefit of the teachers and students. Similarly newer e-learning resources journals, databases etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Recommendations of the teachers and students also need to be taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the eLearning resources should be provided. This is should be integrated with ERP,

5. **Administration:** To provide a hassle free, convenient and cheap process, most of the administration activities of the society should be handled with LCR based technology. Facilities should be provided for online leave management of employees, e-copy of salary certificates, internal communication between the employees interest, etc. students also must be able to obtain maximum services like transfer certificates, bonafide certificates, etc. in online mode.

6. **Examination:** All online open houses shall be in automation manner viz Filling of examination forms, re-evaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, examination fee & issue of certificate etc. Everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. Examination controller needs to supervise the entire process of examination under the guidance of the Vice chancellor and it must be updated time to time based on technology update.

7. **Alumni:** ln order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of University activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the secretary and a separate alumni coordinator at the University level be appointed to take care of the entire activity.

8. **E-Governance of Grievance Redressal system**: This e-governed system automates all processes related to student counseling, queries, complaints and suggestions pertaining to various academic and administrative departments of dashboard of the University. lt provides a reliable and time-efficient method of grievance redressal and information dissemination for various stakeholders of the University including current students, teachers, administrators and other employees.

9. **Online Teaching Learning Process:** University has adopted the process of online classes through Google class Rooms / MS Teams Classrooms to benefit the students. University has also adopted various tools to conduct the online Teaching Learning /Examinations like LMS, lNpoDS and MooDL, Virtual Labs Etc. which shall even be updated time to time.

SUSHANT UNIVERSITY
SECTER-55, GURUGRAM

SOPs of IT Department

Sushant University

Erstwhile Ansal University Gurugram

Policies & Procedures

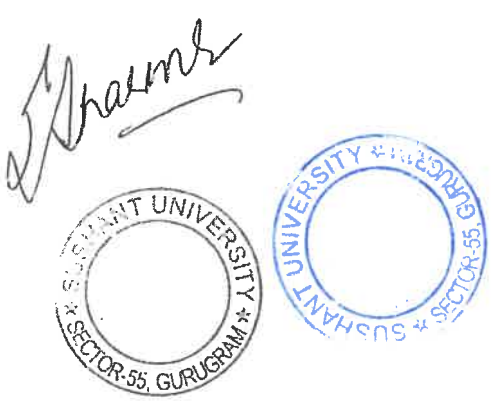
IT Department

09-February-2021

Disclaimer

Final Decision:

In Case of any differences of opinion or interpretation of Rules and Regulations or any other issue the decision of Vice-Chancellor / Registrar would be Final and Acceptable to all.



Contents

Email and Instant Messaging IT_01 3
Internet usage IT-02 6
Password security IT_03 9
Software usage – IT-04 11
PC software standards IT_05 14
Inventory and equipment IT-06 16
PC standards IT-07 18
Equipment requests(Adds, Changes, Deletes) IT-08 20
Information security IT-09 22
Remote access IT-10 26
Privacy IT-11 28

Standard Operating Procedure

Instruction for Teachers and Students

- Log-on with your username and password for your use only. Never share your username and password.
- Students must close all open windows, applications, and log out before leaving the lab.
- Everyone will adhere to the copyright laws to avoid Cyber Crime.
- Computer users should not unplug and switch mouse. For left-handed students. Simply move the mouse to the left side of the keyboard and replace on right side when done. Computer Rules
- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Respect the equipment. Do not remove or disconnect parts, cables, or labels.
- Internet use is limited to teacher for assigned activities or classwork. If teacher needs Internet Service for the Students, he / she may request the Technical Staff for making the provision.
- Personal Internet use for chat rooms, instant messaging (IM), or email is strictly prohibited.
- Do not download or install any programs, games, or music. (This is against out Acceptable Use Policy.)
- No Internet/Intranet gaming activities allowed.
- If by mistake you get to an inappropriate Internet site, turn off your monitor immediately and raise your hand.
- CD-ROMs, or other multimedia equipment are for schoolwork only. Do not use them for playing music or other recreational activities.
- Do not personalize the computer settings. (This includes desktop, screen saver, etc.).
- Students should only send the print command to the printer once approved by the Teacher / technical Staff.
- Do not run programs that continue to execute after you log off.
- Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.
- Teachers must instruct students for Internet Safety.
- Teachers should verify URL's are accessible and appropriate prior instructional activities.
- Teacher must remain in the lab during the class / practical and is responsible for maintaining the discipline.
- Teacher must submit an Online Trouble Tickets OR must make an entry in the Register placed in Labs for any computer with missing or damaged hardware or peripherals. General Procedures
- Teachers are expected to closely monitor student activity by frequent screen checks. If using the Internet– use URL's that you have visited and have found to be appropriate for the assignment and student's age.
- Teachers should report for any non-functioning equipment to IT Dept via the online Support medium or make an entry in the Register for Computer Staff to look into it.
- Teachers, should when using computer labs clean the whiteboard, turn off the digital projector if available, and return the room key after doors have been locked. Doors to computer labs must be locked when not in use.

Sushant University

TCS ION Ticketing Service for Maintenance

Sushant University has a powerful Ticketing Service through TCS ION ERP System called **IT Helpdesk Ticketing Portal**. This Service is enabled for Students, Faculties and Staff Members whosoever is facing any Maintenance / IT Related Issues, can raise a Ticket on this System.

IT related maintenance issues are categorized under any of the following categories:

A: IT Related ->| Hardware | Software | Laptop | Printer | Other (Email Etc.)

B: ERP Related -> | Login Issue | Timetable Issue | Attendance Issue | Exam Issue | Fees Issue | Report Generation Issue | Other (Enrolment / Backlog Issues)

C. Facility Department related -> |Bookings | Safety and Security | Facility Service| Transport | Others

In this regard, all users are communicated time to time by mail to raise tickets of any IT Related Issues for which a Help file is also shared with them to get familiar with the System.

As soon as a Ticket is raised by the end User, a Ticket Number is assigned to him / her for tracking. At any time, the user can see the status of his / her ticket number. The new ticket is being monitored by the IT Helpdesk Team who attended this Ticket and depending upon the type of issue, assigned the ticket to the concerned Team. The concerned Team takes up the call and attends the Issue. If it is solved then and there, the Team closes the ticket. The End User gets the Status that the issue has been resolved by the IT Team and now the

ticket is closed. If the End User is satisfied with the solution, then Ok else he / she can reopen the Ticket to provide complete solution of the issue.

If the Maintenance Team finds that the providing solution may take time, he puts the ticket Status either on "Hold" or "Working".

If the issue is taking more than estimated time, then it is escalated to next higher level team to look into.

This help both, the End Users as well as IT Department, for keeping track of the issues raised and their current status

Finally, after resolving the issues, Tickets are closed.

Sushant University

SOP FOR IT MAINTENANCE

Purpose:

The goal is to provide Sushant University staff /faculty/ student/ any system users, high-quality technical services by the university's IT Team, as well as to help computer users to address their inquiries, fix any computer-related repair / update issues.

Steps involved / Scope of Work

The Sushant University computer software / hardware/network and other assets are all maintained by the IT Team. These involves the following steps:

a. Repair / Update requirement raised by the User through raising a Ticket in TCS ERP.
b. Tickets is attended by IT Helpdesk and requirement is checked for resolution.
c. If no consumables are required, the ticket is escalated to the concerned IT Team to attend and close the ticket after resolution.
d. If any consumables are required for repairing, IT Teams check the availability of the required item in stock. If available, item is immediately replaced and ticket is closed.
e. If required item is not available in stock, then a requirement of consumables is raised for early procurement. In that case, Ticket is updated as "On Hold" till the item is available in stock again.
f. In case of any procurement of consumables are required, IT Dept. invites quotes from the vendor for taking the budgetary approval. Meanwhile a comparative statement is prepared for the consumables and send to purchase committee for the negotiation and deciding the L1 vendor for the supply.
g. Once the purchase committee decides L1 Vendor, a Purchase Order is issued to the vendor for the supply.
h. Once the item is received at University Gate, items are entered at main gate register by the security staff with proper seal / stamp.
i. Then the items are taken in stock inventory by IT Department and issued to the concerned team for immediate replacement and closure of the ticket after the repairing is done.

Sushant University
soaring high

CENTRE FOR SOFT SKILLS

STANDARD OPERATING PROCEDURE (SOP) FOR ENGLISH LANGUAGE LAB

To ensure disciplined, productive, and effective use of the English Language Lab by establishing standard rules and guidelines for students.

---

1. General Conduct and Behaviour

- All students must **actively participate** in lab activities and sessions.
- Students will be **evaluated based on active participation, attentiveness, and proper behaviour** during lab sessions.
- Maintain **silence and discipline** to avoid disturbing others.

2. Entry and Identification

- **Entry into the lab is allowed only with valid College ID Cards.**
- Students must **enter their names and details in the log-in register** upon arrival.
- Students should **report to the lab on time** as scheduled. Latecomers may not be permitted.

3. Use of Equipment

- Students must **handle all computers and lab equipment with care.**
- **Headphones should only be used for listening to the assigned English language software**. Any other usage is strictly prohibited.
- **Use of pen drives, CDs, or any external storage device is not permitted** in the lab.
- **Do not unplug, plug in, or change any settings** without permission.
- Report any **malfunctioning or damaged equipment** immediately to the teacher/lab assistant.

4. Lab Manual

- It is **mandatory for students to bring their lab manuals** for every session.
- Lab manuals must be **signed by the faculty-in-charge regularly**.

5.Digital Etiquette

- Do not **browse unauthorized websites**, play games, or use social media.
- **No food or drinks** are allowed inside the lab.
- **Do not save personal files** or make changes to lab computer settings.
- The **use of mobile phones is strictly prohibited** during lab sessions.

6. Maintenance & Cleanliness

- Keep your station clean and tidy.
- Push in your chair and **log off** the system after use.
- Ensure all accessories (headphones, mic, etc.) are **placed neatly** before leaving.

7. Accountability

- Any **damage or breakage will result in a fine**.
- **Intentional misuse** of equipment may lead to suspension from lab sessions.
- Students are responsible for the **equipment assigned to them**.

Sushant University

STANDARD OPERATING PROCEDURE- SPORTS

Introduction:

Sports have been given prime attention to prepare the youth as dynamic individuals with a spirit of sportsmanship and emphasis on physical fitness. Sports Cell plays a key role in promoting physical activity and organizing sports activities/tournaments. Students are encouraged to shine at various levels in sports to bring name and honors to the college

Need for Games and Sports

1. Participation in sports and games help build a sense of co-operation and team spirit among students.
2. Students learn to cope with difficult situations.
3. Sports and games are helpful in developing mental and physical fitness.

Procedure of Sports Activities Organization

1. Formal permission from the college authorities to arrange programs
2. Information circulation among students about the events.
3. Selection, training and practice sessions for college teams in different sports are organized.
4. Arrangement of venue and logistics.
5. Arrangement of mementos, trophies, medals and certificates.
6. Invitation to the Chief Guest and other guests of honor.

Infrastructure and Sports Facilities Available at SU

1. Badminton court - 1
2. Basket ball court -2
3. Volley ball court -1
4. Cricket Ground -1
5. Box Football ground – 1
6. Lawn tennis ground – 1
7. Gymnasium -1

Sushant University

SOP FOR IT FACILITIES & UPDATIONS

1. Purpose

The goal is to offer Sushant University staff/faculty members / any system users high-quality technical services by the university's information Technology Team, as well as to help computer users find the right source to address their inquiries, fix any network or computer-related issues, update in-house applications, assist them with particular needs, and aid them in finding appropriate computer-related resources. The information technology team's goal is to offer chances for improving and enhancing Sushant University operations via the application and incorporation of technological breakthroughs in hardware and software.

2. Organizational Description/Scope of Work

The Sushant University computer network, software and hardware inventory, and other technology are all maintained and overseen by the IT Team, which also offers technical help. The University IT Team invites all departments to collaborate so as to plan for the institution's future computer environment. Additionally, we believe that by being aware of the crucial role the IT Team plays in preserving the dependability and integrity of computer resources, our staff works with all to develop University's future computing environments.

3. Responsibility and Role of the IT Team

The IT Team conceptually plans the finest technological solutions to achieve the team's and University's aims. Systems are installed, maintained, and upgraded as needed by the IT team. The ability of the IT Team to adequately handle new devices and apps frequently necessitates the addition of additional resources, the installation of which may take some time but executed successfully. The IT Team balances the workload of services among IT resources available. The IT Team supports and maintains

a. Internet Access & E-mail
b. Computer/Laptop Hardware
c. Software and Applications
d. Copiers/Scanners related all peripherals
e. Video and Audio equipment
f. Maintain network security and performance; establish workable directory structure, network security, and disk space allocation, etc.

SUSHANT UNIVERSITY * GURUGRAM * SECTOR-55

g. Set up user accounts according to established policies, procedures, and limitations.
h. Track all problems or issues through Ticketing Service.
i. Plan new requirements whenever needed.
j. Perform network maintenance, changes, and upgrades.
k. Enhance network by assessing new software and hardware products that would increase network performance and expand network services.
l. Implement disaster recovery plans; runs system backups and disaster recovery operations.
m. Develop procedural documentation or policies as needed.
n. Provide technical training to University staff/faculties.
o. Train and update staff with respect to security systems.
p. Prepare reports and makes recommendation to ensure the optimum efficiency of equipment and systems in accordance with departmental needs.
q. Maintain stock of expendable and non-expendable computer equipment, materials, system, application, and supplies sufficient to ensure continuous and uninterrupted operation of systems; communicates with vendors regarding purchases.
r.. CCTV's have been placed in all the corridors, lobbies, auditorium, AV rooms, all labs, library, hostels, canteens, and at places that are commonly accessed by the users.
v. The CCTV surveillance system is in place to track and prevent the entry of anti-social elements and ensure safety & security to all (staff, students, faculty, parents, visitors, etc).

5. Software

The IT team is responsible for maintaining all software on the systems. The following processes is followed with regard to software:

a. The IT Team maintain a current list of Licensed / Open Source / and recommended software.
b. To ensure software is compatible and not destructive to the computer systems, the IT Team approves any and all software programs.
c. If a user is recommending a software that is not on the maintained list, the user will need to provide requirement approval to IT Team to take the matter forward for the procurement
d. The IT Team checks if software is qualified as being compatible with the system.
e. If software is not qualified as being compatible with the system, software cannot be installed.
f. If a software program exceeds the specifications of the user's computer system, the user will be notified to look for alternative software or to get approved the funds to upgrade the system.

g. All software is installed either on computers or on the servers must have a valid license.

h. Users may contact the IT Team to obtain additional guidance, quotes and advice on any software.

k. Types of Software used at the Sushant University of:

i. Standard software is that software (open source and licensed) which is made available to users by the IT Team. The IT Team installs all software, and may upgrade it when new releases become available. If training is required for newly purchased software a work procedure.

ii. Departmental funded software is software that is used by one or more departments or teams that are specific to that particular program.

The University does not encourage the use of pirated software.

6. Hardware

The IT team is responsible for maintaining all software on the systems at Sushant University. The following processes is followed.

a. The IT Team maintain a list of hardware.

b. To ensure hardware is compatible and not destructive to the computer systems, the IT Team ensures any and all hardware programs.

c. If a user is interested in hardware that is not on the maintained list, the user need to provide a budgetary approval-cum-requirement to IT department for further processing.

d. The IT Team is responsible for maintaining all hardware.

7. Campus Networking

- Router / Switches configuration files is maintained by network team and is secured by providing access rights given by Network Administrator only to authorized users.
- An external firewall maintained by Administrator to manage network from the external untrusted networks.
- Network components used for network security is configured properly and quarterly tested by Network Administrator. The backup of these configurations is taken quarterly or when any changes made to the system.
- Documentation related to Network devices, configuration and diagram are properly maintained and updated when required.

- Appropriate tools are used to manage and monitor network health on monthly basis. Proper logs are also maintained which specify type of network, bandwidth limits, inbound & outbound traffic etc.
- Wi-Fi Network Device like access points are controlled through Controllers and also to limit the source and type of traffic. Wherever technically feasible, single points of failure in network is minimized.
- The Network Administrator evaluates each network component to determine whether any upgrade is required or not.
- Password, Firewall, Antivirus, Remote Access and logical access control Policy is followed strictly to access the network devices / services.
- Network devices sometime configured to display logon banners which provide adequate warning against unauthorized logon attempts. These banners give least information about the network and system to the user.

9. Prohibited hardware and software

The following hardware and software which are not permitted, and the IT team monitors their installation on the systems:

a. Hardware or software that makes any portion of the network unstable.
b. Hardware or software that is used for illegal purposes
c. Hardware or software which are licensing issues / which legally prohibit its use.
d. Any hardware or software that causes any part of the network to become unstable is always instantly removed from the network, and the system is then eith removed or reset to its default settings.

10. Portable Devices

The users of portable devices are responsible for such devices and is held accountable for the care of such devices. The term "portable device" includes but is not limited to the following:

a) Laptops
b) External hard disk drives
c) USB data devices
d) Portable music players
e) Storage media – CD/DVD/SD/mini SD/memory sticks
f) iPads
g) Mobile phones – basic and smartphones

When not in use, these devices are stored appropriately at a place, The IT Team keep track of all devices that have been issued and keeps an eye on how they are being used.

11. Replacement Plan

The Sushant University pursue a five-year plan for replacing its computers. Using this strategy, it is always possible to replace outdated computers that are now connected to the University Network.

An Approval Note with a request is sought for a quote and why the computer must be replaced must be sent to the Management by the IT Team if a system needs to be upgraded before the scheduled computer replacement date.

12. Relocation of Computers or Printers

All computer systems and accessories which needs to be moved, is the responsibility of the IT team. To prevent delays in the setup / movement procedure, a mail is requested from user to send to the IT Support email address at least Two business days before the relocation. The user must get in touch with the IT Department Head in the event of an emergency.

13. Website

The Sushant University website is made in such way that can give access to outsiders to know the details about the institution, its activities, and entity. The University Website is subject to the following:

a) Departments / Schools are responsible for ensuring their webpage Contents to be updated at least every 30 days.
b) All content submitted to IT Department / Website Vendor for updating / for posting on the website should be checked and well verified by the concerned authority.
c) Copyrighted material for posting is accompanied by a properly executed release from the author and/or photographer.
d) Soft copies of properly verified web content is always required when posting on the University Website.
e) The website calendar is provided for University events only.
f) Links to websites found to be under construction or inactive is always updated/removed. No links to personal websites is posted.

14. Disposal of Electronic Equipment

The IT team gets rid of old electronic devices. An IT Work Order / email approvals are taken by the IT Team to dispose of the e-wastes/ device. The IT Team collects all out-of-date equipment at least 30 days before disposing. A list is made and provided to authorized environmentally friendly recycling vendors to quote for. After due approval from the Management Items are disposed and a certificate of recycling is obtained from the Recycler vendor.

15. Data Backup/Disaster Recovery Plan

The Sushant University's servers, which are kept at a centralized Place in the campus, are fully automated backup services provided by the IT team. Data backups are created only to help with disaster recovery, not to store them for later retrieval. The Recovery Plan for Sushant University details the steps taken by the IT team for technology disaster recovery as well as the stages of the process for retrieving important data. The plan for the IT Team ensures that operations may be quickly and successfully recovered and minimizes interruptions to crucial processes.

16. Maintenance

The IT Team plans Annually for the maintenance / upgrade of the Hardware/Software / Network and checks for problems.

17. Security

A top goal of the IT Team is the security of the computer system at Sushant University. The following are elements of the security monitoring process used by the IT Team:

a) Each Department / School determines what data is to be considered public, confidential, or for official use only.
b) The IT Department will then review all security alerts.
c) The IT Department setup logs and review them to monitor possible security breaches.
d) The IT Team maintain backups as needed to recover from deliberate security threats and damage.
e) The IT Team uses email security software (Antivirus) to protect the network from email threats in the form of viruses and SPAM.
f) The IT Team logs onto the Firewall to monitor mail activity to detect email threats.
g) The IT Team can log on to the Firewall server remotely to ensure the network's security is effective.
h) The Firewall is equipped with content filtering which allows for control of the users Internet access to the web. This service is used to monitor user's website visits and block inappropriate websites.
j) If a user is suspected of security violation, the user is tracked and blocked on the system.

18. User Accounts, Email & Passwords

All University User's email addresses and accounts are assignedby IT Team..which is updated time to time and the IT team keeps track of them. The IT Team also keeps track of and upgrades all system passwords as necessary for every individual user. At the time of hire, every new employee / student is given an email address with a password. It s

also suggested to the user that after Every six months, all computer users must change their passwords.

19. Internet Access

The internet gives users access to a wide range of information, some of which may be valuable and some of which may not, and it is not a safe way to communicate. The user is in charge of making sure that the Computer, Intranet, and Internet Use Policy of Sushant University is adhered to. Through monitoring and filtering software, the IT Team keeps an eye on user activities to block access to websites that are forbidden or in violation of University's regulations.

20. Quote Requests

Any IT Related requirement in the University is sent to the IT Support email address by the user. After reviewing by IT Team, if a quote is needed for any software or peripherals, Approvals are taken and the Work Order is provided to the vendor as per user's required specifications.

SOP – Accounts & Finance Department

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Sushant University

Sushant University

Standard Operating Procedure (SOP)
Accounts & Finance

➢ Introduction

This Standard Operating Procedure (SOP) outlines the accounting policies and procedures for the university to ensure proper financial management, transparency, and accountability.

1. Purpose

This Standard Operating Procedure (SOP) provides guidelines for managing Sushant University expenditures, including processing payments, procurement, and the approval workflows involved.

2. SOP Sections

Section	Description
2.1 Budget Preparation	Procedures for preparing the annual budget, including departmental submissions and budget committee approvals.
2.2 Income Management	Process of managing tuition fees, grants, donations, and other sources of income.
2.3 Expenditure Management	Guidelines for processing payments, procurement, and approval workflows.
2.4 Payroll Processing	Procedures for staff salary disbursement, tax deductions, and statutory compliance.
2.5 Financial Reporting	Schedule and format for monthly, quarterly, and annual financial reports.
2.6 Audit and Compliance	Internal and external audit processes and ensuring compliance with financial regulations.
2.7 Record Keeping	Standards for maintaining financial records and retention periods.
2.8 Internal Controls	Implementation of checks and balances to prevent fraud and errors.
2.9 Asset Management	Procedures for recording, monitoring, and disposing of fixed assets.
2.10 Emergency Expenditure	Guidelines for approving and documenting unplanned or emergency expenses.

Sushant University

2.1 Budget Procedure

Responsibilities

- Department Heads: Prepare and submit department-specific budget proposals.
- Finance Office: Consolidate departmental budgets and prepare the draft university budget.
- Budget Committee: Review, amend, and approve the consolidated university budget.

Procedure

Step	Activity	Responsible Party
1	Issue budget call circular with guidelines and deadlines.	Finance Office
2	Department heads prepare and submit budget proposals based on forecasted needs.	Department Heads & Schools Head
3	Finance Office reviews submissions for completeness and accuracy.	Finance Office
4	Draft budget is compiled and analyzed for compliance and feasibility.	Finance Office
5	Initial draft reviewed in internal budget meeting with department & schools representatives.	Finance Office, Schools & Departments
6	Revised draft submitted to Budget/Finance Committee for evaluation.	Finance Office
7	Budget/Finance Committee reviews, recommends changes, and gives provisional approval.	Budget/Finance Committee
8	Final adjustments made and final budget submitted to governing body.	Finance Office
9	Governing body approves the final university budget.	University Governing Body

2.2 Income Management

Responsibilities

- Finance Office: Ensures proper recording, reporting, and auditing of income.
- Accounts Department: Handles collections, deposits, and reconciliation.
- Development Office: Manages donations and grant applications.

Procedure

Step	Activity	Responsible Party
1	Issue invoices/fee demand for academic fees, tuition fees hostel fee etc. based on student enrollment data.	Accounts Department
2	Collect and record academic fees, tuition fees hostel fee etc. payments via bank transfers, POS, or cash.	Accounts Department
3	Track and follow up on outstanding fees.	Accounts Department
4	Apply for grants and manage fund disbursement schedules.	Development Office

5	Record and acknowledge all donations with proper documentation.	Development Office
6	Deposit all income into designated university bank accounts.	Accounts Department
7	Reconcile income records with bank statements monthly.	Finance Office
8	Prepare periodic income reports for internal and external audits.	Finance Office

2.3 Expenditure Management

Responsibilities

- Department Heads: Initiate purchase requests and ensure budget availability.
- Procurement Office: Manage vendor selection and procurement process.
- Finance Office: Process payments and maintain financial records.
- Approving Authorities: Approve expenditures based on delegation of powers.

Procedure

Step	Activity	Responsible Party
1	Initiate purchase requisition form with justification and budget code.	Department Head
2	Verify budget availability and compliance with policy.	Finance Office
3	Obtain quotations or conduct tendering process (as applicable).	Procurement Office
4	Select vendor based on evaluation criteria.	Procurement Committee
5	Issue Purchase Order (PO) or contract.	Procurement Office
6	Receive goods/services and verify with PO and delivery note.	Receiving Department
7	Submit invoice and proof of delivery for payment.	Vendor & Receiving Department
8	Verify invoice, match with PO and delivery, and process payment.	Finance Office
9	Obtain required approvals as per financial delegation matrix.	Approving Authority
10	Disburse payment through approved channels (bank, cheque, etc.).	Finance Office
11	Record transaction in financial system and maintain audit trail.	Finance Office

Sushant University

2.4 Payroll Processing

Responsibilities

- HR Department: Manages employee records, attendance, and leave data.
- Payroll Officer: Prepares payroll based on approved inputs.
- Finance Office: Processes salary disbursements and maintains records.
- Compliance Officer: Ensures adherence to tax laws and statutory requirements.

Procedure

Step	Activity	Responsible Party
1	Collect attendance, leave, and any additional claims data.	HR Department
2	Validate data and prepare monthly payroll register.	Payroll Officer
3	Calculate gross salary, applicable deductions (tax, PF, etc.), and net pay.	Payroll Officer
4	Review and approve payroll register.	Finance Office
5	Process tax deductions and prepare statutory reports (TDS, EPF, ESI, etc.).	Compliance Officer
6	Transfer net salaries to employee bank accounts.	Finance Office
7	Distribute payslips and maintain payroll records.	Payroll Officer
8	File statutory returns to government authorities within due dates.	Compliance Officer
9	Address any payroll-related queries or discrepancies.	Payroll Officer

2.5 Financial Reporting

Responsibilities

- Finance Office: Prepare and submit accurate and timely financial reports.
- Departmental Finance Coordinators: Provide departmental financial data and justifications.
- Internal Audit Team: Review reports for accuracy and compliance.
- University Management: Review and approve financial statements.

Reporting Schedule and Formats

Report Type	Frequency	Contents/Format
Monthly Financial Report	Monthly	Summary of income and expenses, budget variances, bank reconciliations, and fund balances.
Quarterly Financial Report	Quarterly	Expanded analysis including departmental performance, comparative statements, and project financials.
Annual Financial Statement	Annually	Comprehensive financial report including balance sheet, income and expenditure

		account, cash flow statement, and audit report.
Grant Utilization Report	Quarterly/Annually	Statement of grant income and expenditure, fund balances, and utilization certification.
Statutory Compliance Report	Monthly/Quarterly	Details of TDS, GST, EPF, ESI filings, and compliance certificates.

2.6 Audit and Compliance

Responsibilities

- Internal Audit Team: Conducts regular internal audits and reports findings.
- External Auditors: Appointed by governing bodies to conduct statutory audits.
- Finance Office: Coordinates audit processes, ensures documentation, and follows up on audit recommendations.
- Compliance Officer: Ensures adherence to applicable laws, regulations, and internal policies.

Procedure

Step	Activity	Responsible Party
1	Prepare audit schedule and inform all departments.	Internal Audit Team
2	Collect and review financial documents and transactions.	Internal Audit Team
3	Conduct field audits and interview relevant staff.	Internal Audit Team
4	Prepare internal audit report with findings and recommendations.	Internal Audit Team
5	Share report with management and obtain action plan.	Finance Office
6	Appoint external auditor and provide necessary documents.	Finance Office
7	External auditors conduct statutory audit as per standards.	External Auditors
8	Receive and review external audit report.	University Management
9	Implement corrective actions based on audit recommendations.	Finance Office & Departments
10	Ensure periodic compliance checks and file statutory returns.	Compliance Officer

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2.8 Internal Controls

Responsibilities

- University Management: Approves internal control policies and monitors implementation.
- Internal Audit Team: Evaluates effectiveness of internal controls.
- Finance Office: Implements and monitors control procedures in financial operations.
- Department Heads: Ensure adherence to control procedures within departments.

Procedure

Step	Control Activity	Responsible Party
1	Segregation of duties to avoid conflict of interest in financial processes.	Finance Office
2	Use of pre-numbered documents for receipts, invoices, and purchase orders.	Accounts Department
3	Dual authorization required for payments above defined thresholds.	Approving Authorities
4	Monthly reconciliation of bank accounts and ledger balances.	Finance Office
5	Periodic stock verification and asset audits.	Internal Audit Team
6	Use of access controls and passwords for financial systems.	IT Department

7	Conduct surprise audits and physical verifications.	Internal Audit Team
8	Establish whistleblower mechanism for reporting irregularities.	University Management
9	Document and review control processes annually.	Internal Audit Team

2.9 Asset Management

Responsibilities

- Procurement Office: Coordinates the acquisition of assets and ensures documentation.
- Asset Management Team: Maintains asset registers and monitors asset condition.
- Department Heads: Ensure assets within their departments are properly used and maintained.
- Disposal Committee: Reviews and approves disposal of obsolete or unserviceable assets.

Procedure

Step	Activity	Responsible Party
1	Procure fixed assets following approved procurement procedures.	Procurement Office
2	Assign asset identification numbers and update asset register.	Asset Management Team
3	Tag each asset physically with ID labels.	Asset Management Team
4	Conduct periodic verification and condition assessment of assets.	Department Heads
5	Update asset records based on usage, transfer, or repair status.	Asset Management Team
6	Report damaged or obsolete assets for disposal.	Department Heads
7	Evaluate and approve disposal requests.	Disposal Committee
8	Dispose of assets via auction, donation, or write-off, as per policy.	Disposal Committee
9	Update asset register and financial records post-disposal.	Asset Management Team

2.10 Emergency Expenditure

Responsibilities

- Department Heads: Initiate and justify emergency expense requests.
- Finance Office: Evaluate financial impact and maintain documentation.
- Emergency Approval Committee: Review and authorize unplanned expenses.
- Internal Audit: Verify compliance and reasonableness of emergency expenditures.

Sushant University

Procedure

Step	Activity	Responsible Party
1	Identify and assess the emergency requiring immediate expenditure.	Department Head
2	Prepare Emergency Expenditure Request Form with justification and estimated cost.	Department Head
3	Review request and check availability of contingency funds.	Finance Office
4	Forward the request to the Emergency Approval Committee for authorization.	Finance Office
5	Committee evaluates urgency and approves or rejects the request.	Emergency Approval Committee
6	If approved, initiate procurement or payment process.	Finance Office
7	Document the expenditure and maintain all supporting evidence.	Department & Finance Office
8	Report emergency expenditure in next financial report cycle.	Finance Office
9	Audit team reviews emergency spending compliance periodically.	Internal Audit

Sushant University

AntiRagging Policy

Anti-Ragging Policy

2019-2020

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

ANSAL UNIVERSITY ★ SECTOR-55, GURGAON ★

- 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:

ANSAL UNIVERSITY ★ SECTOR-55, GURGAON ★

Anti-Ragging Policy

2020-2021

Sushant University
Erstwhile Ansal University Gurugram

Anti-Ragging Policy

July 9,2020

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- Public nuisance created during ragging
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- Injury to body, causing hurt / mental trauma or grievous hurt
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Sushant University
Erstwhile Ansal University Gurugram

- Withholding of results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival etc.
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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

2021-2022

Sushant University
Erstwhile Ansal University Gurugram

Anti-Ragging Policy

June 11,2021

Regulations on curbing the menace of ragging

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Sushant University
Erstwhile Ansal University Gurugram

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Registrar:

Anti-Ragging Policy

2022-2023

June 10, 2022

Anti-Ragging Policy

Regulations on curbing the menace of ragging

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Col V K Malik (Retd).	Professor and Dean (School of art and Architecture)	Virendrakumarmalik@sushantuniversity.edu.in	9999683982

Registrar:

Anti-Ragging Policy

2023-2024

June 16,2023

Anti-Ragging Policy

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W: www.sushantuniversity.edu.in E: info@sushantuniversity.edu.in

- Violation of decency and morals through ragging
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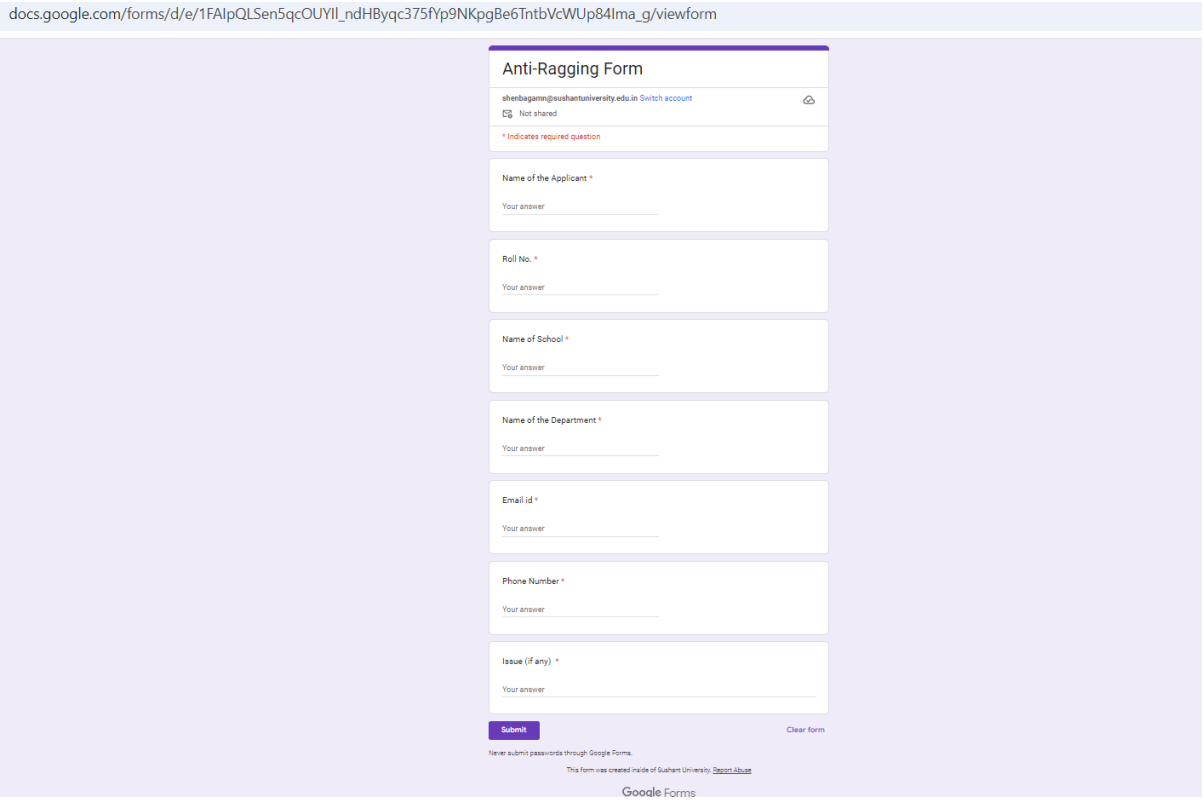
Registrar

SUSHANT UNIVERSITY * SECTER-55, GURUGRAM *

Anti-Ragging Form -Online

Online link- https://forms.gle/66ca9bcg9Qymhque7



Policy Library
Resource Centre

Sushant University

soaring high

LIBRARY POLICY

LIBRARY RESOURCE CENTRE

Library Policy

SUSHANT UNIVERSITY
SECTOR-55, GURUG

Table of Content

Sr. No.	Particulars	Page No.
	Foreword	4
	Abbreviations	5 - 6
	Definition of Terms	7 - 8
1.	Preamble	9
2.	Vision	9
3.	Mission	10
4.	Value of The Library Resource Centre	10
5.	LRC Objectives	10
6.	LRC Advisory Committee	11
6.1	Composition	11
7.	Library Resource Centre	11
7.1	General Rules	11-12
8.	Procedure For Membership	12
9.	Lending Rules and Restrictions	13
9.1	Circulation rules	13-14
10.	Late Book Fine	14
11.	Clearance Certificate	14
12.	Resource Suggestion	14
13.	Cyber/ Repository/E-resource/E-books/ Digital Library rules	14
14.	LRC Working Hours	15
15.	Discipline	15-16
16.	Damage/Loss of Library Books and/or Library Property	16
17.	Infrastructure	16
18.	Future Developments	17
19.	LRC Collections	17
20.	Selection of Materials	17
21.	Acquisition	17-18
22.	Print Resources	18
23.	Specialized Print Resources	18
24.	E - Resources	18
25.	LRC Collections	18-19
26.	List of Newspaper	19

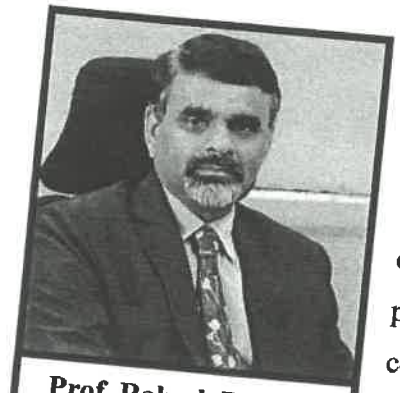
Chief Librarian
Sushant University, Gurugram

SUSHANT UNIVERSITY SECTOR-55 GURUGRAM

27.	**Digital Resources**	
28.	**E-Books**	**20**
29.	**E-Books Portals Access**	**20**
30.	**Library Membership Portals Access**	**20**
31.	**Digital Library**	**20**
32.	**Services**	**21**
32.1	**Borrowing Service**	**21**
32.2	**Reference Services**	**21**
32.3	**Reservation Service**	**21**
32.4	**Reprography Service**	**21**
32.5	**Web OPAC Service**	**22**
		22

Chief Librarian
Sushant University, Gurugram

Foreword



Prof. Rakesh Ranjan
Vice Chancellor

Sushant University has taken significant stride in enhancing the educational environment, with a range of initiatives focused on holistic development. These efforts have introduced fresh perspective to the university's academic programs, offering a diverse array of discipline and industry-specific curricula. By providing in-depth specializations and recognized certifications, Sushant University ensures that its students are globally competitive.

The Library Resource Centre at Sushant University plays a pivotal role in supporting teaching, learning, and research by providing essential information resources. The library policy outlines the steps involved in the development, acquisition, and distribution of library resources and services to students, staff, and authorized patrons.

Policy will be enforced by the Library Resource Centre with periodic review to remain responsive to evolving academic and regulatory requirements. The library remains committed to continuously explore innovative ways to enhance teaching and research quality by facilitating global access to information.

VICE-CHANCELLOR

Chief Librarian
Sushant University, Gurugram

Abbreviations

AACR II	Anglo-American Cataloguing Rules, Second Edition
ACM	Association for Computing Machinery
AICTE	All India Council for Technical Education
ANSI	American National Standards Institution
ASCE	American Society for Civil Engineers
ASME	American Society for Mechanical Engineers
ASTM	American Society for Testing and Materials
BSB	Book Supply Bureau
B. Tech	Bachelor of Technology
B. Arch	Bachelor of Architecture
CAS	Current Awareness Service
CD/DVD	Compact Disk/Digital Versatile Disk-Read Only Memory
CMIE	Centre for Monitoring Indian Economy Pvt. Ltd.
EBSCO	Elton Bryson Stephen Company
GIST	Global Information Systems Technology
HOD	Head of the Department
ID	Identification
IEEE	Institute of Electrical and Electronic Engineers
IHS	Information Handling Service
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
ILL	Inter Library Loan
ISO	International Organisation for Standardisation
IR	Institutional Repository
JET	J-Gate Engineering and Technology
LMS	Library Management System
JSMS	J-Gate Social and Management Sciences
SU	Sushant University
LAC	Library Advisory Committee
LCSH	Library of Congress Subject Headings
MHRD	Ministry of Human Resource Development
MIT	Massachusetts Institute of Technology
M.Tech	Master of Technology
M.Arch	Master of Architecture
MS	Manuscripts Collection, Micro-Soft
NAAC	National Assessment and Accreditation Council
NIC	National Informatics Centre

Chief Librarian
Sushant University, Gurugram

NPTEL	National Programme on Technology Enhanced Learning
OCW	Online Course Ware
PAN	Permanent Account Number
PDF	Portable Document Format
PG	Post Graduate
PhD	Doctor of Philosophy
PIS	Patent Information System
R	Reference Collection
R&D	Research and Development
RFID	Radio Frequency Identification
SDI	Selective Dissemination of Information
S&T	Science and Technology
TB	Text Book Collection
UDC	Universal Decimal Classification
UG	Under Graduate
UGC	University Grants Commission

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Sushant University, Gurugram

Definition of Terms

Book: Any lendable information resource held by the library

Circulation Desk: The area in the library in which staff handle the loans procedure and enquiries

Circulation: The total issue of library books over a specified period

Collection: Any information media regardless of format that is acquired by the library

Reference Services: Reference services include answering directional and general information questions and providing instruction in the use of library resources.

Conserve: The provision of adequate care and maintenance facilities to ensure the long survival of library stock or archives

Consortium: Group of University libraries, research institutions and Colleges who have signed a memorandum to negotiate prices of electronic resources jointly

Faculty Teaching staff

Fair use: The limitation and exception to the exclusive right granted by the copyright law to the author of a creative work

Information Literate: A person who has the ability to know when information is needed, know how to locate and critically evaluate and use that information in an ethical manner

Institutional Repository: A digital collection that captures and preserves the intellectual output of a university community

Inter-library loan: Lending of materials between libraries.

Lending: To give or allow the use of a book temporarily on the condition that the same will be returned.

Chief Librarian
Sushant University, Gurugram

Library Advisory Committee:	A standing committee responsible for giving guidelines on Library Services and resources.
Plagiarism:	The presentation of someone else's ideas, word, or artistic/scientific technical work as one's own creation.
Special Collection:	Theses and Dissertations, Non- book materials, Rare Materials, publications.
User:	Any person who has been admitted to use the library.
Checking in:	Discharging (return) of borrowed books using and integrated library management system.
Checking out:	Lending of books to a library user
Desensitizing:	Deactivating a book by passing it through a book desensitizing machine after checking out using an integrated library management system (ILMS) so that user can carry book out of the library..

Chief Librarian
Sushant University, Gurugram

1. Preamble :

Library Resource Centre (LRC) is the backbone of academic and research activities of the university. It supports teaching, learning, research, and innovative activities of the university. The university has a Learning Resource Centre consisting of 3 fully enabled libraries spread over more than 11,148 square ft. situated in different academic blocks to facilitate access with a minimum movement of students, which can accommodate approximately 225+ readers at a time. The library is entirely devoted to the scholastic needs of students, research scholars, and faculty. It carries a wide range of publications in the areas of computer science, IT, Civil Engineering, Mathematics, Physics, Electronics, Electrical Engineering, Hotel Management, Law, Pharmacy, Planning and Development, Architecture, Design, Health Science and collections in Humanities and Social Sciences etc. LRC has been pooling the latest quality books on competitive examinations and general reading books. LRC adopts an open shelf system, which offers freedom to students to visit, browse, read, and explore any documents available on the shelves. The library has also been subscribing to over 51 national and international journals and magazines in print form. subscription to various local, regional, and national newspapers in hindi and english is the key part of the library. The LRC activities are fully computerized with the help of in-house Library Management Software, known as 'TCSion.'.

Apart from print collection, LRC has subscriptions to Engineering ,Architecture, Hotel Management, Law, Pharmacy, Planning and Development, Design, Health Science and allied areas-related online databases, which offer a huge collection of full-text resources in all key areas.

LRC has been an active member of the Developing Library Network (DELNET), National Digital Library of India (NDL), and Shodhganga, utilizing its Inter Library Loan and document delivery services on a regular basis. The LRC is doing its best efforts to give quality services to its users by using the state-of-the-art facilities.

2. Vision :

The vision of the library at Sushant University is to provide a dynamic and innovative learning environment that supports academic excellence. It aims to offer a comprehensive collection of resources, both physical and digital, to enhance research,

Chief Librarian
Sushant University, Gurugram

learning, and development. The library strives to foster a culture of intellectual growth, supporting students and faculty in their pursuit of knowledge and scholarly endeavors. To improve the university's academic standing by offering learning materials and assisting in its transformation into a top-tier institution.

3. Mission :

- We aim to establish and uphold an environment in the library that fosters a desire for knowledge among the students.
- To provide quality service to the users.
- To provide access to various learning resources of all formats—books, periodicals, e-resources, etc.
- To ensure optimum satisfaction for all the users of the institute.

4 Values of the Library Resource Centre, Sushant University:

User First: To support our users, we bring passion and expertise to our work.

Innovation: We explore and employ innovative techniques and ideas to support our vision and mission.

Collaboration: We work collaboratively within and outside the institute to achieve our vision and mission.

Inclusion: We believe in the principle of shared growth, inclusion, and welfare of our users and staff.

5. LRC Objectives:

The main objectives of Library Resource Centre of Sushant University are stated as the following: -

- To educate and assist students and staff in the identification and effective use of information resources
- To preserve all collections/materials and maintain/upgrade infrastructure to enhance the quality of services
- To provide access to information resources regardless of location.
- To collect library materials in all formats, broaden and update all collections to meet the needs of programs and support teaching, research, innovation, and training.
- To automate the complete function of all processes of the library using ICT
- To provide current library materials and databases that support academic curriculum.

Chief Librarian
Sushant University, Gurugram

6. The LRC Advisory Committee:

This is notified for the information of all that the Library Committee has been reconstituted, as per the details given below.

6.1 Composition:

Dr. Saurabh Chhabra, Dean Professor, VATEL	Chairperson
Dr. Aparajita Shrivastava, Professor, SAA	Member
Dr. Dinesh Rai, Professor, SET	**Member**
Dr. Manu, Professor, SOL	**Member**
Dr. Richa Nangia, Associate Professor, SOB	Member
Ms. Vineeta Kochar, Associate Professor, SOD	Member
Dr. Amit, Assistant Professor, SHS	Member
CFAO or his Nominee	Member
Dr. Dharmendra Harit , Chief Librarian	Member Secretary

7. Library Resource Centre: Rules

7.1 General rules:

- Only registered members are allowed to use the library. Members should always carry their ID cards while using the library.
- Readers should observe silence inside the library.
- Usage of Mobile phones is not permitted inside the Library Premises.
- Readers' tickets are non-transferable.

Chief Librarian
Sushant University, Gurugram

- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- Members are themselves responsible for books issued against their lost tickets.
- Readers are not allowed to bring their personal books or any printed material in book form inside the library, for which designated room only is to be read.
- Members must show their Library Cards while entering the library, borrowing books and journals and at any time if asked to do so by the library staff.
- The belongings like bags, umbrellas, tiffin boxes, and other personal belongings etc. are to be deposited at the Property Counter at the Reader's own risk.
- Every member must sign the register available at the entrance.
- Members are free to browse the books, as there is open access in the library. Once the books are taken out of the shelves, they should not be replaced by them, as they may be misplaced. They should be kept on the table only.
- Readers should not write in, mark, scratch, disfigure, or damage books or furniture in the library.
- Network will not be provided on the laptop brought inside the library. The library shall not be responsible for the loss of laptops.
- Chewingum, pan, spitting, smoking, eating, sleeping and talking loudly is strictly prohibited in the library.
- Newspapers, magazines, and journals must be read only in the library on specific tables/stands and should not be taken out to any other reading area.
- Books and novels are not allowed to be read in the digital and journal section of the library. The reading hall should be used for the same.
- No Library material can be taken out of the library without permission.
- Anyone who violates the rules and regulations of the library shall be liable to lose the privileges of library membership.
- Notwithstanding anything contained in these rules, the decision of the Vice Chancellor of the University in all matters shall be final and binding.

8. Procedure for Membership:

All the members of Sushant University (students, faculty, and staff) are eligible for library membership free of cost. All the registered students/faculty members can borrow books from the library through their ID card. The books may, however, be reissued on the due date.

Chief Librarian
Sushant University, Gurugram

9. Lending Rules and Restrictions:

9.1 Circulation rules:

- Periodicals will not be issued as these are for reference in the library only.
- Students can be issued four (4) books in total for fourteen (14) days & can get them re-issued if required by the student, subject to the condition that there is no requisition for the book/pending demand.
- Faculty members can be issued ten (10) books for the semester.
- Reference books can be issued for overnight only in exceptional circumstances with the recommendation of the Dean of School/HODs.
- Students can reserve the books at the circulation counter in case those are already issued.
- Reference books, project reports, theses (dissertations), periodicals, and bound journals are not issued to students/faculty members. They are to be referred to within the library premises only.
- Project reports and dissertations submitted within the last five years are given for reference within the library only. Written permission of the Dean of School/HODs concerned is required in such cases.
- Project reports and dissertations cannot be photocopied.
- The chief librarian reserves the right to recall any book issued to the borrower even prior to the due date of return, if necessary.
- At the end of every academic session, the member will have to obtain a "No Dues Certificate" from the chief librarian, failing which he will lose his library membership.
- The borrower shall be responsible for the safe return of the books to the library. In the case of damage or loss of books, the member/staff will have to replace the lost book with a new book or will have to pay the double cost of the lost book/document.
- Stealing or damaging the property of the library or misbehavior with library staff shall be considered an act of indiscipline, which will call for strict disciplinary action, fines, and cancellation of library membership.
- The library staff is authorized to check any students' bags & belongings, if needed.
- Non-member visitors are not permitted to use the library without the permission of the chief librarian.

Chief Librarian
Sushant University, Gurugram

10. Late Book Fine (Overdue *charges*):

- Issued books returned after the due date attract overdue charges. For textbooks, it will be **Rs. 5/- per day.**
- If students and faculty lost the book, then he has to pay the price of the book + an equal amount as a fine + Rs. 100.00 processing charge for each book.

11. Clearance Certificate: All library documents will have to be returned along with the dues, fines, etc., if any, by the individuals (staff, faculty, etc.) at the time of leaving Sushant University, and obtaining a 'clearance certificate' from the library is mandatory.

12. Resource Suggestion: Requests for new books, journals, CDs, or other information resources may be sent to the library with maximum ordering details available. Please use any of the following modes for ordering: - E-mail Recommendation form (accessed from Sushant University Library) Please allow a reasonable time for procurement and technical processing of the books, i.e., 20 days and 2 months for Indian and international books, respectively. Purchase of documents directly by individuals is discouraged. Duplicate copies are not accepted for the collection.

13. Cyber/ Repository/E-resource/E-books/ Digital Library rules:

- Cyber Library is to be used for academic purposes only.
- Online chatting in the Cyber Library is not allowed.
- Users are not allowed to carry eatables and drinks in the Cyber Library area.
- Readers must carry their library ID card while using the Cyber Library. They must show their ID card on demand.
- Readers are not to share their net access ID and password with other students.
- Changing the settings and display of the computers kept in the Cyber Library/Reading Hall is not allowed.
- Playing games on computers is strictly prohibited in the entire library premises.
- Students should take care of their pen drives, CD/DVD ROMs, cell phones, wallets, etc.
- Browsing of dating, networking of friendship, and porn websites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

Chief Librarian
Sushant University, Gurugram

14. LRC Working Hours:

The LRC opens all days of the week under following timings:

Particulars	Timings
Working Hours	9.00 AM to 5.00 PM
Issue & Return	9.15 AM to 4.45 PM

- LRC will remain closed on holidays listed in the academic calendar of Sushant University.
- All online resources can be accessed 24x7.
- Any change in the LRC timings will be notified in advance.

For any queries, please mail at chieflibrarian@sushantuniversity.edu.in

15. Discipline:

- Good conduct must be observed in the library; eating, chewing, littering, spitting, and sleeping in the library; using mobile phones; improper dressing; group discussion; drunkenness; rude behaviour, etc. are prohibited.
- Improper use of the furniture, e.g., sitting on two chairs, sitting on tables, placing feet on the chair, and defacing library furniture, is prohibited.
- Silence must be observed at all times.
- Charging of electronic and electric gadgets that do not promote access to library resources is prohibited.
- Smoking and use of open fire in any part of the library is prohibited.
- Cases, parcels, overcoats, hats, umbrellas, etc., are not allowed in the library.
- Use of personal electronic/electric gadgets within the library will be allowed strictly for academic purposes.
- The library shall not take responsibility for loss or damage of personal property.
- All users leaving the library carrying books or parcels must show them to the library security officer.
- Stealing and/or attempting to steal a library book or property is an offense, and those caught will face disciplinary action.
- Photocopying, duplicating, and any other form of data transfer should conform to copyright law and appropriate licenses.
- Use of electronic devices and resources must conform to the following:

Chief Librarian
Sushant University, Gurugram

(a) Users of laptops must maintain order and avoid distracting other users.

(b) Access to library networks must only be for purposes that are in line with users academic, research, and/or learning programs of LRC, SU,

(c) Systematic downloading of library-subscribed electronic content is prohibited.

(d) Misuse and sharing of electronic resources access information with non-authorized members is prohibited.

- University Librarian shall suspend any user whose conduct in the library is found to be disorderly according to these rules. Such a person shall be reported to the university authorities for further disciplinary action.

16. Damage/Loss of Library Books and/or Library Property:

- Users will be held responsible for any damage occurring to a book while in their possession and will be charged for repair. If the book is damaged beyond repair, the user will be charged in accordance with LRC rule.
- Users are responsible for ensuring that the books they borrow are not damaged before borrowing; otherwise, they will be held responsible for the damage and will be charged.
- Any defect in or damage to a book should be reported to the Circulation Librarian. Users must report at once any loss of and/or damage to books while in their possession.
- The marking and defacing of any library materials is strictly forbidden.
- Refreshments, ink bottles, and any other materials that might accidentally damage library books or property must not be brought to the library.
- Damage to the library property will be dealt with according to rules.

17. Infrastructure:

The LRC is equipped with a well-designed, state-of-the-art infrastructure to complement the requirements for reading and research. The space is fitted out and well stocked with relevant and appropriate learning and information resources, both in print and electronic. The resources are armed with the latest collection of books, journals, magazines, e-journals, e-books, and databases from globally known publishers. Our major focus is to procure online/digital learning resources, which allow users to access them anytime, anywhere, 24×7.

Chief Librarian
Sushant University, Gurugram

18. Future Developments:

The Library Resource Centre is currently in the process of creating innovative research support services to strengthen research activities at Sushant University.

19. LRC Collections:

The LRC has been pooling quality resources in all formats from across the world. Broadly the following resources are the highlights of the library collection.

20. Selection of Materials:

The library information resources shall include:

- Resources for academic and curricular needs
- General and specialized reference materials
- Bibliographies, indexes, and catalogues
- Resources for special collections
- Materials for recreation and general interest

21. Acquisition:

The library information resources shall be acquired in various ways in line with the collection development policy, with the recommendation of the library committee.

- Purchases shall depend on the library information resources budget.
- The library shall receive solicited and unsolicited gifts that are relevant to the university with the understanding that they shall be added to the collection only after they have been evaluated.
- It shall be made clear to the donor that the library reserves the right to accept or reject the gifts.
- The library shall prefer selecting from an advance list of intended gifts before accepting for shipping to avoid acquiring documents that are not relevant to programs taught.
- The library reserves the right to dispose of inappropriate gifts as it sees fit, by exchange, re-donation, or discard with the approval of the Library Committee.
- The library shall enter into and strengthen the exchange of publication programs with other institutions whenever such ventures are advantageous to the library.

Chief Librarian
Sushant University, Gurugram

- The library shall strive to enter into depository agreements with as many publishing bodies as possible in order to access the current research information, provided that there are no conditions attached.
- Library materials that may have been lost or damaged beyond repair shall be considered for replacement if they are still useful.
- All records of lost, paid-for, or replaced items must be amended to reflect the current status in the library records.
- The library shall endeavor to acquire the current edition of information materials.
- Free resources available from the internet, organizations, or individuals may be included in the library databases.

22. Print Resources:

- Books
- Periodicals
- Newspapers

23. Specialized Print Resources:

- Theses
- Dissertations

24. E-Resources:

- E-Resources

25. LRC Collection:

Documents	Scope	Titles	Total Volumes
Books	All areas	23114 +	54143 +
E-Books	All areas	3.30 Lakhs	3.30 Lakhs
E- Journals	All areas	11000+	11000+
Print Periodicals	International Journals	10	

Chief Librarian
Sushant University, Gurugram

	National Journals	34	51
	Magazines	7	
Theses	Ph. D Theses	59	59
Dissertations	PG		116
	UG		1343
Newspapers	All areas	5	14

26. List of Newspapers:

Sr. No.	Name of Newspaper	Language(version)
1	The Hindu	English
2	Hindustan Times(HT)	English
3	Times of India (TOI)	English
4	Navbharat Times(NBT)	Hindi
5	The Economics Times (ET)	English
6	The Tribune	English

Chief Librarian
Sushant University, Gurugram

27. Digital Resources

The library subscribes to databases to help users with their research and academic pursuits. The library subscribes to the E-books Collection. The LRC is an institutional member of DELNET databases, **the National Digital Library of India (NDL).**

28. E-Books:

You can access high-speed internet at workstations or use Wi-Fi to read the e-books through online databases subscribed to by the LRC available at the Reference Desk.

29. E-Books Portals Access:

Name of Databases	URL Link	Access Mode/Availability
Perlego e-books Collection	http://search.ebscohost.com	IP Based: Campus wide

30. Library Membership Portals Access:

Name of Library Membership	Coverage Area	URL Link	Access Mode/Availability
DELNET	All Subjects	http://delnet.in/	Username: hraug Password: aug55
National Digital Library	All Subjects	http://ndl.iitkgp.ac.in	IP Based: Campus wise
Shodhganga	All Subjects (Thesis)	https://shodhganga.inflibnet.ac.in/	IP Based: Campus wise

Chief Librarian
Sushant University, Gurugram

31. Digital Library:

Digital Library is an institutional repository of Sushant University. We have 15 computer systems in the digital library, including all departmental units of the Central Library.

32. Services:

32.1 Borrowing Service:

This is the key feature of library services. To avail of lending (issue/return) service, students need to produce Identity Card of the university. The LRC lending service is fully computerized with the bar-code technology through TCSion library management software. The books can be checked out and returned under the specified library rules.

Borrowers Type		No. of Books	Loan Period	Overdue Charges
Faculty Members		10	One Semester	Not Applicable
Non-Teaching Staff		2	One Semester	Not Applicable
Research Scholar		4	14 Days	Rs.5/- Per day
PG Students		4	14 Days	Rs.5/- Per day
UG Students		4	14 Days	Rs.5/- Per day
Non Book Materials (Periodicals, Newspapers, maps, atlases)	Faculty	2	Overnight Issue	Not Applicable
	Students	2	Overnight Issue	Rs.25- per day

32.2 Reference Services:

LRC users may approach the Reference Desk for getting any information or any type of assistance for using LRC resources and services. The LRC does have separate collections of reference and reserve materials for short queries, such as encyclopedias, dictionaries, handbooks, maps, textbooks, general books, etc.

32.3 Reservation Service:

Book(s) can be reserved if required. However, the LRC will not keep the book reserved for more than one day, and thereafter, the same book will be issued to the next student in waiting.

Chief Librarian
Sushant University, Gurugram

SAMPLE FOR LIBRARY MAINTENANCE

Sushant University
Erstwhile Ansal University Gurugram

Dated May 27, 2022

Hon'ble Vice- Chancellor
Sushant University, Gurgaon

Sub: Regarding Write off 70 Books damaged by Termite in Central Library

Respected Sir,

This is to bring in your kind notice that 70 Books have been found damaged by Termite in Central Library. Therefore, you are requested to permit us to write off 70 books. The list is attached herewith for your kind perusal. The Total Cost of the damage book is Rs. 25492/-.

With Kind regards

30/05/2022
Dr. Chhavi Singla, Professor,

30/05/22
Dr. Dinesh Rai, Associate Professor,

27/05/22
Ms. Shweta Thusoo, Assistant Professor

Bhawna Dandona 30/5/22
Bhawna Dandona, Associate Professor

Chief Librarian, Member Secretory
27-05-22

27/5
Dr. Pritam Lanka, Associate Professor

Anjali 27/05/22
Dr. Anjali Sehrawat, Assistant Professor,

27/5/22
Mr. Sunil Kumar, Assistant Professor,

30/5/22
Laurent Guiraud – Campus Director

Parkash 30/5/22
Dr. Garima Parkash, Dean,
Chairperson Library

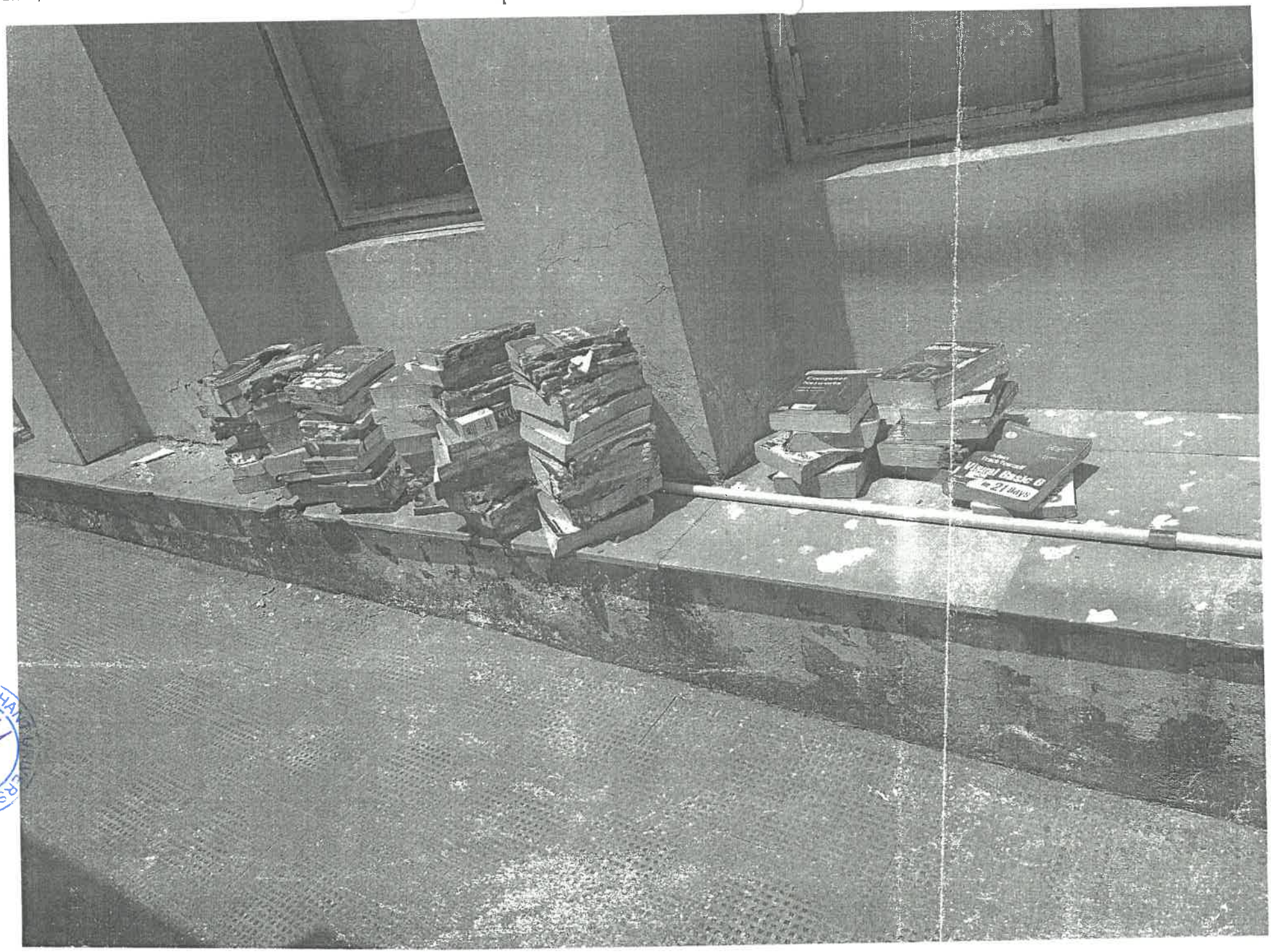
30/5/22
Hon'ble Vice Chancellor

Pro- VC Please be cautious in future & avoid this damage. Facility dept. may help & regularly monitor and do some treatment.
30/5/22

When above books were purchased?
31/5/22

All Books are older than 10-15 Year and purchased before 2010-11.
31/5/22

SUSHANT UNIVERSITY SECTOR-55 GURUGRAM



Dated May 27, 2022

List of Damaged Books by Termite

Acc. No.	Title	Author	Publisher	Cost
001190	Teach yourself Visual basic 6 in 21 days	Perry, Greg	Techmedia	270
001993	Teach yourself Visual basic 6 in 21 days	Perry, Greg	Techmedia	270
003372	Data mining	Han, Jiawei	Elsevier India Pvt. Ltd.	295
005982	office XP	Nelson, Stephen L.	Tata McGraw-Hill Publis	595
005983	office XP	Nelson, Stephen L.	Tata McGraw-Hill Publis	595
009387	Beginning relational data modeling	Allen, Sharon	Apress	499
009887	Enginering Chemistry: with experiments	Rattan, Sunita	S K Kataria & Sons	285
009901	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165
009904	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165
009907	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165
009908	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165
009909	Environmental studies	Dhameja, Suresh K	S K Kataria & Sons	165
010324	Advanced engineering mathematics	Das, H K	S. Chand & Company	499
010332	Advanced engineering mathematics	Dass, H. K.	S Chand & Company	499
010339	Advanced engineering mathematics	Dass, H. K.	S Chand & Company	499
010344	Advanced engineering mathematics	Dass, H. K.	S Chand & Company	499
010351	Advanced engineering mathematics	Dass, H.K.	S Chand & Company	499
010358	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499
010361	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499
010367	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499
010371	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499
010373	Advanced engineering mathematics	Jain, R. K.	Narosa Book Distributor	499
010388	Manufacturing Technology	Rao, P. N.	McGraw Hill Education (	240
010390	Manufacturing Technology	Rao, P. N.	McGraw Hill Education (	240
010394	Manufacturing Technology	Rao, P. N.	McGraw Hill Education (	240
010476	Mastering AutoCad 2005 and AutoCad LT 2005	Omura, George	BPB Publications	498
010480	Mastering AutoCad 2005 and AutoCad LT 2005	Omura, George	BPB Publications	498

SUSHANT UNIVERSITY SECTOR-55 GURUGRAM

010499	Computer Programming in C	Rajaraman, V.	Prentice Hall of India	195	2007/2008
010506	C programming Language	Kernighan, Brian W.	Prentice Hall of India	125	1999/2008
010507	C programming Language	Kernighan, Brian W.	Prentice Hall of India	125	" "
010509	C programming Language	Kernighan, Brian W.	Prentice Hall of India	125	" "
010765	Computer networks	Tanenbaum, Andrew S	Pearson Education	310	2007/2008
013812	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2006/2007
013813	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	" "
014045	Computr Network	Tanenbaum, Andrew S	Pearson Education	320	2009/2009
016277	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2006/2007
016281	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2006/2007
016283	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	" "
016286	Object-oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	" "
016672	Object Oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	2005/2005
016674	Object Oriented programming with C++	Balaguruswamy, E.	Tata McGraw-Hill Publis	210	" "
016677	Object Oriented programming with C++	Parasons, David	BPB Publications	199	" "
017157	Data communications and networking	Forouzan, Behrouz A	Tata McGraw-Hill Publis	425	2006/2009
018648	SAMS Teach Yourself Visual Basic 6 in 21 Days	Perry, Greg	Techmedia	299	2003/2010
018907	Data warehousing in the real world: a practical guide for t	Anahory, Sam	Pearson Education	360	2009/2010
019085	Database System Concepts	Silberschatz, Abraham	McGraw Hill Education (	480	2006/2010
019602	Computer networks	Tanenbaum, Andrew S	Pearson Education	425	2009/2010
019819	Data warehousing in the real world: a practical guide for t	Anahory, Sam	Pearson Education	375	2009/2010
021948	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	2011/2011
021950	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	" / "
021964	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	" / "
021972	Digital image processing using MATLAB	Gonzalez, Rafael C.	Pearson Education	575	" / "
021984	Digital Image Processing	Gonzalez, Rafael C.	Pearson Education	575	2011/2011
021990	Digital Image Processing	Gonzalez, Rafael C.	Pearson Education	575	" "
021994	Digital Image Processing	Gonzalez, Rafael C.	Pearson Education	575	" "
022796	Teach yourself Visual basic 6 in 21 days	Perry, Greg	Techmedia	299	2003/—
022803	Visual basic 6 from the ground up	Cornell		350	2003
024760	COBOL Programming: including MS COBOL	Roy		260	2007/2007
025016	Data communication and networking	Forozan		295	2002/2002
027023	Marketing Management	Kotler, Philip	Pearson Education Asia	495	2007/2007

SUSHA SECTOR-55, GURUG... SITY

027105	Marketing: visual basic 6	Petroutsos		540	1998/ 2006
027120	Marketing: visual basic 6	Petroutsos		540	" "
027124	Marketing: visual basic 6	Petroutsos		540	" "
027330	Modern economic theory	Dewett		425	2005/ 2007
027464	Object oriented programming with C++	Balaguruswamy		210	2006/ 200
027484	Object oriented programming with C++	Balaguruswamy		210	" "
027487	Object Oriented programming with C++	Parasons, David	BPB Publications	210	" "
027547	Office XP: the complete reference	Nelson		595	2005 / 200
029151	Teach yourself visual basic in 21 days	Perry		390	2005/ 200
029170	Visual basic 6 from the	Cornell		325	2004/ 2004
	Total			**25492**	

27-5-22

SUSHANT UNIVERSITY * SECTOR-55, GURUG*

Library and Resource Centre

ACTION TAKEN REPORT

03/06/2022

Subject: Discard of Books - Authority Approved

This note serves to confirm that, following the necessary authorization, a total of **70 books** have been discarded from the collection. This action was undertaken in accordance with established University procedures and with the explicit approval of the relevant authority on green note sheet.

The discarded titles have been duly recorded and removed from the Accession Register/inventory system.

03/06/22

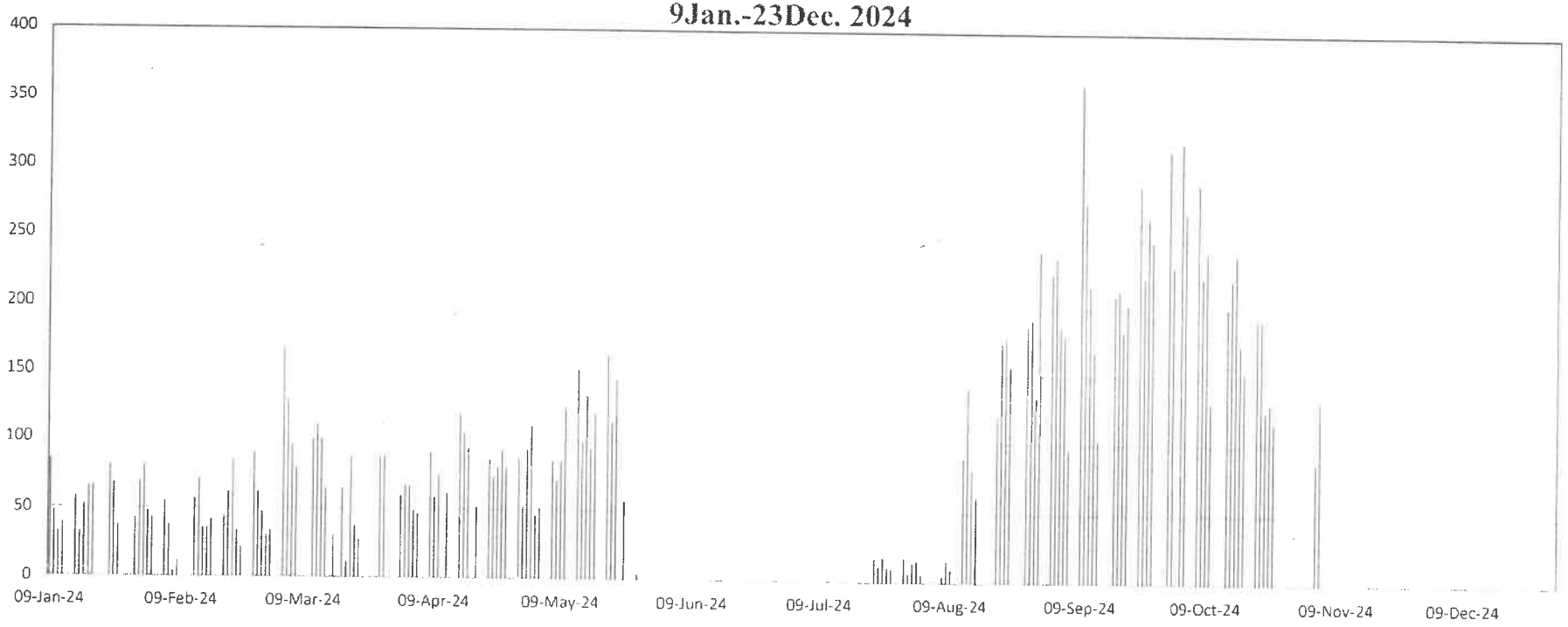
Dr Ramveer Tanwar

Chief Librarian
Sushant University
Date: 03/06/2022

SUSHANT UNIVERSITY
SECTOR-55, GURUG

SAMPLES FOR UTILIZATION OF LIBRARIES

Library Footfall Graph
9Jan.-23Dec. 2024



SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM

Chief Librarian
Sushant University, Gurugram

Library Footfall

Year 2024

Sr. No.	Date/ Month	Total No. of Visitor	total/Month
1	09-Jan-24	86	
2	10-Jan-24	48	
3	11-Jan-24	33	
4	12-Jan-24	40	
5	13-Jan-24		
6	14-Jan-24		
7	15-Jan-24	58	
8	16-Jan-24	33	
9	17-Jan-24	53	
10	18-Jan-24	66	
11	19-Jan-24	67	
12	20-Jan-24		
13	21-Jan-24		
14	22-Jan-24		
15	23-Jan-24	81	
16	24-Jan-24	68	
17	25-Jan-24	38	
18	26-Jan-24		
19	27-Jan-24		
20	28-Jan-24		
21	29-Jan-24	43	
22	30-Jan-24	70	
23	**31-Jan-24**	**81**	**865**
24	01-Feb-24	48	
25	02-Feb-24	43	
26	03-Feb-24		
27	04-Feb-24		
28	05-Feb-24	55	
29	06-Feb-24	38	
30	07-Feb-24	4	
31	08-Feb-24	12	
32	09-Feb-24		
33	10-Feb-24		
34	11-Feb-24		
35	12-Feb-24	57	
36	13-Feb-24	72	
37	14-Feb-24	36	
38	15-Feb-24	36	
39	16-Feb-24	42	
40	17-Feb-24		
41	18-Feb-24		
42	19-Feb-24	45	
43	20-Feb-24	62	
44	21-Feb-24	85	
45	22-Feb-24	34	

Chief Librarian
Sushant University, Gurugram

46	23-Feb-24	22	
47	24-Feb-24		
48	25-Feb-24		
49	26-Feb-24	91	
50	27-Feb-24	62	
51	28-Feb-24	48	
52	**29-Feb-24**	**31**	**923**
53	01-Mar-24	34	
54	02-Mar-24		
55	03-Mar-24		
56	04-Mar-24	167	
57	05-Mar-24	130	
58	06-Mar-24	96	
59	07-Mar-24	80	
60	08-Mar-24		
61	09-Mar-24		
62	10-Mar-24		
63	11-Mar-24	100	
64	12-Mar-24	111	
65	13-Mar-24	100	
66	14-Mar-24	66	
67	15-Mar-24		
68	16-Mar-24	31	
69	17-Mar-24		
70	18-Mar-24	66	
71	19-Mar-24	12	
72	20-Mar-24	88	
73	21-Mar-24	38	
74	22-Mar-24	28	
75	23-Mar-24		
76	24-Mar-24		
77	25-Mar-24		
78	26-Mar-24		
79	27-Mar-24	89	
80	28-Mar-24	89	
81	29-Mar-24		
82	30-Mar-24		
83	**31-Mar-24**		**1325**
84	01-Apr-24	60	
85	02-Apr-24	68	
86	03-Apr-24	67	
87	04-Apr-24	49	
88	05-Apr-24	47	
89	06-Apr-24		
90	07-Apr-24		
91	08-Apr-24	91	
92	09-Apr-24	59	
93	10-Apr-24	76	
94	11-Apr-24		
95	12-Apr-24	62	

Chief Librarian
Sushant University, Gurugram

96	13-Apr-24		
97	14-Apr-24		
98	15-Apr-24	120	
99	16-Apr-24	106	
100	17-Apr-24	94	
101	18-Apr-24		
102	19-Apr-24	52	
103	20-Apr-24		
104	21-Apr-24		
105	22-Apr-24	86	
106	23-Apr-24	74	
107	24-Apr-24	81	
108	25-Apr-24	93	
109	26-Apr-24	81	
110	27-Apr-24		
111	28-Apr-24		
112	29-Apr-24	88	
113	**30-Apr-24**	**53**	**1507**
114	01-May-24	93	
115	02-May-24	110	
116	03-May-24	46	
117	04-May-24	52	
118	05-May-24		
119	06-May-24		
120	07-May-24	86	
121	08-May-24	72	
122	09-May-24	86	
123	10-May-24	125	
124	11-May-24		
125	12-May-24		
126	13-May-24	152	
127	14-May-24	100	
128	15-May-24	133	
129	16-May-24	95	
130	17-May-24	120	
131	18-May-24		
132	19-May-24		
133	20-May-24	164	
134	21-May-24	114	
135	22-May-24	146	
136	23-May-24		
137	24-May-24	57	
138	25-May-24		
139	26-May-24		
140	27-May-24	4	
141	28-May-24		
142	29-May-24	1	
143	30-May-24		**1756**
144	**31-May-24**		
145	01-Jun-24		

Chief Librarian
Sushant University, Gurugram

146	02-Jun-24		
147	03-Jun-24		
148	04-Jun-24		
149	05-Jun-24		
150	06-Jun-24		
151	07-Jun-24		
152	08-Jun-24		
153	09-Jun-24		
154	10-Jun-24		
155	11-Jun-24		
156	12-Jun-24		
157	13-Jun-24		
158	14-Jun-24		
159	15-Jun-24		
160	16-Jun-24		
161	17-Jun-24		
162	18-Jun-24		
163	19-Jun-24		
164	20-Jun-24		
165	21-Jun-24		
166	22-Jun-24		
167	23-Jun-24		
168	24-Jun-24		
169	25-Jun-24		
170	26-Jun-24		
171	27-Jun-24		
172	28-Jun-24		
173	29-Jun-24		
174	**30-Jun-24**		**0**
175	01-Jul-24		
176	02-Jul-24		
177	03-Jul-24		
178	04-Jul-24		
179	05-Jul-24		
180	06-Jul-24		
181	07-Jul-24		
182	08-Jul-24		
183	09-Jul-24		
184	10-Jul-24		
185	11-Jul-24		
186	12-Jul-24		
187	13-Jul-24		
188	14-Jul-24		
189	15-Jul-24		
190	16-Jul-24		
191	17-Jul-24		
192	18-Jul-24		
193	19-Jul-24		
194	20-Jul-24		
195	21-Jul-24		

Chief Librarian
Sushant University, Gurugram

196	22-Jul-24	17	
197	23-Jul-24	12	
198	24-Jul-24	18	
199	25-Jul-24	11	
200	26-Jul-24	10	
201	27-Jul-24		
202	28-Jul-24		
203	29-Jul-24	18	
204	30-Jul-24	7	
205	**31-Jul-24**	**14**	**107**
206	01-Aug-24	16	
207	02-Aug-24	6	
208	03-Aug-24		
209	04-Aug-24		
210	05-Aug-24	1	
211	06-Aug-24		
212	07-Aug-24	5	
213	08-Aug-24	16	
214	09-Aug-24	10	
215	10-Aug-24		
216	11-Aug-24		
217	12-Aug-24	90	
218	13-Aug-24	141	
219	14-Aug-24	82	
220	15-Aug-24	62	
221	16-Aug-24		
222	17-Aug-24		
223	18-Aug-24		
224	19-Aug-24		
225	20-Aug-24	121	
226	21-Aug-24	174	
227	22-Aug-24	179	
228	23-Aug-24	157	
229	24-Aug-24		
230	25-Aug-24		
231	26-Aug-24		
232	27-Aug-24	186	
233	28-Aug-24	191	
234	29-Aug-24	135	
235	30-Aug-24	242	
236	**31-Aug-24**		**1814**
237	01-Sep-24		
238	02-Sep-24	225	
239	03-Sep-24	237	
240	04-Sep-24	187	
241	05-Sep-24	181	
242	06-Sep-24	97	
243	07-Sep-24		
244	08-Sep-24		
245	09-Sep-24	363	

Chief Librarian
Sushant University, Gurugram

246	10-Sep-24	277	
247	11-Sep-24	217	
248	12-Sep-24	169	
249	13-Sep-24	104	
250	14-Sep-24		
251	15-Sep-24		
252	16-Sep-24		
253	17-Sep-24	210	
254	18-Sep-24	214	
255	19-Sep-24	184	
256	20-Sep-24	204	
257	21-Sep-24		
258	22-Sep-24		
259	23-Sep-24	289	
260	24-Sep-24	223	
261	25-Sep-24	266	
262	26-Sep-24	249	
263	27-Sep-24		
264	28-Sep-24		
265	29-Sep-24		
266	**30-Sep-24**	**315**	**4211**
267	01-Oct-24	231	
268	02-Oct-24		
269	03-Oct-24	321	
270	04-Oct-24	270	
271	05-Oct-24		
272	06-Oct-24		
273	07-Oct-24	291	
274	08-Oct-24	223	
275	09-Oct-24	242	
276	10-Oct-24	132	
277	11-Oct-24		
278	12-Oct-24		
279	13-Oct-24		
280	14-Oct-24	201	
281	15-Oct-24	222	
282	16-Oct-24	240	
283	17-Oct-24	174	
284	18-Oct-24	154	
285	19-Oct-24		
286	20-Oct-24		
287	21-Oct-24	194	
288	22-Oct-24	193	
289	23-Oct-24	125	
290	24-Oct-24	131	
291	25-Oct-24	117	
292	26-Oct-24		
293	27-Oct-24		
294	28-Oct-24		
295	29-Oct-24		

Chief Librarian
Sushant University, Gurugram

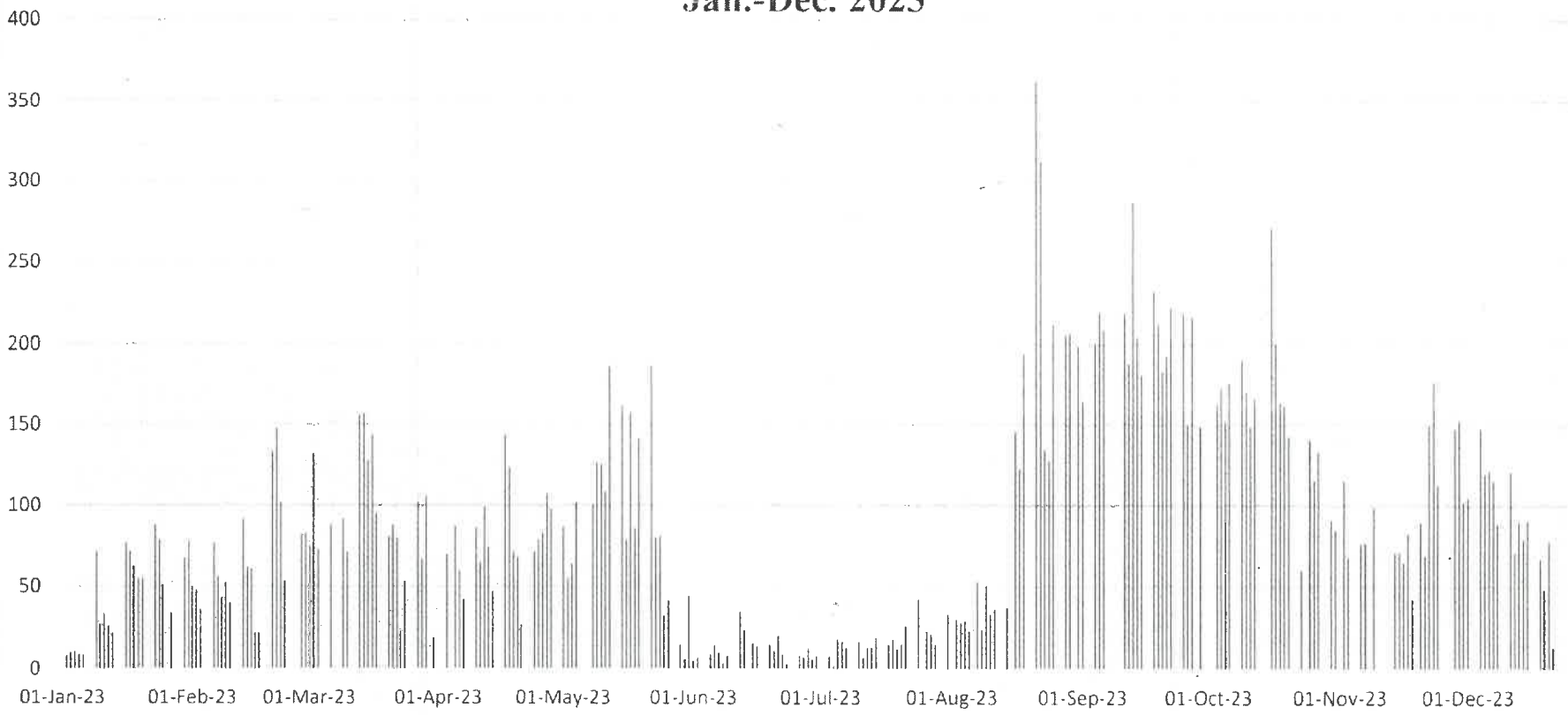
296	30-Oct-24		
297	**31-Oct-24**		**3461**
298	01-Nov-24		
299	02-Nov-24		
300	03-Nov-24		
301	04-Nov-24	88	
302	05-Nov-24	134	
303	06-Nov-24		
304	07-Nov-24		
305	08-Nov-24		
306	09-Nov-24		
307	10-Nov-24		
308	11-Nov-24		
309	12-Nov-24		
310	13-Nov-24		
311	14-Nov-24		
312	15-Nov-24		
313	16-Nov-24		
314	17-Nov-24		
315	18-Nov-24		
316	19-Nov-24		
317	20-Nov-24		
318	21-Nov-24		
319	22-Nov-24		
320	23-Nov-24		
321	24-Nov-24		
322	25-Nov-24		
323	26-Nov-24		
324	27-Nov-24		
325	28-Nov-24		
326	29-Nov-24		
327	**30-Nov-24**		**222**
328	01-Dec-24		
329	02-Dec-24		
330	03-Dec-24		
331	04-Dec-24		
332	05-Dec-24		
333	06-Dec-24		
334	07-Dec-24		
335	08-Dec-24		
336	09-Dec-24		
337	10-Dec-24		
338	11-Dec-24		
339	12-Dec-24		
340	13-Dec-24		
341	14-Dec-24		
342	15-Dec-24		
343	16-Dec-24		
344	17-Dec-24		
345	18-Dec-24		

Chief Librarian
Sushant University, Gurugram

346	19-Dec-24		
347	20-Dec-24		
348	21-Dec-24		
349	22-Dec-24		
350	23-Dec-24		
351	24-Dec-24		
352	25-Dec-24		
353	26-Dec-24		
354	27-Dec-24		
355	28-Dec-24		
356	29-Dec-24		
357	30-Dec-24		
358	**31-Dec-24**		**0**
	Grand	**Total**	**16191**

Chief Librarian
Sushant University, Gurugram

Library Footfall Graph
Jan.-Dec. 2023



Chief Librarian
Sushant University, Gurugram

Library Footfall

Year 2023

Sr. No.	Date/ Month	Total No. of Visitor	total/Month
1	01-Jan-23		
2	02-Jan-23	8	
3	03-Jan-23	10	
4	04-Jan-23	11	
5	05-Jan-23	9	
6	06-Jan-23	9	
7	07-Jan-23		
8	08-Jan-23		
9	09-Jan-23	72	
10	10-Jan-23	27	
11	11-Jan-23	33	
12	12-Jan-23	26	
13	13-Jan-23	22	
14	14-Jan-23		
15	15-Jan-23		
16	16-Jan-23	77	
17	17-Jan-23	72	
18	18-Jan-23	62	
19	19-Jan-23	55	
20	20-Jan-23	55	
21	21-Jan-23		
22	22-Jan-23		
23	23-Jan-23	88	
24	24-Jan-23	79	
25	25-Jan-23	51	
26	26-Jan-23		
27	27-Jan-23	34	
28	28-Jan-23		
29	29-Jan-23		
30	30-Jan-23	68	
31	**31-Jan-23**	**78**	**946**
32	01-Feb-23	50	
33	02-Feb-23	48	
34	03-Feb-23	36	
35	04-Feb-23		
36	05-Feb-23		
37	06-Feb-23	77	
38	07-Feb-23	56	
39	08-Feb-23	43	
40	09-Feb-23	52	
41	10-Feb-23	40	
42	11-Feb-23		

Chief Librarian
Sushant University, Gurugram

43	12-Feb-23		
44	13-Feb-23	92	
45	14-Feb-23	62	
46	15-Feb-23	61	
47	16-Feb-23	22	
48	17-Feb-23	22	
49	18-Feb-23		
50	19-Feb-23		
51	20-Feb-23	134	
52	21-Feb-23	148	
53	22-Feb-23	102	
54	23-Feb-23	53	
55	24-Feb-23		
56	25-Feb-23		
57	26-Feb-23		
58	27-Feb-23	82	
59	**28-Feb-23**	**83**	**1263**
60	01-Mar-23	75	
61	02-Mar-23	132	
62	03-Mar-23	73	
63	04-Mar-23		
64	05-Mar-23		
65	06-Mar-23	88	
66	07-Mar-23		
67	08-Mar-23		
68	09-Mar-23	92	
69	10-Mar-23	71	
70	11-Mar-23		
71	12-Mar-23		
72	13-Mar-23	156	
73	14-Mar-23	157	
74	15-Mar-23	128	
75	16-Mar-23	144	
76	17-Mar-23	95	
77	18-Mar-23		
78	19-Mar-23		
79	20-Mar-23	81	
80	21-Mar-23	88	
81	22-Mar-23	80	
82	23-Mar-23	23	
83	24-Mar-23	53	
84	25-Mar-23		
85	26-Mar-23		
86	27-Mar-23	102	
87	28-Mar-23	67	
88	29-Mar-23	106	
89	30-Mar-23		

Chief Librarian
Sushant University, Gurugram

90	**31-Mar-23**	**19**	**1830**
91	01-Apr-23		
92	02-Apr-23		
93	03-Apr-23	70	
94	04-Apr-23		
95	05-Apr-23	87	
96	06-Apr-23	60	
97	07-Apr-23	42	
98	08-Apr-23		
99	09-Apr-23		
100	10-Apr-23	86	
101	11-Apr-23	65	
102	12-Apr-23	99	
103	13-Apr-23	74	
104	14-Apr-23	47	
105	15-Apr-23		
106	16-Apr-23		
107	17-Apr-23	144	
108	18-Apr-23	124	
109	19-Apr-23	72	
110	20-Apr-23	68	
111	21-Apr-23	27	
112	22-Apr-23		
113	23-Apr-23		
114	24-Apr-23	71	
115	25-Apr-23	79	
116	26-Apr-23	83	
117	27-Apr-23	107	
118	28-Apr-23	98	
119	29-Apr-23		
120	**30-Apr-23**		1503
121	01-May-23	87	
122	02-May-23	55	
123	03-May-23	64	
124	04-May-23	102	
125	05-May-23		
126	06-May-23		
127	07-May-23		
128	08-May-23	101	
129	09-May-23	127	
130	10-May-23	126	
131	11-May-23	109	
132	12-May-23	187	
133	13-May-23		
134	14-May-23		
135	15-May-23	162	
136	16-May-23	79	

SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM

Chief Librarian
Sushant University, Gurugram

137	17-May-23	158	
138	18-May-23	86	
139	19-May-23	142	
140	20-May-23		
141	21-May-23		
142	22-May-23	187	
143	23-May-23	80	
144	24-May-23	81	
145	25-May-23	32	
146	26-May-23	41	
147	27-May-23		
148	28-May-23		
149	29-May-23	15	
150	30-May-23	6	
151	**31-May-23**	**44**	**2071**
152	01-Jun-23	5	
153	02-Jun-23	7	
154	03-Jun-23		
155	04-Jun-23		
156	05-Jun-23	9	
157	06-Jun-23	15	
158	07-Jun-23	10	
159	08-Jun-23	4	
160	09-Jun-23	8	
161	10-Jun-23		
162	11-Jun-23		
163	12-Jun-23	35	
164	13-Jun-23	24	
165	14-Jun-23		
166	15-Jun-23	16	
167	16-Jun-23	14	
168	17-Jun-23		
169	18-Jun-23		
170	19-Jun-23	15	
171	20-Jun-23	11	
172	21-Jun-23	20	
173	22-Jun-23	9	
174	23-Jun-23	3	
175	24-Jun-23		
176	25-Jun-23		
177	26-Jun-23	8	
178	27-Jun-23	7	
179	28-Jun-23	13	
180	29-Jun-23	6	
181	**30-Jun-23**	**8**	**247**
182	01-Jul-23		
183	02-Jul-23		

Chief Librarian
Sushant University, Gurugram

184	03-Jul-23	8	
185	04-Jul-23	2	
186	05-Jul-23	18	
187	06-Jul-23	17	
188	07-Jul-23	13	
189	08-Jul-23		
190	09-Jul-23		
191	10-Jul-23	17	
192	11-Jul-23	7	
193	12-Jul-23	13	
194	13-Jul-23	13	
195	14-Jul-23	19	
196	15-Jul-23		
197	16-Jul-23		
198	17-Jul-23	15	
199	18-Jul-23	18	
200	19-Jul-23	12	
201	20-Jul-23	15	
202	21-Jul-23	26	
203	22-Jul-23		
204	23-Jul-23		
205	24-Jul-23	42	
206	25-Jul-23		
207	26-Jul-23	23	
208	27-Jul-23	21	
209	28-Jul-23	15	
210	29-Jul-23		
211	30-Jul-23		
212	**31-Jul-23**	**33**	**347**
213	01-Aug-23		
214	02-Aug-23	30	
215	03-Aug-23	28	
216	04-Aug-23	29	
217	05-Aug-23	23	
218	06-Aug-23		
219	07-Aug-23	53	
220	08-Aug-23	24	
221	09-Aug-23	50	
222	10-Aug-23	33	
223	11-Aug-23	36	
224	12-Aug-23		
225	13-Aug-23		
226	14-Aug-23	37	
227	15-Aug-23		
228	16-Aug-23	146	
229	17-Aug-23	123	
230	18-Aug-23	194	

Chief Librarian
Sushant University, Gurugram

231	19-Aug-23		
232	20-Aug-23		
233	21-Aug-23	363	
234	22-Aug-23	313	
235	23-Aug-23	135	
236	24-Aug-23	128	
237	25-Aug-23	213	
238	26-Aug-23		
239	27-Aug-23		
240	28-Aug-23	206	
241	29-Aug-23	207	
242	30-Aug-23		
243	**31-Aug-23**	**199**	**2570**
244	01-Sep-23	165	
245	02-Sep-23		
246	03-Sep-23		
247	04-Sep-23	201	
248	05-Sep-23	220	
249	06-Sep-23	209	
250	07-Sep-23		
251	08-Sep-23		
252	09-Sep-23		
253	10-Sep-23		
254	11-Sep-23	220	
255	12-Sep-23	188	
256	13-Sep-23	288	
257	14-Sep-23	205	
258	15-Sep-23	181	
259	16-Sep-23		
260	17-Sep-23		
261	18-Sep-23	233	
262	19-Sep-23	213	
263	20-Sep-23	183	
264	21-Sep-23	193	
265	22-Sep-23	223	
266	23-Sep-23		
267	24-Sep-23		
268	25-Sep-23	219	
269	26-Sep-23	150	
270	27-Sep-23	217	
271	28-Sep-23		
272	29-Sep-23	149	
273	**30-Sep-23**		**3657**
274	01-Oct-23		
275	02-Oct-23		
276	03-Oct-23	163	
277	04-Oct-23	173	

Chief Librarian
Sushant University, Gurugram

278	05-Oct-23	152	
279	06-Oct-23	176	
280	07-Oct-23		
281	08-Oct-23		
282	09-Oct-23	191	
283	10-Oct-23	171	
284	11-Oct-23	149	
285	12-Oct-23	167	
286	13-Oct-23		
287	14-Oct-23		
288	15-Oct-23		
289	16-Oct-23	272	
290	17-Oct-23	201	
291	18-Oct-23	164	
292	19-Oct-23	162	
293	20-Oct-23	143	
294	21-Oct-23		
295	22-Oct-23		
296	23-Oct-23	60	
297	24-Oct-23		
298	25-Oct-23	141	
299	26-Oct-23	116	
300	27-Oct-23	134	
301	28-Oct-23		
302	29-Oct-23		
303	30-Oct-23	91	
304	**31-Oct-23**	**85**	**2911**
305	01-Nov-23		
306	02-Nov-23	116	
307	03-Nov-23	68	
308	04-Nov-23		
309	05-Nov-23		
310	06-Nov-23	76	
311	07-Nov-23	77	
312	08-Nov-23		
313	09-Nov-23	99	
314	10-Nov-23		
315	11-Nov-23		
316	12-Nov-23		
317	13-Nov-23		
318	14-Nov-23	71	
319	15-Nov-23	72	
320	16-Nov-23	65	
321	17-Nov-23	83	
322	18-Nov-23	42	
323	19-Nov-23		
324	20-Nov-23	90	

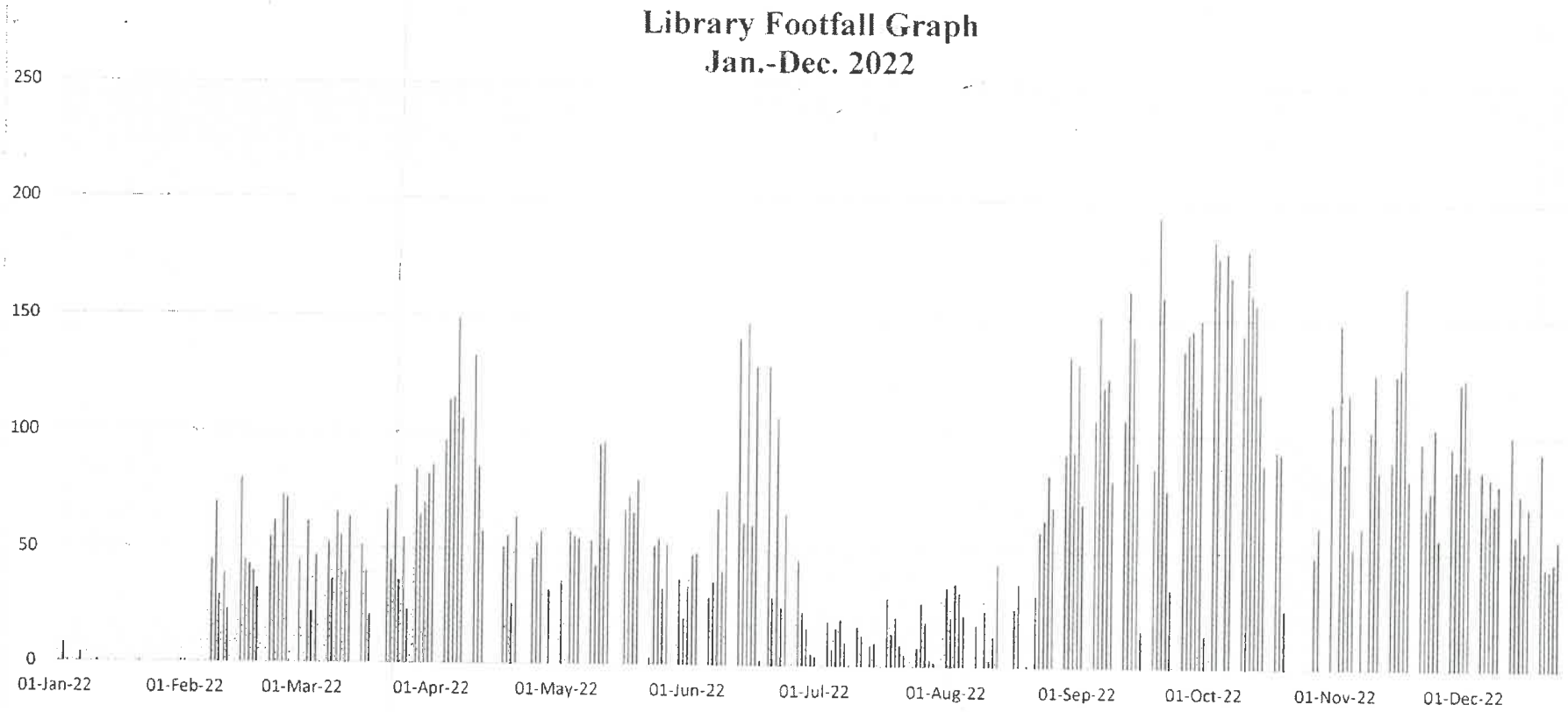
SUSHANT UNIVERSITY SECTOR-55, GURUGRAM

Chief Librarian
Sushant University, Gurugram

325	21-Nov-23	69	
326	22-Nov-23	150	
327	23-Nov-23	177	
328	24-Nov-23	113	
329	25-Nov-23		
330	26-Nov-23		
331	27-Nov-23		
332	28-Nov-23	148	
333	29-Nov-23	153	
334	**30-Nov-23**	**102**	**1771**
335	01-Dec-23	105	
336	02-Dec-23		
337	03-Dec-23		
338	04-Dec-23	148	
339	05-Dec-23	120	
340	06-Dec-23	122	
341	07-Dec-23	116	
342	08-Dec-23	89	
343	09-Dec-23		
344	10-Dec-23		
345	11-Dec-23	121	
346	12-Dec-23	71	
347	13-Dec-23	90	
348	14-Dec-23	79	
349	15-Dec-23	91	
350	16-Dec-23		
351	17-Dec-23		
352	18-Dec-23	67	
353	19-Dec-23	48	
354	20-Dec-23	78	
355	21-Dec-23	13	
356	22-Dec-23		
357	23-Dec-23		
358	24-Dec-23		
359	25-Dec-23		
360	26-Dec-23		
361	27-Dec-23		
362	28-Dec-23		
363	29-Dec-23		
364	30-Dec-23		
365	**31-Dec-23**		**1358**
	Grand	**Total**	**20474**

Chief Librarian
Sushant University, Gurugram

Library Footfall Graph
Jan.-Dec. 2022



Chief Librarian
Sushant University, Gurugram

SUSHANT UNIVERSITY
SECTOR-55 GURUGRAM

Library Footfall

Year 2022

Sr. No.	Date/ Month	Total No. of Visitor	total/Month
1	01-Jan-22		
2	02-Jan-22		
3	03-Jan-22	8	
4	04-Jan-22	1	
5	05-Jan-22		
6	06-Jan-22		
7	07-Jan-22	4	
8	08-Jan-22		
9	09-Jan-22		
10	10-Jan-22		
11	11-Jan-22	1	
12	12-Jan-22		
13	13-Jan-22		
14	14-Jan-22		
15	15-Jan-22		
16	16-Jan-22		
17	17-Jan-22		
18	18-Jan-22		
19	19-Jan-22		
20	20-Jan-22		
21	21-Jan-22	1	
22	22-Jan-22		
23	23-Jan-22		
24	24-Jan-22		
25	25-Jan-22		
26	26-Jan-22		
27	27-Jan-22		
28	28-Jan-22		
29	29-Jan-22		
30	30-Jan-22		
31	**31-Jan-22**	**1**	**16**
32	01-Feb-22	1	
33	02-Feb-22		
34	03-Feb-22		
35	04-Feb-22		
36	05-Feb-22		
37	06-Feb-22		
38	07-Feb-22	45	
39	08-Feb-22	70	
40	09-Feb-22	29	
41	10-Feb-22	39	
42	11-Feb-22	23	
43	12-Feb-22		
44	13-Feb-22		
45	14-Feb-22	80	

SUSHANT UNIVERSITY SECTOR-55 GURUGRAM

Chief Librarian
Sushant University, Gurugram

46	15-Feb-22	45	
47	16-Feb-22	43	
48	17-Feb-22	40	
49	18-Feb-22	32	
50	19-Feb-22		
51	20-Feb-22		
52	21-Feb-22	55	
53	22-Feb-22	62	
54	23-Feb-22	44	
55	24-Feb-22	73	
56	25-Feb-22	72	
57	26-Feb-22		
58	27-Feb-22		
59	**28-Feb-22**	**45**	**798**
60	01-Mar-22		
61	02-Mar-22	62	
62	03-Mar-22	22	
63	04-Mar-22	47	
64	05-Mar-22		
65	06-Mar-22		
66	07-Mar-22	53	
67	08-Mar-22	36	
68	09-Mar-22	66	
69	10-Mar-22	56	
70	11-Mar-22	40	
71	12-Mar-22	64	
72	13-Mar-22		
73	14-Mar-22		
74	15-Mar-22	52	
75	16-Mar-22	40	
76	17-Mar-22	21	
77	18-Mar-22		
78	19-Mar-22		
79	20-Mar-22		
80	21-Mar-22	67	
81	22-Mar-22	45	
82	23-Mar-22	77	
83	24-Mar-22	36	
84	25-Mar-22	55	
85	26-Mar-22	23	
86	27-Mar-22		
87	28-Mar-22	84	
88	29-Mar-22	65	
89	30-Mar-22	70	
90	31-Mar-22	82	1163
91	01-Apr-22	86	
92	02-Apr-22		
93	03-Apr-22		
94	04-Apr-22	96	
95	05-Apr-22	114	

Chief Librarian
Sushant University, Gurugram

96	06-Apr-22	115	
97	07-Apr-22	149	
98	08-Apr-22	106	
99	09-Apr-22		
100	10-Apr-22		
101	11-Apr-22	133	
102	12-Apr-22	85	
103	13-Apr-22	58	
104	14-Apr-22		
105	15-Apr-22		
106	16-Apr-22		
107	17-Apr-22		
108	18-Apr-22	51	
109	19-Apr-22	56	
110	20-Apr-22	26	
111	21-Apr-22	64	
112	22-Apr-22		
113	23-Apr-22		
114	24-Apr-22		
115	25-Apr-22	46	
116	26-Apr-22	53	
117	27-Apr-22	58	
118	28-Apr-22		
119	29-Apr-22	32	
120	**30-Apr-22**		**1328**
121	01-May-22		
122	02-May-22	36	
123	03-May-22		
124	04-May-22	58	
125	05-May-22	56	
126	06-May-22	55	
127	07-May-22		
128	08-May-22		
129	09-May-22	54	
130	10-May-22	43	
131	11-May-22	95	
132	12-May-22	96	
133	13-May-22	55	
134	14-May-22		
135	15-May-22		
136	16-May-22		
137	17-May-22	67	
138	18-May-22	73	
139	19-May-22	66	
140	20-May-22	80	
141	21-May-22		
142	22-May-22		
143	23-May-22	3	
144	24-May-22	52	
145	25-May-22	55	

Chief Librarian
Sushant University, Gurugram

146	26-May-22	33	
147	27-May-22	53	
148	28-May-22		
149	29-May-22		
150	30-May-22	37	
151	**31-May-22**	**20**	**1087**
152	01-Jun-22	34	
153	02-Jun-22	48	
154	03-Jun-22	49	
155	04-Jun-22		
156	05-Jun-22		
157	06-Jun-22	29	
158	07-Jun-22	36	
159	08-Jun-22	68	
160	09-Jun-22	41	
161	10-Jun-22	75	
162	11-Jun-22		
163	12-Jun-22		
164	13-Jun-22	141	
165	14-Jun-22	62	
166	15-Jun-22	148	
167	16-Jun-22	61	
168	17-Jun-22	129	
169	18-Jun-22	2	
170	19-Jun-22		
171	20-Jun-22	129	
172	21-Jun-22	29	
173	22-Jun-22	107	
174	23-Jun-22	25	
175	24-Jun-22	66	
176	25-Jun-22		
177	26-Jun-22		
178	27-Jun-22	46	
179	28-Jun-22	23	
180	29-Jun-22	16	
181	**30-Jun-22**	**5**	**1369**
182	01-Jul-22	4	
183	02-Jul-22		
184	03-Jul-22		
185	04-Jul-22	19	
186	05-Jul-22	7	
187	06-Jul-22	16	
188	07-Jul-22	20	
189	08-Jul-22	10	
190	09-Jul-22		
191	10-Jul-22		
192	11-Jul-22	17	
193	12-Jul-22	13	
194	13-Jul-22		
195	14-Jul-22	9	

Chief Librarian
Sushant University, Gurugram

196	15-Jul-22	10	
197	16-Jul-22		
198	17-Jul-22		
199	18-Jul-22	29	
200	19-Jul-22	14	
201	20-Jul-22	21	
202	21-Jul-22	9	
203	22-Jul-22	5	
204	23-Jul-22		
205	24-Jul-22		
206	25-Jul-22	8	
207	26-Jul-22	27	
208	27-Jul-22	19	
209	28-Jul-22	3	
210	29-Jul-22	2	
211	30-Jul-22		
212	**31-Jul-22**		**262**
213	01-Aug-22	34	
214	02-Aug-22	21	
215	03-Aug-22	36	
216	04-Aug-22	32	
217	05-Aug-22	22	
218	06-Aug-22		
219	07-Aug-22		
220	08-Aug-22	18	
221	09-Aug-22		
222	10-Aug-22	24	
223	11-Aug-22	3	
224	12-Aug-22	13	
225	13-Aug-22	45	
226	14-Aug-22		
227	15-Aug-22		
228	16-Aug-22		
229	17-Aug-22	25	
230	18-Aug-22	36	
231	19-Aug-22		
232	20-Aug-22	1	
233	21-Aug-22		
234	22-Aug-22	31	
235	23-Aug-22	59	
236	24-Aug-22	64	
237	25-Aug-22	83	
238	26-Aug-22	70	
239	27-Aug-22		
240	28-Aug-22		
241	29-Aug-22	92	
242	30-Aug-22	134	
243	**31-Aug-22**	**93**	**936**
244	01-Sep-22	131	
245	02-Sep-22	71	

Chief Librarian
Sushant University, Gurugram

246	03-Sep-22		
247	04-Sep-22		
248	05-Sep-22	107	
249	06-Sep-22	152	
250	07-Sep-22	121	
251	08-Sep-22	125	
252	09-Sep-22	81	
253	10-Sep-22		
254	11-Sep-22		
255	12-Sep-22	107	
256	13-Sep-22	163	
257	14-Sep-22	143	
258	15-Sep-22	89	
259	16-Sep-22	16	
260	17-Sep-22		
261	18-Sep-22		
262	19-Sep-22	86	
263	20-Sep-22	194	
264	21-Sep-22	160	
265	22-Sep-22	77	
266	23-Sep-22	34	
267	24-Sep-22		
268	25-Sep-22		
269	26-Sep-22	137	
270	27-Sep-22	144	
271	28-Sep-22	146	
272	29-Sep-22	113	
273	**30-Sep-22**	**150**	**2547**
274	01-Oct-22	14	
275	02-Oct-22		
276	03-Oct-22	184	
277	04-Oct-22	177	
278	05-Oct-22		
279	06-Oct-22	179	
280	07-Oct-22	169	
281	08-Oct-22		
282	09-Oct-22		
283	10-Oct-22	144	
284	11-Oct-22	180	
285	12-Oct-22	161	
286	13-Oct-22	157	
287	14-Oct-22	119	
288	15-Oct-22	88	
289	16-Oct-22		
290	17-Oct-22		
291	18-Oct-22	94	
292	19-Oct-22	93	
293	20-Oct-22	25	
294	21-Oct-22		
295	22-Oct-22		

Chief Librarian
Sushant University, Gurugram

296	23-Oct-22		
297	24-Oct-22		
298	25-Oct-22		
299	26-Oct-22		
300	27-Oct-22	49	
301	28-Oct-22	62	
302	29-Oct-22		
303	30-Oct-22		
304	**31-Oct-22**	**114**	**2009**
305	01-Nov-22		
306	02-Nov-22	149	
307	03-Nov-22	89	
308	04-Nov-22	119	
309	05-Nov-22	53	
310	06-Nov-22		
311	07-Nov-22	62	
312	08-Nov-22		
313	09-Nov-22	103	
314	10-Nov-22	128	
315	11-Nov-22	85	
316	12-Nov-22		
317	13-Nov-22		
318	14-Nov-22	90	
319	15-Nov-22	127	
320	16-Nov-22	130	
321	17-Nov-22	165	
322	18-Nov-22	82	
323	19-Nov-22		
324	20-Nov-22		
325	21-Nov-22	98	
326	22-Nov-22	70	
327	23-Nov-22	77	
328	24-Nov-22	104	
329	25-Nov-22	57	
330	26-Nov-22		
331	27-Nov-22		
332	28-Nov-22	96	
333	29-Nov-22	86	
334	**30-Nov-22**	**124**	**2094**
335	01-Dec-22	126	
336	02-Dec-22	89	
337	03-Dec-22		
338	04-Dec-22		
339	05-Dec-22	86	
340	06-Dec-22	68	
341	07-Dec-22	83	
342	08-Dec-22	72	
343	09-Dec-22	80	
344	10-Dec-22		
345	11-Dec-22		

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Sushant University, Gurugram

346	12-Dec-22	101	
347	13-Dec-22	59	
348	14-Dec-22	76	
349	15-Dec-22	52	
350	16-Dec-22	71	
351	17-Dec-22		
352	18-Dec-22		
353	19-Dec-22	94	
354	20-Dec-22	45	
355	21-Dec-22	44	
356	22-Dec-22	47	
357	23-Dec-22	57	
358	24-Dec-22		
359	25-Dec-22		
360	26-Dec-22		
361	27-Dec-22		
362	28-Dec-22		
363	29-Dec-22		
364	30-Dec-22		
365	**31-Dec-22**		**1250**
	Grand	**Total**	**14859**

Chief Librarian
Sushant University, Gurugram

SSSA – LIBRARY

S. No.	Name	Roll No	Time In	Signature
		15/01/2025		
1	Harsh Tayal	240Barch014	11:11	Harsh
2	Siddhdeep Singh	240BARCH063	11:32	Siddhdeep
3	Hemant Yadav	B14RCH-	11	
4	Pratichaya B Vaidya	240MPLANUP006	12:30	
5	RAHUL YADAV	240 BARCH 057	1:5	
6)		240 Barch 028	1:	
7)	Aarti	230 BTAD02	1:40	
	Diya Bhardwaj	230BARCH044	2:17	
9	Ranjeet	220BARCH046	2:18	
10	Hardik	220BARCH039	2:18	
12	Kriti	220BDES026	11:50	Kriti
13	Ronnit	220BARCH	11:50	
	R			

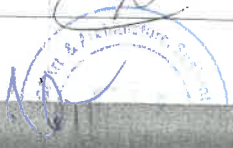
SUSHANT UNIVERSITY SECTOR-55, GURGAON

School of Art & Architecture Sushant University

No.	Name	Roll No	Time in	Signature
		16/01/2025		
1	Kashvi	20 BARCH 091	11:30	
2	RXHL	11 11 080	12:20	
3	Ronnit	220BARCH035	12:23	
4	NAKSHATRA	220BARCH047	12:25	
5	RONGSEN	220BARCH046	12:25	
6	~~Leisha~~ Jaclyn	240BArchoo1	12:27	
		17/01/2025		
1	Tarapavan	240MARCHUD00...	9:45	
2.	Vanshaj Gupta	240MARCHUD005	9:45	Vanshaj
3.	Kishita	240 MARCH UD 002	9:45	Kishita
4.	Akrl	200BARCH114	10:51	
5.	Ashnei	220BARCH066	10:58	
6.	Sukhani	240BARCH035	11:13	Sukhani
7.	Devansh	11 66	11:13	
8	Honey	200BARCH142	11:15	
9	Madhu	200BARCH006	11:58	Madhu
10	Rohan	200BARCH078	12:13	
11	Aarti	230BFA002	2:23	
		20/01/2025		
1	Shivam	240BARCH072	11	Shivam
2	RXHL	11 11 080	10.4	
3	Tushar	240 BARCH069	10:5	
4	Sanya	230 BFA 012	1:06	
5	Purushottam	240 BARCH024		
6	Tahseen	220BARCH000	11:46	
7	Rohan Bardia	200BARCH075	1:00	
8	Khyti	240BARCH027	1:40	
9.	Aryan	200BARCH028	1:40	
10		240 1	1	
11	Siya	11 013	2:32	
			2:33	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

13	Suhani	"	2:39	
14	Prachi	"	2:32	
15	Lakshita	"	2:32	
16	Akshit	"	2:32	
17	Parth	B DES	2:35	
18	Manya	B DES	2:35	
19	Ranjit	B des	2:40	
20	Abhat	B des	2:40	
		21/01/2025		
1.	Deepika	230MPLANUP009	10:15	
2	Madhu	200BARCH006	10:30	
3.	Nisha	230MPLAN004	10:35	
4.	Sanjoli	200BARCH030	11:00	
5	Jaspal	241BFA002	11:00	
6	Riya Ag.	200BARCH019	11:04	
7	Hari	200BARCH102	11:54	
8	Nekha	200BARCH	11:54	
9	Neel	200BARCH114	11:59	
10	Simran	230BARCH018	12:01	
11	Vansh	200BARCH011	12:10	
12	Rahul	220BPLAN007	12:26	
13	Hemanchal	220BPLAN007	"	
14	Vaibhav	220BPLAN002	"	
15	Tashan	233BARCH		
16	Anamya gehlot	200BARCH022	12:30	
17	Aditi	233BARCH002	12:50	
18	Aadi	230BFA002	1:13	
19	Anandha	200BARCH115	2:30	
20	Charu	210BARCH008	3:19	
21.	Jaspal	241BFA002	3:50	



S. No.	Name	Roll No	Time in	Signature
22	Yashica	230BFA006	4:00	
23	Sanskriti	230BFA014	4:00	
	22/01/2025			
1	Yashica	230BFA006	10:08	
2	Jaspal	241BFA002	10:08	
3	Ramakram	240BRA014	10:20	
4	[illegible]	11 11080	17:00	
5	Tushar	11 11039	11 :00	
6	Shivam	71: 010032	11:50	
7	Partha	11: 2025	11:00	
8	Rahul	11: 13	11:1	
9	Harsh	11:014	11:15	
10	Rushil	12:05	12:58	
11	NISANT	12:15		
12	Aakarsh	12:15		
13	Abhishek	12-15		
14	Jyotsna	12:19	1:20	
15	Hari.	1:20	1:40	
16	Honey	2:00		
17	Neel	2		
18	Aditi.			
19	Neltan Raj	2:00		
20	Jaspal	241BFA002	2:10	
21	Yashica	230BFA006	2:10	
22	SAREV		2:50	
23	Khyati	240BARCH047	3:20	
24	Chirag	220BAM006	3:30	
25	Honey	240BARCH102	3:35	

SUSHANT UNIVERSITY
SECTOR-55, GURGAON

S. No.	Name	Roll No	Time In	Signatur
		23/01/2024		
1	Riya Gupta	220BARCH017	9:38	
2	Isha Talwar	220BTECSE004	10:15	
3	Deepika	230MPLANUP009	10:28	
4	Madan	M. Plan	10:30	
5	Sunistha	"	10:21	
6	Harkomal	"	10:32	
7	Neel	200BARCH114	11:31	
8	Abhai	" OGG	"	
9	Riya	220BARCH017	11:45	
10	Bipasha	004	"	
11)	Hasija	222BARCH001	11:"	
12)	Tanisha	220BDES005	12:15	
13	Romit	230BARCH033	12:50	
14)	Kriti	220BDES021	1:09	
15)	Sampann	230MPLANUP008	2:00	
16)	Apoorva	230MPLANUP005	"	
		24/01/2025		
1)	Tarranam	24/01/2025	10:40	
2)	Kishita	24/01/2024	10:40	Kishita
3)	Vanshaj	24/01/2024	10:40	vanshaj
4)	AKASHDEEP	240NARCHUD001	10:42	
5)	Chirag	220BARCH026	11:58	
6	Dakshan	220BARCH019	12:10	
7	Priya S	220BARCH051	12:59	
8	Navin	220BARCH048	12:00	
9	Amritam	" 022	"	
10	Nikita	037	"	
11	Aditya	060	"	
12	Sai	05		
13	Gurnoor	012	12:01	
14	IITKARC12	019	1:30	

SUSHANT UNIVERSITY SECTOR-55, GURGAON
School of Art & Architecture, Sushant University

Signature	S. No.	Name	Roll No	Time In	Signature
	15	Raghav	220BARCH059	2:00	
	16	Radhika	200BARCH058	"	
	17	Saanvi	220B038	"	
	18	Sanchari	200BarchIB	"	
	19	[illegible]	220Barch034	"	
	20	Divyanshi	240 BARCH052	03:25	
	21	Anshika	240 BARCH 050	3:29	
		27/01/2025			
	1	Riya	220BARCH017	9:30	
	2	Nidhi	240 BARCH041	12:20	
	3	Naman	" " 021	12:20	
	4	Mahan	" " 064	12:20	
	5	Harsh	" " 014	12:20	
	6	Shubh	200 BARCH087	12:35	
	7	Rohit	220BARCH035	12:45	
	8	Kriti	220BDES026	12:40	
	9	Akshita Roy	200 BARCH008	1:00	
	10	Parul	220 BDES017	1:03	
		28/01/2025			
	1	Aditi	233 BARCH002	9:45	
	2	Mukkan	200 BARCH054	10:00	
	3	Rahul	200 BARCH034	10:00	
	4	Tanishka	220BDES003	10:35	
	5	Tanveer Singh	210 BarchIB	10:30	
	6	Vasudha	200BARCH045	10:45	
	7	Riya	220BARCH017	"	
	8	Harjot	220BARCH001	"	
	9	Subhrangi	200BARCH072		
	10	Riya	200BARCH079		
	11	Aakriti	220BDES004		
	12	Afroz Aziz	233BARCH003		

SUSHANT UNIVERSITY
SECTOR-55, GURGAON

13	Saleni	200BARCH125	11:50	
14	Shubh	200BARCH087	11:30	
15	Ritwik	240BARCH021	11:55	
16	Reshica	200BARCH037	11:56	
17	Mya	220BARCH017	12:07	
18.	Tusha	240BARCH038	11:00	
19.	Harsh	240Barch013	11:00	
20.	NIKUNJ	240 BARCH023	11:00	
21.	Rishima	240 BARCH058	12:00	
22.	Kush	240 BARCH 060	12:00	
23	Armaan	240 BARCH 420	12:00	
24.	Zaara	240 BARCH 99	12:00	
25	Paraveran	240 BARCH 84	12:00	
26	Shourya	240 BARCH 27	12:00	
27	Manasvi	240BARCH018	12:47	
28	Garima	240BARCH 041	12:47	
29	Kriti	220BARCH020	1:15	
30	Ronnit	220BARCH035	1:20	
31	Rushil	220BARCH006	1:40	
32	Aarushi	220BARCH010	1:40	
33	Krvijsh	240BARCH	2:14	
34	Rahul	"	"	
35	SWOR	200BARCH032	2:57	
36	Parv	200BARCH120	3:05	
37	Vani	200BARCH094	3:05	
38	Hriju	" 001	3:05	
39	Shivam	001	3:60	
40	Khalgi	003	3:69	
41	Shaurya	240 033	3:40	
42)	Shiven	240BARCH072		

SUSHANT UNIVERSITY

S. No.	Name	Roll No	Time in	Signature
	29/01/2025			
1	Riya	220 BARCH017	9:25	
2.	Sampanna	230MPLANUP008	10:45	
3.	Apoorva	230MPLANUP005	"	
4	Riya	220 BARCH017	10:10	
5	Parul	230BDES015	10:39	
6	Aanchal	220BDES004	11:05	
7	Ishita Gupta	220BARCH063	11:59	Ishita
8	Tanya Mohanty	220BARCH057	11:59	Tanya
9	Jahnvi	BARCH	12:12	
10	Harkomal	BARCH	12:12	
11	Atmaar	240 MARCHUD006	12:42	
12	Kishita	240 MARCHUD002	12:42	Kishita
13	Advait	220 BARCH 050	1:10	
14	Honey	220 BARCHPL	1:10	
15	Neel	114	1:16	
16	Aditi	233 BARCH 002	1:36	
17	Prachi	233BARCH 001	1:36	
18	Tahseen	233BARCH001		
ra.	Afnan	233BARCH 003	2:19	
	30/01/2025			
1	RAHUL	240 BARCH057	11	
2	Tanishq	240BARCH055	11	
3	SUHANI	240 BARCH055	10:24	
4	AASHISH	240 BARCH066	10:27	
5	Parul	230 BDES037	10:42	
6	Shivam	240 032	"	
7	Deepak		10:50	Deepak
8	Riya	220 BARCH017	11:01	
9	Jyotsna	240 MDES018	11:39	
10	Nimmat	210 BARCH058	12:00	

SUSHANT UNIVERSITY SECTOR 55, GURGAON

S. No.	Name	Roll No	Time in	Signatur
11	Divyanshi	240BARCH052	2:17	
12	Gunjan	240BARCH012	2:17	
13	Rishima	240 BARCH026		
14	Aadya	240 BARCH 69		
15	Sana	240BARCH029		
16	Bani	240 BARCH		
17	Ariba	240BARCH004		
18	Mehar	240BARCH020		
19.	Navya	240 BARCH022		
20.	Vaishika	240 BARCH040		
21.	Manasvi	240 BARCH08		
27	Garima	240 BARCH 011		
28	Tisha	240 BARCH		
29	Zoya	240 BARCH 06		
30	Parth	240 BARCH025		
31	Krish (son)	240 BARCH		
32	Aman	044		
33	Rish	047		
34	Rahul	057	11	
35	Tushar	240B1, 039	2:22	
36	Arjan	006		
37	Anuj	043		
38	Daryansh	061		Daryansh
39	Shaunya	033		
40	Devansh	068		
41	ISHA	055		
42	Tanishq	037		
43	Kartik	C56		
44	Shivam	052		
45	Aashish	066		
46	Vidhi	041		

SUSHANT UNIVERSITY SECTOR-55, GURGAON

nature	S. No.	Name	Roll No	Time in	Signatu
	47	Charan	240BARCH008	2:41	Charan
	48	Vrishti	240BARCH042	2:41	Vrishti
	49	RENGSEN	220BARCH046	3:20	
	50	Shriyansh	220BARCH018	3:20	
		31/01/2025			
	1	Sukanu	240BARCH035	9:28	Sukanu
	2	[illegible]	[illegible]	[illegible]	
	3	Divyanshu	240BARCH052	11:07	
	4	Ronnit	220BARCH035	11:30	
	5	[illegible]	240BARCH012	11:45	
	6	Advait	240BARCH050	11:52	
	7	Chahat	240BARCH013	11:52	
	8	Viti	220BDES021	1:00	
	9	Anish	230BARCH016	2:00	
	10	[illegible]	230BARCH056	2:50	
	11	Sav	230BARCH046	2:50	
	12	Sanjeh	240BARCH030	4:00	
	13	Kashka	240BARCH071	4:00	
		03/02/2025			
	1	Shiva	240BARCH022	9	
	2	Rahul	240BARCH057		
	3	Riya	240BARCH072	9:38	
	4	Tanishq	240BARCH089	9:50	
	5	Riya	"	11:28	
	6	Bipasha	"	11:28	
	7	Shubham	210BARCH072	12:00	
	8	Sneak	200BARCH032	12:10	
	9	Ayush	230BDES043	12:41	
	10	Krish	230BDES005	12:41	
	11	Kriti	220BDES026	2:02	
	12	Ishita Gupta	220BARCH053	2:25	
	13	Tanisha Mohanty	220BARCH057	2:25	

S. No.	Name	Roll No	Time In	Signature
14	Kanal	240BDES035	2:51	
15	Lokhray	240 BDES022	3:15	
16	Jiman	240 BDES007	3:18	
17	Manya	240 BDES009	3:18	
18	Aayush	240BDES019	3:18	
		4/02/25		
1	Shivam	240 BARCH032	9:05	
2	Palak	240 BARCH 005	"	
3	Rudra J	240BARCH 011	"	
4	Siddhant	240BARCH068	10:00	
5	Aman	200BARCH 071	"	
6	Nabh	200 Barch029	"	
7	Sibtain	200 Barch102	"	
8	Neha	200 BARCH008	10:15	
9	Sandeep	12Barch125	10:15	
10	Varun	200 Barch069	10:15	
11	Rekha	200BARCH037	"	
12	Vandna	200BARCH045	10:10	
13	Riya	" " 079	"	
14	Parkriti	" " 122	"	
15	Vai	200BARCH 077	"	
16.	Ravi	" 120	"	
17	Rahul	200BARCH037	10:20	
18	Kanishka	240BARCH069	10:52	
19	Krrish	240BARCH058	10:52	
20	Aashna	200BARCH078	10:55	
21	Diya		11:56	
22	Bipasha	"	11:06	
23	Aman		11:30	
24	Naman	240BARCH028	11:52	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
25	Santosh	240BARCH030	11:52	
26	[illegible]	" " 057	" "	
27	Anshika	240BARCH030	12:08	
28	Lairingdi	240BARCH070	12:08	
29	Subomi	240BARCH035	12:08	
30	Kunal	240BARCH026	12:58	
31	Romulus	220BARCH035	1:00	
32	ARSH KHANNA	240BARCH059	1:10	
33	Isha	240 BARCH053	1:21	
34	BEN	230BARCH06[illegible]	1:21	
35	Sana	240BARCH029	1:28	
36	Kashvi	24 BARCH 01[illegible]	1:28	
37	Mannat	240BARCH019	1:28	
38	Lalringdi	240BARCH070	1:28	
39	Kanishka	240 BARCH069	1:28	
40	Subhani		1:28	
41	Dikshita	240BARCH009	1:28	
42	BANI	240 BARCH007	1:28	
43	Mehar	" " 020	"	
44	Aadyaa	" " 001	"	
45	Ariba	" " 004	"	
46	Sachin Yadav	" " 052	1:28	
47	Harsh Tayal	" " 017	"	
48	Vaishika	" 040	"	
49	Tisha	" 038	"	
50	Gaurima	" 011	"	
51	Sidak	063	"	
52	Jeeshan	" 054	"	
53	Udhav	064	"	
54	Shourya	033	"	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
55	Rishima	240 BARCH 026	"	Rishima
56	nikunj	240 " 028	"	nikunj
57	Kush	240 BARCH " 045	"	Kush
58	veeransh	" 042	"	veeransh
59	Zaara	" 060	"	Zaara
60	Ritwik	" 027	"	Ritwik
61	Ayan	" 006	"	Ayan
62	Charan	" 008	"	Charan
63	Arpit	" 005	"	Arpit
64	Vedisha	" 042	"	Jain
65	Gurnoor	" 062	"	Gurnoor
66	Aashish	" 066	"	Aashish
67	Vidhi	" 041	"	Vidhi
68	Divyansh	" 061	"	Divyansh
69	Tanishq	" 037	"	Tanishq
70	Kartik	" 055	"	Kartik
71	Siddhant	" 056	"	Siddhant
72	Santosh	" 030	"	Santosh
73	Shivam	" 032	"	Shetty
74	Tushant	" 039	"	Tushant
75	Harsh Khanna	013	"	Harsh
76	Rohit	025	"	Jaipal
77	~~Anil~~			
78	~~Arpit Kumar~~	~~005~~	"	~~Arpit Kumar~~
79	Sudipa	034	"	Sudipa
80	Divyanshi	M052	"	Divyanshi
81	~~Rohit~~	~~240~~		~~Rohit~~
82	Aditya	12:00	"	Aditya
	Vasu Raj			

SUSHANT UNIVERSITY ★ SECTOR-55, GURGAON ★

Sushant University

S. No.	Name	Roll No	Time in	Signatu
		05-02-2025		
1	Vandna	200BARCH045	10:15	
2	Gotu	" 070 "	10:30	
3	RAHUL	240 BARCH057	10:11	
4	Krrish	240BARCH058	" "	
5	Netra Raj	200Barch008	2:15	
6.	Sandeep	120 Barch 129	2:15	
7.	Vansh	200 Barch003	2:15	
8	Raj Nandini	230 BARCH060	2:35	
9	Muskaan	230BARCH050	2:44	
10	Mahinish	200BARCH003	2:44	
11	Naman	240 BARCH021	3:54	
12	Gurnoor	240 BARCH012	4:31	Gurnoor
13	Dishita	240 BARCH009	4:31	
	06-02-2025			
1	Prachi	240 Barch 014	10:30	
2	Riya	BARCH	11:07	
3	Kajal	BARCH	11:07	Kajal
4	Bipasha	BARCH	11:07	Bip
5	Abdul basit	M-ARCH	11:15, 21	
6	Rishi	230BDES005	11:52	
7	Parul	230BDES035	12:40	
8	Prachi	233BARCH007	12:50	
9	Afreen	235BARCH003	12:52	
10	Nusrat	210 BARCH058	12:45	
11	Jeeshan	240BARCH054	12:16	
12	Sidak	063	1	
13	Bani	007	1	
14	Sana	029	1	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
15	Aadyaa	240BARCH001	09:1	
16	Kush	" 040	"	
17	Utkarsha	" 069	"	
18	Zoya	" 070	"	
19	Kanishka	" 019	"	
20	AFAF	220BARCH089	2:21	
21	Kaizan	" " " 039	2:35	
22	AARUSHI	220BARCH070	"	
23	Sparsh	240BARCH036	3:21	
24	Sagar	028	3:21	
25	BEVSH	230BARCH066	3:22	
26	Aashish	240BARCH066	3:42	
27	KUSH	240BARCH045	3:50	
28	Himanshu	220 BARCH032	3:50	
29	Aditya	" 060	"	
30	Sai	" 054	"	
31	Nikita	" 012	"	
	→ 07/02/2025 ←			
1	Shivam	" 032	9:30	
2	RAHUL	" 057	9:49	
3	Tanishq	" 037	9:50	
4	Jash	" 034	10:40	
5	Harsh	" 014	10:12	
6	Tushant	240BARCH039	11:15	
7	Priya	230BDES031	11:20	
8	Ayush	23 BDES043	11:21	
9	Rushil	220BARCH006	11:30	
10	Ronnit	220BARCH035	11:30	
11	Tushar	240BARCH039	12:28	
12	Tahseen	230BARCH061		

SUSHANT UNIVERSITY SECTOR-55, GURGAON
School of Design & Architecture, Sushant University, Gurugram

S. No.	Name	Roll No	Time in	Signatur
13	Krrish	240BARCH058	2:47	
	10/02/2025			
1	Shivam	240BARCH032	9:15	
2	Riya	240BARCH012	"	
3	Deepika	230MPLANUP009	10:00	
4	Kabeer	210BPLANUP002	10:00	
5	Ishita	~~230BFA~~ 230BFA001	11:22	
6	Kashish	230BFA005	11:22	
7	Sanya	230BFA012	11:22	
8	Riya	240BARCH017	11:30	
9	Shubhkar	210BARCH038	12:04	
10	Priya	210BARCH090	"	
11	Payal	230BBES07	2:43	
12	Ben	230BARCH066	3:5PM	
13	Manasvi	230BARCH058	4:00 PM	
14	Nikunj	240BARCH023	4:00 PM	
	11/02/2025			
1	Anupama	220BFA017	9:55 AM	
2)	Hunny	220BFA006	9:55 Am	
3)	Kabeer	210BPLANUP002	9:55 Am	
4)	Hemamalini	220INTBR009	10:03am	
5)	Srishti	220INTMP009	10:03am	
6	Afaf	200BARCH089	10:03	
7	Shlok	200BARCH032	10:03	
8	Prasant R K	240MPLANUP002	10:04	
9	Zeba Nepram	240MPLANUP004	10:05	
10	ADITI	230BPLAN001	10:05	
11	Afnan	233BARCH003	10:10	
12	Tahseen	233BARCH012	10:10	
13	Tanvi	240MPLANUP003	10:10	
14	Deepika	230MPLANUP009	10:15	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
15	Pratidnya B. V	240MPlanp006	10:18	
16	Abhai	200BARCH066	10:16	
17	Aman	200BarchO58	10:17	
18	Ritik Roshan	240mplanupc09	10:18	
19	Chandrimagaswan	240MplanupO02	10.18	
20	Satoni	200BARCH125	10:25	
21	Stuti	200BAPL187	10:25	
22	Mayaan	200BARCH054	10:50	
23	Rahul	200BARCH034	10:55	
24	Madhu	200BARCH006	10:55	
25	Dhwani	200BARCH125	10:55	
26	Ayaan	200BARCH009	10:55	
27	Mohnish	200BARCH103	11:00	
28	Sandeep	170BARCH120	11:00	
29	Vanshi	200BARCH091	11:00	
30	Honey	200BARCH102	11:00	
31	Prachi Gaba	200BARCH070	12:00	
32	Dhwani	200BARCH125	12:10	
33	Aryaan	211BARCH111	12:10	
34	Vrinda Gupta	200BARCH050	12:11	
35	Anushka	200BARCH117	12:22	
36	Vidhi	200BARCH	12:22	
37	Vinu	200BARCH117	12:20	
38	Tanu	200BARCH	12:20	
39	Gunveen	240BARCH012	3:25	
40	Vaishnavi	240BARCH020	3:20	
41	Anshika	240BARCH	3:20	
42	Divyanshi	240BARCH	3:20	
43				
44				

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
		12/02/2025		
1	Aditya	220BARCH060	9:30	
2	Kartav	200BARCH123	9:50	
3	Prachi	200BARCH070	9:55	
4	Anam	200BARCH051	9:55	
5	Aditi	BARCH	11:37	
6.	Neel	BARCH	11	
7	Mohinish	〃	〃	
8.	Akshat	〃	〃	
9.	Aditi	210BARCH061	11:31	
10	Liya	210BARCH074	11:45	
11	Tahseen	233BARCH004	〃	
12	Yash	233BARCH004	〃	
13	Afnan	233BARCH003	〃	
14	Muzakir	233BARCH007	〃	
15	Honey	200BARCH106	〃	
16	Neel	200BARCH114	〃	
17	Nidhish	103	〃	
18	Ronnit	220BARCH035	9:30	
19	Prachi	233BARCH007	12:51	
20	Kriti	220B23026	〃	
21	PRIYA	210107	〃	
22	Nadim	200BARCH006	〃	
23	Mushkaan	200BARCH051	〃	
24	Hemanshikha	220SNTBPL001	2pm	
25	Sahiba	210IMTPL005	2pm	
26	Aki	210BARCH041	〃	
27	Khyati	210BARCH042	2:10	
28	Madhav	200BARCH006	〃	
29	Parth	210BARCH067	2:10	
30	Kabeer	210BPLANP001	2:11	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
31	Kabir	012	2:15	Kabir
32	Aryan mittal	210BArch016	2.15	Aryan
33	Shubham	017	2.15	
34	Ridya	232BARCH083	2.15	Ridya
35	Eshika	210BARCH117	"	
36	Navya	210BARCH092	"	
37	Bhumi	210BArch005	"	
38	Bhavya	" " 087	"	
39	Aditi	220BARCH004	2 45	
40	Aryan	220BARCH014	"	
41	Ankush	210BARCH104	3:00	
42	Devanshu	200BARCH107	3:17	
43	Bhavneet	210BARCH090	4:15	
44	Kartik	"	"	
45	Shubhankar	"	"	
46	BANI	240BARCH007	4:15	
		13/02/2025		
1	Parshwa	240arch024		
2	Tanishka	220BARS003	9:45	
3	Kanishka	240BFAC13	11:02	
4	Ahsaw	240BDES011	11:02	
5	Kaseer	240BPLANU002	10:10	
6	Parul	230BDES035	11:05	
7	Keerthika	200BARCH037	11:5	
8	Paru	200ARCH120	10:30	
9	Krish	230BDES005	12:06	
10	Dakshyani	210Barch105	1:16	
11	Ankush	210barch104	-	
12	Reshmika	220BTECS035	1:19	
13	Pavni	200BARCH54	1:19	

S. No.	Name	Roll No	Time in	Signature
14.	Pranchi	233BARCH007	1:20	
15.	Parul	23 BDES 035	1:22	
16	Harsh	240 Barch 014	1:30	Harsh
17.	Dwit	200 BARCH052	2:30	
18	Vansh	240BARCH019	"	Vansh
19	Aarib. Aadyaa	240BARCH001	"	Aa
20	Ariba	240BARCH004	"	Aa
21	~~I Aa~~. HASH	B ARch	2:40	
22	Manik	240 BARCH016	"	Manik
23	Aashish	240 BARCH066	"	
24	Devyansh	" 061	3:00	Devyansh
25	Tusha	240 BARCH053	3:10	Tusha
26	Manasvi.	18.	"	Manasvi
27	Ayush	" 070 "	"	Ayush
28	Rahul	240BARCH Jan Lot	"	
29	Dakshi	B ARch	"	
	14/02/2025			
1	Keerthana	240BARCH024		
2	Kashvi chandola			
3	Tanvaan Garg.	240 MARCH 006	10:00.	
4	Kishita	240 MARCH 002	10:46	Kishita
5	AKASHDEEP	240 MARCH 001	10:42	
6	Keshica	200 BARCH 037	11:20	
7	Tanishka	200 BARCH 045	12:10	
8	Riya	200 BARCH 079	12:10	
9	Lakshay	230 BCA 012	1:03	
10	Honey	200 BARCH 102	1:15	
11	BANI	240 BARCH 007	1:15	
12	Zaara	240 BARCH 060	1:15	
13	Vaibhav	230 BPLAN 007	2:04	
14	Ankush	230 BPLAN 002	2:05	

SUSHANT UNIVERSITY SCHOOL OF Architecture SECTOR-55, GURGAON

S. No.	Name	Roll No	Time In	Signatur
	Ankush	240barch104	2:00	
	Kaustubh	240Barch069	3:32	
	Rishabh	" 035	3:32	
	15/02/2025			
1	Rahul	200BARCH034	11:38	
		17/02/2025		
1	ROHIL	240BARCH051	9.>	
2	Riya	220BARCH013	9:30	
3	Kadeer Sadhi	210BRANP002	9:45	
4	Aditya	220BARCH060	10.51	
5	Rounit	220BARCH035	11.00	
6	[illegible]	220BARCH026	2:37	
7	Tarun	" "	1:00	
8	Chirag	220BARCH069	1:20	
9	Harsh	240BARCH014	1:20	
10	AARUSHI	220BARCH070	1:30	
11	Rushil	220BARCH006	1:30	
12	Manasvi	240BARCH018	1:49	
13	Harsh	" " 013	1:49	
14	Tisha	" " 038	1:49	
15	Vanshika	" " 040	1:49	
16	NIKUNJ	" " 023	1:58	
17	RITWIK	" " 027	1:58	
18	Garima	" 014	1:59	
19	Avijita	001BFA	4:08	
20	Tabseem	233 BARCH 001	4:00	
21	Deepika	230 MPLAN009	10:00	

SECTOR-55, GURGAON

230BFA002	1:40	
230BARCH044	2:17	
220BARCH046	2:18	
220BARCH039	2:18	
220BDES026	11:50	
220BARCH	11:50	

17/01/2025

1	Tarannam	240MARCHUDOOL	9:45	
2.	Vanshaj Gupta	240MARCHUD005	9:45	Vanshaj
3.	Kishita	240 MARCHUD 002	9:45	Kishita
4.	Akeel	200BARCH114	10:61	
5.	Abheri	200BARCH066	10:58	
6.	Subhani	240BARCH035	11:13	Subhani
7.	Devansh	" 68	11:13	
8	Honey	200BARCH112	11:15	
9	Madhu	200BARCH006	11:59	Madhu
10	Rohan	200BARCH075	12:13	
11.	Aarti	230BFA002	2:23	

20/01/2025

1	Shivam	240BARCH072	11	Shivam
2	RAHUL	11 11 080	10.4	
3	Tushar	240BARCH073	10:5	
4	Sanya	230 BFA 012	11:06	
5	Prakash	240 BARCH024		
6	Tahseen	233BARCH001	11:46	
7	Kishan Bardia	200BARCH015.	1:00	
8	Khyati	240BARCH047	1:40	
9.	Aryan	200BARCH028	1:40	
10		240 1 080	1:1	
11	Sriya	" 013	2:32	
12	Ishita	"	2:33	Ishita

SUSHANT UNIVERSITY SECTOR-55, GURGAON

School of Art & Architecture Sushant University

S. No.	Name	Roll No	Time In	Signature	S.
13	Suhani	"	2:39		
14	Prachi	"	2:32		
15	Lakshita	"	2:32		
16	Akshit	"	2:32		
17	Parth	B DES	2:35		
18	Manya	B DES	2:35		
19	Ranjit	B des	2:40		
20	Akshat	B des	2:40		
		21/01/2025			
1.	Deepika	230 MPLANUP009	10:15		
2	Madhu	200 BARCH006	10:30		
3.	Nisha	230 MPLAN004	10:35		
4.	Sanjoli	200 BARCH090	11:00		
5	Jaspal	241BFA002	11:00		
6	Riya Ag	200BARCH079	11:04		
7	Hary	200BARCH102	11:54		
8	Nethra	200BARCH	11:54		
9	Neel	200BARCH114	11:59		
10	Simran	230BARCH018	12:01		
11	Vansh	200BARCH091	12:10		
12	PRATI	230BPlan007	12:26		
13	Hemanandini	220INBS007	"		
14	Vaishnavi	220BSPlan012	"		
15	Tahseen	233BARCH			
16	Ananya gehlot	200BARCH022	12:30		
17	Aditi	233BARCH002	12:50		
18	Aadi	230BFA002	1:13		
19	Vasudha	200BARCH115	2:30		
20	Charu	210BARCH008	3:19		
21.	Jaspal	241BFA002	3:20		

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time In	Signatur
	Ankush	240BARCH094	2:20	
	Kanishka	240BARCH069	3:32	
	Rishabh	" 035	3:32	
	15/02/2025			
L	Rahul	200BARCH034	11:38	
		17/02/2025		
1	RAHUL	240BARCH051	9.>	
2	Riya	220BARCH013	9:30	
3	Kabeer Sadhi	210BRANP002	9:45	
4	Aditya	220BARCH060	10.51	
5	Ronit	220BARCH035	11.00	
6	[illegible]	220BARCH028	2:37	
7	Tarun	" "	1:00	
8	Niraj	220BARCH069	1:20	
9	Harsh	240BARCH014	1:20	
10	AARUSHI	220BARCH060	1:30	
11	Rushil	220BARCH006	1:30	
12	Manasvi	240BARCH018	1:49	
13	Harsh	" " 013	1:49	
14	Tisha	" " 038	1:49	
15	Vanshika	" " 040	1:49	
16	NIKUNJ	" " 023	1:58	
17	RITWIK	" " 027	1:58	
18	Garima	" " 014	1:54	
19	Avijita	001BFA	4:08	
20	Tahseen	230BARCH001	4:00	
21	Deepika	230MPLAN009	10:00	

18/02/2025

1	Pratidnya B. V.	240MPlan/006	9:20	PV
2	Deepika	230MPLANUP009	10:00	Deepika
3	Sibtain	200BARCH101	10:15	Sibtain
4	Vaish	230MPLANUP007	10:16	Vaish
5	Abraham	240 BARCH024		
6	Yash	233 BARCH004	10:43	Yash
7	Sandeep	190 Barch136	10:52	Sandeep
8	Vansh	200 Barch 067	10:52	Vansh
9	Vandana	200BARCH045	11:00	
10	Riya	" " 019	11:00	
11	Parkavitee	" " 123	11:00	Parkavitee
12	[illegible]	" " 070	11:20	[illegible]
13	Tahseen	233BARCH004		Tahseen
14	SNIGDHA	200BARCH012	11:35	Snigdha
15	Dhwani	200 BARCH043	11:40	Dhwani
16	Vani	200BARCH044	11:42	Vani
17	Avi	200 BARCH033	11:45	
18	Mehtab Raj	200 BARCH008	11:55	Mehtab Raj
19	Kanan	200BARCH123	12:15	Kanan
20	Dhwani	200 BARCH043	12:15	Dhwani
21	Ishan	233 BARCH005	12:58	Ishan
22	Parul Sharma	230BDES035	12:58	Parul Sharma
23	Lairingdi	240BARCH070	1730	Lairingdi
24	Kanishka	240 BARCH069	1:30	Kanishka
25	Chirag	220BARCH006	1:54	Chirag
26	Dwarak	240BARCH068	2:14	Dwarak
27	[illegible]	240BARCH054	2:15	[illegible]
28	[illegible]	240 " 056		

SUSHANT UNIVERSITY SECTOR 55 GURGAON

School of Planning & Architecture

S. No.	Name	Roll No	Time In	Signature
24	Devanshu	200BARCH107	3:07	
A-25	Mehar	240BARCH020	3:15	
26	Shourya	" 033	"	
27	Jeeshan	" 053	"	
28	BANI	" 007	"	
29	Nimat	210BARCH258	4:00	ND
30	Nandini	210BARCH066	4:00	
		19/02/2025		
1	Aditi	233BARCH002	9:25	
2	Prakram	240 BARCH 027		
3	Riya	220 BARCH 012	10:17	
4	Abdulkadir	200BDPTOMOH	10:20	
5	Saloni	200BARCH125	10:30	
6	Devanshu	230 BDES002	10:34	
7	TDMC	240 BARCH	" "	
8	Krish	" 058	"	
9	Riya	220 BARCH 017	"	
10	Bipasha	——— Not ———		
11	Ved	200BARCH114		
12	Mahima	200BARCH103	"	
13	Nethanraj	200BARCH005	"	
14	Yash	233 BARCH004	12:20	
15	Akshay	200 BARCH025	12:41	
16	Shubham	210 BARCH072	1:00	
17	Sai	210BARCH055	2:06	
18	Aditya	230BARCH060	2:06	
19	Himanshu	220BARCH052	"	
20	Akashdeep	240MARCH	2:16	
21	Ranbir (Sir)	240BARCH055	2:15	

gnature	S. No.	Name	Roll No	Time in	Signat
	22	Rahul (~~Gupta~~)	240 BARCH 056	2:56	
	23	Muskaan	240BARCH101	2:53	
	24	Madhav	240 BARCH 086		
	25	Vidya	240 BARCH 059	3:10	
	26	Siddaat	240 BARCH 056	3:15	
	27	Kartik	240 BARCH 055	3:20	
	28	Ankush	240 BARCH 010	3:40	
	29	Dakshi			
	30	Shruti Sarkar	SU9507		
		20/02/2024			
	1	Rahul	24 CBARCH 056	9:50	
	2	Swok	200BARCH032	9:30	
	3	Tanishq	240 BARCH 079	10:8	
	4	Hasnain	240 BARCH 014	10:50	
	5	Jeeshan	240 BARCH 053	"	
	6	Kabeer Sodhi	240BBLANUP032	10:00	
	7	Parul	240 BDES 035	10:58	
	8	Sudiksha	240 BDES 001	10:58	
	9	Veerash Takhar	24BARCH048	11:00	
	10	Bhavya	230 BDES 017	11:03	
	11	Diya Rawat	230BDES023	11:03	
	12	Sehajpreet Kaur	230BDES12	"	
	13	Daksh	230320805	"	
	14	Shubh	200 BARCH 086	11:10	
	15	Priya	230BDES031	11:20	
	16	Ishika	230BDES032	11:20	
	17	Bhoomika	230BDES002	11:20	
	18	Tanisha	220BDES002	11:20	
	19	Yashpal Singh	190BARCH021	12:03	
	20	Meet Sharma	230BDES048		
	21	Sopeham Berry	230710 [illegible]		

22	Tushar	240SBROSG	12:45	
23	Karan	025	12:46	
24	Saifeddy	220BARCH055	12:58	
25	Ash	240BARCH034	1:34	
26	Sramya	240BARCH037	2:00	
27	Srishti	200BARCH050	2:00	
28	Charan	240BARCH008	2:23	
29.	Ayan	240BARCH006	2:23	
	Manik	240BARCH049	2:22	
30	Santosh	240 BAR030	2:27	
32	Adhan	237BARCH003	2:40	
33	Parth	240BARCH021	2:46	
34	Mrijn	222BARCH001	3:15	
35	Muskaan	200BARCH054	3:15	
36.		" " 070	3:30	
		21/02/2025		
1	Shlok	220BARCH032	9:40	
2	Shubh	200BARCH087	9:40	
3	Muskaan	200BARCH054	9:47	
4	Ayan	240 006	10:00	
5	Aashish	240 066	10:00	
6	Anuj	240 043	10:10	
7	Parth	240 "	10:10	
8	BANI	240 BARCH007	10:15	
9	Manvat	240 BARCH029	10:20	
10	Sana	240 BARCH019	10:20	
11	Charima	240 BARCH041	1	
12	Vanshika	240 BARCH041	1	
13	Tisha	" 088	1	
14	Nikunj	" 083	"	
15	Sarga	082		

SUSHANT UNIVERSITY SCHOOL OF PLANNING & ARCHITECTURE

	16	Aviba	240BARCH004	10:35	
	17	SIDAK	240BARCH063	"	
	18.	STANLY	240 BARCH036	"	
	19	Kanishka	240 BARCH 016	"	
	20	Kush	240 BARCH045	"	
	21	Aadya	240 BARCH 001	"	
	22.	Abhai	200BARCH066		
	23.	Mohinish	200BARCH068	10: 37	
	24.	Neel	200 BARCH 114	10: 36	
	25.	Armaan	240BARCH044	10:45	
	26	GDHVL	241 " 058	10 45	
	27	Aryan	006	11:00	
	28	Anuj		"	
	29	Parth		"	
	30	Kashvi	240 BARCH017	14:05	
	31	Sudeepa	240 BARCH034	11:15	
	32	Charan	240 BARCH008	11:18	
	33	AKASHDEEP	240 MARCH00001	11:22	
	34	Yashpal Singh	190BARCH021	11:26	
	35	Dikshita Saxena	240 BARCH009	11:20	
	26	Honey	200 BARCH102	11:20	
	37	Kalpana	230 BFA011	2:39	
	38	Rashmi	230 BFA008	2:39	
	39		" " 070"	2:40	
	40	Ishita	230BFA001	2:48	
	41	Sanya	230BFA012	2:48	
	42	Vani	200BARCH094	2:52	
	43	Tishi	240 BARCH038	3:00	
	44	Rommit	230 BARCH035	3:20	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

45	Devanshu	200BARCH007	3:40	
46	Manasvi	240BARCH018	3:49	
		22/02/2025		
1	→	22/02/2025	←	
①	SMOK	200BARCH032	11:20	
	→	24/02/2025	←	
1	Pratidnya B.V.	240MPLANUP006	9:30	
2	Sandeep	120Batch125	11:29	
3	Vinayak	200Batch069	11:29	
4	Prashram	240BARCH024		
5	Sanya	200BDES10095	12:03	
6	Alika	200BDES10008	12:03	
7	Mohinish	200BARCH103	12:10	
8	[illegible]	240 BARCH012	12:25	
9	Reshica	200BARCH037	12:27.	
10	Pam	200BARCH120	12:30	
11	Krish	230BDES005	11	
12	Ayush	230BDES043	11	
13	Meltwa Rg	200BARCH[illegible]	12:55	
14	PAM	240 11 058	11 11	
15	Krish	240111058	11 11	
16	Dhruv	210BARCH103	11	
17	[illegible]	210BARCH110	11	
18	Mushraam	200BARCH056	2:55	
		25/02/2025		
1	Mohinish	200BARCH103	9:40	
2	Aditi	233BARCH002	9:45	
3	Neel	114	9:46	
4	Abhai	066	9:45	
5	[illegible]			

SUSHANT UNIVERSITY

Signatura	S. No.	Name	Roll No	Time in	Signatu
	6	Vasudha	200BARCH045	Vasudha	9:48
	7	Manju	220BARCH001		9:48
	8	Isha	200BARCH015		10:09
	9	Nethra Raj	200BARCH009		
	10	Vaishnavi Chauhan	200BARCH069		10:10
	11	Parv	200BARCH120		10:15
	12	Kaveer	210BPLANUP002		10:15
	13	Himani	2023 MARCH VDeep		10:25
	14	RAHUL	240 BARCH058		
	15	Ponchiam	240 Barch 024		
	16	Sandeep	240 Barch 125		10:50
	17	Aashna	200 BARCH018		10:51
	18	Riya Garg	200BARCH079		
	19	Madhu	200BARCH006		11:30
	20	Mushaan	200BARCH054		11:30
	21	Kitik Roshan	240MplanUP009		11:42
	22	Prabhalyam	246MplanUP008		11:42
	23	Prashant Rajput	240MplanUP010		11:40
	24	Nabh	200BARCH049		
	25	Riya	220 BFA005		12:00
	26	Apurva	220 BFA001		12:00
	27	Rock Gupta	250 BARCH070		12:50
	28	Rahul	200BARCH032		12:54
	29	Tisha	240BARCH038		12:30
	30		200Barch056		12:40
	31	Manasvi	240BARCH018		1:34
	32	Pemchem	240 Barch024		
	33	Manik	223 Barch004		2:40
	34	Shiv	223BARCH013		2:50
	35	Sampanna	230MPLANUP008		8:45

SUSHANT UNIVERSITY SECTOR-55, GURGAON

		27/02/2025		
1	Aman Jain	200Barch05	9:00	
2	Hanna	220BFA006	9:00	
3	Anupama	220BFA017	9:00	
4	Samya	200BARCH016	10:00	
5	Riya	220BARCH017	11:03	
6	Ridi	220BCom		
7	Parthsaan	240 BARCH027		
8	Porul	220 BDES031	11:57	
9	Sneak	200BARCH032	12:10	
10	Shreya	220BARCH018	12:15	
11	Aanchal	200BDES004	12:30	
12	Samya	200BDESIA003	12:45	
13	Ishika A	200BDESID017	12:45	
14	NISANTH	200MPLAN002	2:15	
15	Afna	233BARCH003	2:26	
16	Syamy	24BARCH036	3:1	
17	Parth Khera	240BdesO16	4:05	
18	PRAYAG Sharma	240 BdesO15	4:05	
		28/02/2025		
1	Riya	220BARCH033	9:41	
2	Siddy	220BARCH055	11:00	
3	Aditya	220BARCH51	11	
4	Nikitha	220BARCH37	11	
5	Himanshu	220Barch10	11	
6	Ridi	220BCom04		
7	Akshara	200BDESIDO20	12:25	
8	Kishita	240MARCHUDO02	12:50	
9	Nijitha	240BFA001	1:19	
10	Kaviya	240BFA003	1:19	

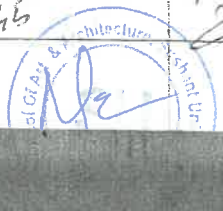
31	Garima	240 Barch 011	4:20	
		04/03/2024.		
1 -	BANI	240 BARCH001	9.05	BJ
2-	ARIBA	240BARCH004	"	
3-	AADYAN	240BARCH	9.08	
4	Santosh	240 Barch 030	"	
5	G/DMVC	240 BARCH 055	9:10	
6	Anjali	240 BARCH 005	9:15	
7	Vrishti	240BARCH042	9:15	
8	Tanishq	240 BARCH 037	9:17	
9	Tushant	240 BARCH 038	9:17	
10	Ayam	240 BARCH006	9:20	
11	Anuj	240 BARCH043	9:20	
12	Gunjan	240 BARCH012	9:20	
13	Dishita	240BARCH009	9:29	
14	Pavalaan	240 BARCH 024	9:30	
15	ARSH	240BARCH 054	9:30	
16	Kanishka	240BARCH016	9:50	
17	Veeraush	240BARCH058	"	
18	Shorya Bhalla	240BARCH033	"	
19	Shivam Khatri	240 BARCH 032	"	
20	Sidak	240BARCH053	"	
21	Naman	240 BARCH021	"	
22	Rishabh	240 BARCH 027	"	
23	Mohit	240 BAR 123	"	
24	Udvav	240BARCH084	"	
25	Anshika	240 BARCH085	"	
26	Diwanshi	240BARCH052	"	
27	Siddhant	240BARCH07	"	
28	Kartik	240BARCH	"	

TUSHANT UNIVERSITY

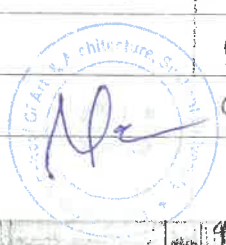
29-	Kush	240BARCH045	9:30	
30-	Rishima	" 026	"	
31-	Zaara	" 060	"	
32-	Aashish	240BARCH066	9:30	
33-	Devyansh	" " 061	9:30	
34-	Sukrani	240BARCH037	9:30	
35-	Kanishka	240BARCH069	9:30	
36-	Lalmingeli	" 070	"	
37-	Sana	" 029	"	
38-	Gaurima	240BARCH011	9:35	
39-	Vanshika	240BARCH040	9:35	
40-	Manasavi	240BARCH018	9:35	
41-	Armaan	240BARCH044	9:35	
42-	Devansh Kalra	240BARCH068	9:37	
43-	Parth Goyal	240 BARCH025	9:37	
44.	Kashvi Agarwal	240 BARCH017	9:40	
45	Sudeepa Magga	240 BARCH034	9:40	
46.	Aarna Arora	240 BARCH 002	9:40	
47.	Vidhi Gupta	240 BARCH 041	9:40	
48	Harsh Tayal	240 BARCH017	9:40	
49	Isha Bhardwaj	240 BARCH053	9:40	
50	Tisha Bhardwaj	240 BARCH	9:40	
51	Shreya	240BARCH008	9:42	
52	Navya Luthra	240BARCH022	9:45	
53	Charan Kaur	240BARCH008	9:50	
54	Mannat	240 BARCH014	9:50	
55	Rishi Roshan	240 MBA Updated	9:54	
56	Nabh	240BARCH069	10:00	
57	Pratishtya BV	240BPlanUP006	10:05	
58	Chandrima Goswami	240mplanup001	10.05	

SUSHANT UNIVERSITY
SECTOR-55, GURGAON

59	Neel	200BARCH114	10:10	
60	Abhai	200BARCH066	10:10	
61	Muskaan	200BARCH092	10:10	
62	Vani	200BARCH094	10:10	
63	Reshica	200BARCH037	10:10	
64	Prashit	240MPLANUP010	10:15	
65	Zelen	240MPLANUP002	10:15	
66	Saloni	200BARCH125	10:10	
67	Ajay	" " 089	10:10	
68	Shubh	" " 087	10:00	
69	ANGAD	230BARCH064	10:15	
70	Jenio	240MPLANUP003	10:18	
71	Prasant	240MPLANUP002	10:16	
72	Ahan	233BARCH005	10:24	
73	Mehr	200BARCH085	10:57	
74	Arsh	200BARCH018	11:00	
75	Kaseef Sahi	240BPLANUP002	10:15	
76	Isha Garg	230BArch028	11:15	
77	Albert	230BArch	11:15	
78	Mohnish	200BARCH103	11:20	
79	Sandeep	17Barch121	11:24	
80	Jansh	20-BArch069	11:25	
81	Shaik	200BArch032	1:30	
82	Tushar.	200BArch001	1:30	
83	Aryan	200BArch052	11:30	
84	Arshdeep	200Arch003	11:45	
85	Rishav	200BArch010	11:45	
86	Rishita	200BARCH037	11:45	
87	Anjali	200BARCH001	11:45	
88	Vani	200BARCH094	11:45	



89	Kriti	220BARCH026	12:30	
90	Krvish	240BARCH058	12:33	
91	Radhika	200BARCH058	12:47	
92	Yashpal Singh	190BARCH021	01:27	
93	Tushant	240CSBARCH	1:23	
94	Aryan	210BARCH016	1:52	
95	Shubham	210BARCH072	"	Shubham
96	Kabir	210BARCH042	"	
97	Hemant	200BARCH018	1:52	
98	Akash	210BARCH061	1:52	
99	Nimrat	" 058	1:52	
100	Nandini	" 066	1:55	Nandini
102	Purvi	210BARCH037	1:55	
103	Aryan	BFRCH	"	
104	Tanveer	"	"	
105	Ashmeet	"	"	
106	Muskaan	210BARCH057	"	
107	Madhav	210BARCH083	"	
108	Riya	210BARCH080	2:00	
109	RAHUL SHARMA	232BARCH002	2:00	
110	ARYAN DIXIT	210BARCH010	2:09	
111	ARYAN RAJ			
112	MANISH KUMAR	232BARCH004		
113	Shaurya Chawla	210BARCH120		
114	Tejas	210BARCH039		
115	Sarvesh Mehra	210BARCH122		
116	Siddharth Singh	210BARCH013		
117	Shubhankar Bohra	210BARCH038		
118	Kashish	210BARCH100		
119	Srishti	210 BARCH		
120	Rumisha	( )		



S. No.	Name	Roll No.	Time In	Signature
121	Ojasvi	210BARCH115	2:00	
122	Priyanshi	210BARCH040	2:00	
123	Malti		〃	
124	Khayati	210BARCH047	〃	
125	Dhruv P	210BARCH103	〃	
126	Anyam	210BARCH088	2:05	
127	Geetanjali	〃	2:05	
128	Dhruv T	210BARCH054	2:05	
129	Anushka	210BARCH085	2:05	
130	Anirudh	210BARCH035	〃	
131	Michelle	210BARCH046	〃	
132	Ridya	232BARCH003	〃	
133	Eshika	210BARCH117	2:10	
134	Navya	210BARCH097	2:10	
135	Prakshar	210BARCH079	2:10	
136	Abhishek Mittal	210BARCH016	2:10	
137	Yokesh Singh	210BARCH026	2:15	
138	Ankush Sujit	210barch107	2:20	
139	Rishee Sharma	210barch024	2:25	
140	Bhavik	210BARCH005	2:35	
141	Bhavya	210BARCH067	2:35	
142	Anav	210BARCH129	〃	
		05/03/2025		
1	BANI	240BARCH004	10:00	BB
2	Mehar	240BARCH020	9:50	
3	Aadyaa	240BARCH001	9:52	A
4	Zaara	240BARCH060	9:52	Z
5	Shoorya	〃	9:52	
6	Kanishka	〃	〃	K
7	Aribah	〃	〃	
8	Dishita	〃	〃	

SUSHANT UNIVERSITY SECTOR-55, GURUGRAM

Signature	S. No.	Name	Roll No	Time in	Signature
	9	Sidak	240BARCH063	10:00	Sidak
	10	Nikunj	240 BARCH023	10:00	
	11	Sagar	240 BARCH028	10:00	
	12	Sara	240 BARCH029	10:00	
	13	Rishi	240 BARCH026	10:00	
	14	Kush	240BARCH045	10:00	
	15	Armaan	240BARCH044	10:01	
	16	Haresh	" " 017	10:01	Haresh
	17	Parth	" " 025	10:01	Parth
	18	Mathew	240 BARCH064	10:01	
	19	Tushant	" " 39	10:02	
	20	Anuj	" " 043	10:05	
	21	Ayan	" " 006	"	
	22	Aashish	" " 066	"	
	23	PANIL	" " 055	"	
	24	Alby	" " 062		
	25	Krish	230BDES005	"	
	26	Ayush	" " 043	"	
	27	Sandeep	1Dr Bachi 125	"	
	28	Mohinish	200 Bachi	"	
	29	Vansh	200 Bachi 001	"	
	30	Rach	200 BARCH070	"	
	31	Ravi	200BARCH120	3:15	
	32	Reshica	200BARCH037	3:15	
	33	PANIL	240 " 057		
	34	Shivan	" 033	4:25	
	35	Kartik	" 055	4:21	
	36	Parth	045	4:25	
	37	Siddhant	016	4:30	
	38	Tanishq	" 037	4:30	
	39	Tushant	039	4:30	
	40	Harsh	" 014	4:30	Harsh

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time in	Signature
		06/03/2025		
1	Pratidwya B. V	240MPlanning006	9:15	
2	Vanika	220BARCH003	9:15	
3	Subani	240BARCH035	9:26	
4	Aanchal	220BDES004	9:31	
5	Manu	240MDES001	9:31	
6	Vinay	——— 014	9:48	
7	Akanksha	210BARCH011	10:00	
8	Tanya	240 BARCH 034	10:06	
9	Priya	240 MDES009	10:00	
10	Mustam	220BDES 024		
11	Sam	221BARCH001	11:00	
12	Michelle	210 BARCH040	10:00	Michelle
13	Khyati	210BARCH047	11:05	
14	Krish	220BDES005	11:11	
15	Devansh	240BARCH068	11:13	
16	Priya	230Bdes031	11:52	Priya
17	Sudiksha	240BDES001	12:16	
18	Parul	230BDES035	12:16	
19	Pradyum	240 BARCH024	12:16	
20	Kanak	"	12:16	
21	Mohina	200BARCH005	1:25	
22	Sandeep	190BARCH120	1:22	
23	Ishika	210BDESPROJ001	2:55	
24	PDMC	240 " DES	3:10	
25	Riya	200BARCH019		
26	Kartik	240BARCH055	4:05	
27	Anuj	240BARCH043	4:15	
28	Partha	" " 025	4:15	
29	Bani	240 007	4:20	BP
30	Santosh	240 BARCH 030	4:20	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

31	DISHITA SAXENA	240BARCH009	4:22	
	07/03/2025			
1	Gurnoor Dhillon	240BARCH012	12:15	
2	[illegible]	[illegible]	[illegible]	
3	Jani	220BBA075	"	
4	Rahul	220BBA025	"	
5	BANI	240BARCH007	2:10	
6	[illegible]	[illegible]	3:10	
7	[illegible]	240[illegible]050	[illegible]	
8	10[illegible]03/2025	(10/03/2025)		
1	Khushi	240BFA001	9:52	
2	Sanya	230BFA012	9:52	
3.	Swati	220BFA010	10:13	
4.	Twinkle	210BFA005	10:13	
5.	Mannu	220BFA002	10:13	
6.	Saran Mehra	240MARCHUD003	10:25	
7.	Shubham	240[illegible]024	"	
8.	Tanmay Garg	240MPlan025	10:30	
9.	Simran	210MPlan027	10:30	
10.	Rashmi	220BFA008	11:25	
11.	Dishita	240BARCH009	11:50	
12.	Anshi	220BFA004	12:15	
13.	Sandeep	1DoBanchi125	12:45	
14.	Mohnish	240Banchi103	12:45	
18	Kaveri	17.230.40	12.54.	
19	Tarranum.			
20	Agrawal			
21	Gurnoor	24BARCH012	12:53	
22	Payal	230DPLS031	1:14	
23	Krrish	240BARCH058	1:30	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

S. No.	Name	Roll No	Time In	Signat
		10/03/2025		
24	[illegible]	248 BARCH056	1:47	
25	Ponysen	220BARCH046		
26	Manas	230bfa009	2:17	
27	Chitra	230bfa013	2:17	
28	Mitali	230bfa007	2:12	
29	Rita	230BARCH [illegible]	2:29	
30	HRIJU	222BARCH001	2:31	
31	Naman	240 BARCH021	2:31	
32	Vinita	240 BARCH042	11	
33	Arpit	240 BARCH006	11	
34	Riya	200BARCH029		
35	Vidhi	240BARCH041	2:45	
36	Kanishka Singhal	240 BARCH008	2:45	
37	Priyanka	240BARCH061	3:17	
38	Chavan	240BARCH008	3:17	
39	Disha	240BARCH009	3:22	
		11/03/2025		
1	Anushi	220BFA004	9:40	
2	Manasi	220BFA002	9:40	
3	Praveen	190BARCH003	9:40	
4	Nabila	200BARCH049	10:00	
5	Hriju	222BARCH001	10:00	
6	Imran	190BARCH023	11	
7	Shaun...			
8	Muskaan	200BARCH054	11	
9	Vani	200BARCH094	11	
10	Srishti	200BARCH050		
11	Aman	200BARCH [illegible]	11	
12	Vanshika	200BARCH045		
13	Riya	200BARCH [illegible]		
14	Abhai	200BARCH066		

SUSHANT UNIVERSITY
School of Architecture, Sushant University

	15	Ishita	210BARCH027	10:15	
	16	Param	200BARCH020	10:30	
Nyasha	17	Kaveen	200BARCH123		
Chitra	18	Michelle	210BARCH048		Michelle
Nirali	19	Archita			
	20	Sandeep	170Barch105		
	21	Vansh	200Barch069		
	22	Mohinish	200Barch103		
	23	Reshica	200BARCH037		R
	24	Shivam	200BARCH101		
	25	Isha	230 BARCH102		
	26	Saad	231 BARCH(0)		
	26.	Subhrangi	200BARCH072		
	84	Ronnit	220BARCH035		
	22	Kriti	220BPE021		
	23	Syamey	240BARCH026		
	24	Krish	240BARCH078		
	25	Nandini	190BARCH080		
	26	Hemant	200BARCH093		
	27.	Saurabh	200BARCH118		
	25	RAHUL	240111 057		
	26	Partth	025		
	27.	Krish	026		
	28	Sana	240BARCH029	1:23	
	29	Vidhi	" 041	1:23	
	30	Keshvi	" 017	1:23	
	31	Mehr	200BARCH085	1:27	
	32	Gurnoor	240 BARCH 012	1:28	
	33	Shivam	240 BARCH 072	1:30	
	34	Aarna	200BARCH002	1:32	
	35	Manvat	240BARCH019	1:32	

SUSHANT UNIVERSITY
GURUGRAM

	Affaf	200BARCH059	11:35	
36	Dishita Saxena	240 BARCH009	1:35	
37	Sudeepa	240 BARCH034	1:35	
		12/03/2025		
1	Nabh			
2	Sibtain	200BARCH049	9:40	
3	Krish	200BARCH101	"	
4	Shivam	240BARCH051	10:19	
5	Tanish	032	9:02	
6	Tushant	307	1:00	
7	Parabhav	059	1:00	
8	Naman	024	"	
9	Vrishti	"	12:52	
10	Arpit	"	12:52	
11	Sai	"	12:-	
12	Akshaj	"	"	
13	Neel	"	"	
14	Aloni	200BARCH114		
15	Nethra	200BARCH102	"	
16	Suhani	200BARCH108	1:20	
17	Vidhi	240BARCH035	1:28	
18	Tushant	240BARCH	"	
19	Tanishq	240BARCH039	1:30	
20	Sudeepa	240BARCH037	1:30	
21	Sagar	240BARCH034	1:30	
22	Nandini	217BARCH066	1:30	
23	Charan	240BARCH008	1:30	
24	Tishq	240BARCH036	1:30	
25	Vaishnavi	240 BARCH 024	1:30	
26	Sandeep	240BARCH125	2:00	
27	Vansh	240BARCH009	2:00	

ature	S. No.	Name	Roll No	Time in	Signatu
	28	Sanjhi	240BARCH067	2:01	Sen
	29	Isha	240BARCH053	2:01	
	30	Aarsh	240BARCH059	2:01	
	31	Aashish	240BARCH066	2:05	
	32	[illegible]	[illegible]	3:00	
	33	Barsa	240BDes016	4:8	
	34	Pranjal	240 BDes015	4:38	
		17/03/2025			
	1	Tanishq	[illegible]	1:16	
	2	Shivam	240BARCH072	9:11	
	3	[illegible]	240BARCH017	10:32	
	4	Ishita	230BFA001	11:06	
	5	Sanya	230BFA012	11:06	
	6	Bijyasha			
	7	Sandeep	120Bach125	11:50	
	8	Unish	240Bach067	11:50	
	9	Syamoy	[illegible]	12:18	
	10	Parul	230BDES075	12:52	
	11	Tushar	[illegible]035	12:53	
	12	Vanshika	240BARCH040	1:57	
	13	Usha	240BARCH038	"	
	14	Mannat	240BARCH019	2:00	
	15	Sudeepa	[illegible]024	2:00	
	16	Saha	[illegible]029	2:00	
	17	Kashvi	[illegible]017	2:00	
	18	Aarna	002	2:00	
	19	Vidhi	041	2:00	
	20	Chavan	008	2:01	
	21	Ayan	006	2:01	
	22	Vrishti	042	2:01	

SUSHANT UNIVERSITY SECTOR-55, GURGAON
School of Architecture, Sushant University, Gurugram

28	Aashish	240BARCH066	2:02	
29	Sagar	240BARCH028	2:03	
30	Dishita	240BARCH009	2:03	
31	Kanishka	240BARCH069	2:03	
32	Lavanya	240BARCH070	2:04	
33	Devansh	240BARCH066	2:04	
34	ARSH	240BARCH059	2:04	
35	ISHA	240BARCH053	2:04	
36	SANSHI	240BARCH067	2:04	
37.	Paul	230BDES035	2:45	
38.	Agam	230BARCH067	2:51	
39	Vanshika	230BARCH054	2:54	
40	Avantika	230BARCH048	2:54	
		18/03/2025		
1.	Syamey	230BARCH036	9:28	
2.	Shaik	200BARCH032	10:00	
3	Sahiba	210INMP001	10:04	
4	Memanshikha	220INTBP2		
5.	Prashant Ranjan	210INMP1ANAR001	10:04	
6	Rajkumar Prasad	210MPLANP002	10:04	
7	Neel	200BARCH119	10:09	
8	Nancy	" 102	"	
9	Nabh	" 049	"	
10	Aman	"	"	
11	Sibtain	"	"	
12	Yakeen	233 11 001	"	
13	Zeleen	240MPLANP009	10:15	
14	[illegible]	230BDES040	10:27	
15	Anushka	200BARCH149	10:30	
16	Neelima Raj	200BARCH078	10:37	
17	Subhangi	200BARCH072	10:37	

SUSHANT UNIVERSITY
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	18	Madhu	200BARCH006	10:5	
	19	Muskaan	200 BARCH059	10:5	
	20	Rithik Roshan	240MPLANVP1090		
	21		233 BARCH005		
	22	Rahul	200BARCH026		
	23	Tanveni	190BARCH003		
	24	Rudra	220BARCH011		
	25	Palak	220BARCH009		
	26	Vani	200BARCH054	Vani	
	27	Bipasha	220 BARCH 004		
	28	Riya	11 017		
	29	Ishu	220 BARCH018		
	30	Sahil	220 BARC		
	31	Santosh	240 BARCH 030		
	32	Manpte	240 11 049		Manvi
	33	Anuj	240 11 043		
	34	Partth	240 11 11		
	35	Tisha	240 038		
	36	Mohnish	200BARCH103	11:00	
	37	Sandeep	170BARCH025	-1	
	38	Vanshi	200BARCH031	1.	
	39	NIKUNJ	240BARCH023	1:00	
	40	Parul	230BDES075	12:59	
	41	Yash	233BARCH004	1:00	
	42	Gourd	220 BARCH 008	1:20	
	43	Gunoor	240 BARCH 042	3:25	
	44	RAHUL	11 11 038	11	
	45	S.N.	11 11 039	11	
	46	Dishita	240BARCH000	3:37	

SUSHANT UNIVERSITY SECTOR 55, GURGAON

Dean
School of Art & Architecture, Sushant University
Sector 55, Gurgaon

		19/03/2025		
1	Charan	240 BARCH008	9:15	Charan
2	Arpit	240 BARCH005	9:15	Arpit
3	Vrishti	240 BARCH042	9:15	Vrishti
4	Gopika	" 070 "	9:58	Gopika
5	NIKUNJ	240 BARCH023	10:10	NIKUNJ
6	Shaurya	" " 033		Shaurya
7	Rush	" " 033		Rush
8	Tisha	240 " 038		Tisha
9	Vanshika	240 " 040		Vanshika
10	Armaan	240 " 044	10:25	Armaan
11	Mannat	240 BARCH019	10:25	Mannat
12	Rishima	240 " 026	10:25	
13	Mehar	240 BARCH020	10:25	Mehar
14	Zaara	240 BARCH060	10:25	Zaara
20	BANI	" 007	10:30	Bani
21	Kanishka	240 BARCH016	"	Kanishka
22	Aadyam	240 BARCH	"	
23	Ariba	240 BARCH004	10:30	Ariba
24				
25	Manna	220 BFA002		Manna
26	Shivam	240 BARCH072	11:0-	Shivam
27	Tejasvi	MARCH230067	11:14	Tejasvi
28	Tabrez	233BARCH04	11:14	Tabrez
29	Yash	"		
30	Neel	200 BARCH114		
31	Monay	"		
32	Abhay	"		
32	Nethra	"		
34	Aditi	"		
35	Riya	200 BARCH		
36	Parkhitra	200 BA /122		

SUSHANT UNIVERSITY
School of Art, Architecture, Design & Planning

		19/03/2025		
1	Charan	240 BARCH008	9:15	Charan
2	Arpit	240 BARCH005	9:15	Arpit
3	Vrishti	240 BARCH042	9:15	Vrishti
4	[illegible]	" 020 "	9:58	[illegible]
5	NIKUNJ	240 BARCH027	10:10	NIKUNJ
6	Shaurya	" " 033		Shaurya
7	Rush	" " 033		Rush
8	Tisha	240 " 038		Tisha
9	Vanshika	240 " 040		Vanshika
10	Armaan	240 " 044	10:25	Armaan
11	Mannat	240 BARCH019	10:25	Mannat
12	Rishima	240 " 026	10:25	
13	Mehar	240 BARCH020	10:25	Mehar
14	Zaara	240 BARCH060	10:25	Zaara
20	BANI	" 004	10:30	Bani
21	Kanishka	240 BARCH016	"	Kanishka
22	Aadya	240 BARCH[illegible]	"	Aadya
23	Ariba	240 BARCH004	10:30	Ariba
24				
25	Manan	220 BFA002		Manan
26	Shivan	240 BARCH 072	11:00	Shivan
27	Jai Mani	MARCH230007	11:14	Jai Mani
28	Tabrez	233BARCH04	11:14	Tabrez
29	Yash	"		
30	Neel	200 BARCH114		
31	Monay	"		
32	Abhad	"		
32	Nethra	"		
34	Aditi			
35	Riya	200 BARCH102		
36	Parkhita	200 BARCH122		

SHIVALIK UNIVERSITY SECTOR-55 GURGAON
School of Art & Architecture

		Aman	233 BARCH005		
	38	Krrish	240BARCH088		
	39	Rahul	200BARCH023		
	40	krishika	200BARCH071	11:45	
	41				
	42	Muskaan	200BARCH017	12:00	
	43	madhu	200 BARCH054	11	
	44	Riya	220 BARCH011	12:15	
	45	RAHUL	11 11 051	11	
	46	GNL	11 11 034	11	
	47	Mohinish	200 Barch (+)	11	
	48	Sadeep	220 Barch 125	11	
	49	Vansh	200 Barch 069	11	
	50	Prachi	233 BARCH007	1:28	
	51	Ronysen	220BARCH046	1:30	
	52	BENSOLO	230BARCH066	1:30	
	53	Shaurya	200BARCH031	1:40	
	54	Shreja	220BARCH018	2:13	
	55	Rushil	220BARCH006	2:30	
	56	Aarushi	220BARCH010	2:30	
	57	~~Siddhant~~ Shivam	240 BARCH058	2:42	
	58	~~Kartik~~ Kartik	11 11 055	2:42	
	59	~~Tanishq~~ Tanishq	240BARCH037	2:42	
	60	Sukaina	11 11 035	2:45	
	61	Armaan	240 11 044	2:46	
	62	Ziara	240 11 060	2:46	
	63	Kush	240 11 045	2:46	
	64	Rishima	240 11 [illegible]	2:47	
	65	Armaan	240 11 012	2:47	
	66	~~RAHUL~~ RAHUL	11 11 058	2:48	
	67	KRRISH	240BARCH088	2:48	

SUSHANT UNIVERSITY SECTOR 55, GURGAON

		Aman	233 BARCH005		
	38	Krrish	240BARCH058		
	39	Rahul	200BARCH032		
	40	krishika	200BARCH071	11:45	
	41				
	42	Muskaan	200BARCH067	12:00	
	43	madhu	200 BARCH054	11	
	44	riya	200 BARCH011	12:15	
	45	RAHUL	11 11 051	11	
	46	GNL	11 11 034	11	
	47	Mohinish	200 Barch 003	11	
	48	Sandeep	200 Barch 125	11	
	49	Vansh	200 Barch 064	11	
	50	Prachi	233 BARCH007	1:28	
	51	Ronysen	220BARCH066	1:30	
	52	BENSOLO	220BARCH066	1:30	
	53	Maanya	200BARCH031	1:40	
	54	Shreya	220BARCH018	2:13	
	55	Rushil	220BARCH006	2:30	
	56	Aarushi	220BARCH010	2:30	
	57	~~Siddhant~~ Shivam Siddhant	240 BARCH058	2:42	
	58	~~Kartik~~ Kartik	11 11 055	2:42	
	59	~~Tanisha~~ Tanisha	240BARCH037	2:42	
	60	Sushant	11 11 035	2:45	
	61	Armaan	240 11 044	2:46	
	62	Ziara	240 11 060	2:46	
	63	Kush	240 11 045	2:46	
	64	Rishima	240 11 [illegible]	2:47	
	65	Gurnoor	240 11 012	2:47	
	66	~~RAHUL~~ RAHUL	11 11 057	2:46	
	67	KRNISH	240BARCH058	2:48	

SUSHANT UNIVERSITY SECTOR-55, GURGAON
School of Planning & Architecture, Sushant University

68	Kanishka Singhal	240BARCH069	2:56	
69	Lavinjedi	240BARCH070	2:56	
70	Divyanshi	240BARCH	2:56	
71	Jagjit	240BARCH065	2:56	
72	Syanay	240BARCH036	2:56	
73	Sagar	240BARCH029	3:00	
74	Ritvik	240BARCH027	3:00	
75	Dishita	240BARCH009	3:00	
76	Charan	240BARCH008	3:03	
77	Vishti	240BARCH062	3:03	
78	Arpit	240BARCH005	3:03	
79	Santosh	240BARCH030	3:30	
80	ANUJ	240BARCH043	3:30	
81	Jeeshan	240BARCH055	"	
82	Udhav	240 BARCH064	"	
83	Aaliyaa	240BARCH007	"	
84	Kush	" " 045	"	
85	Navya	240BARCH022	"	
86	Aiba	240 BARCH004	"	
87	Mehar	240BARCH020	"	
88	Bani	" " 007	"	
89	Shaurya	033		
90	Sidak	240BARCH063	3:11 PM	
91	Veeransh	240BARCH048	"	
92	Devyansh	240 BARCH081	"	
93	Aashish	" " 066	"	
94	Tisha	240 BARCH 078	"	
95	Vanshika	240 BARCH040	"	
96	NUK UNJ	240 BARCH 023	"	
97	HARSH KHAN	240 BARCH013	"	

SUSHANT UNIVERSITY
School Of Art & Architecture, Sushant Un

68	Kanishka Singhal	240BARCH069	2:56	
69	Lavinjedi	240BARCH010	2:56	
70	Divyanshi	240BARCH	2:56	
71	Jagjit	240BARCH005	2:56	
72	Syanay	240BARCH036	2:57	
73	Sayas	240BARCH022	3:00	
74	Ritwik	240BARCH027	3:00	
75	Dishita	240BARCH009	3:00	
76	Charan	240BARCH008	3:03	
77	Vashti	240BARCH042	3:03	
78	Arpit	240BARCH005	3:03	
79	Santosh	240BARCH030	3:30	
80	PNVJ	240BARCH043	3:30	
81	Jeeshan	240BARCH055	"	
82	Udhav	240 BARCH044	"	
83	Aaliyaa	240BARCH007	"	
84	Kush	" " 045	"	
85	Navya	240BARCH022	"	
86	Aiba	240 BARCH004	"	
87	Mehar	240BARCH020	"	
88	Bani	" " 007	"	
89	Shaurya	033		
90	Sidak	240BARCH063	3:11 PM	
91	Veeransh	240BARCH048	"	
92	Devyansh	240 BARCH081	"	
93	Aashish	" " 066	"	
94	Tisha	240 BARCH 098	"	
95	Vakshika	240 BARCH040	"	
96	NVK VNJ	240 BARCH 023	"	
97	H A R S H KHAN	240 BARCH 013	"	

SUSHANT UNIVERSITY

School of Architecture, Sushant

	98	Gracimar	240 BARCH011	3:11	
	99	Shivam	240 BARCH 032		
	100	Vidhi	240 BARCH 041	3:28	
	101	Sana	" " 029	"	
	102	Kashvi	" " 017	"	
	103	Sudeepa	" " 034	"	
	104	Aaima	" " 002	"	
	105	Maanat	" " 019	"	
	106	Isha	240 BARCH053	"	
	107	Arsh	" 059	"	
	108	Devansh	" 068	"	
	109	Sanjhi	" 067	"	
	110	Maanik	" 049	"	
	111	Parth	025	"	
	112	20/03/2025			
	01	Syamny Rauth	" " 036	"	
	02		" " 057	"	
	03	Bipasha	" 004	"	
	04	Riya	017	"	
	05	Kabeer Sodhi	210BPLANU002	09:35	
	06	Ami Jha	210 BLAN005	10:55	
	07	Parul	230 BDES 035	11:01	
	08	Rohan B	200BARCH075.	11:07	
	09	Harish	230BDES005	11:20	
	10	Isha	230 BARCH001	11:21	
	11	Parul	230 BDES035	11:25	
	12	Sandeep	210Barch129	12:00	
	13	Mohinish	200Barch103	12:00	
	14	Sanjoli	210BARCH090	2:00	
	15	Afaf	200BARCH089	2:35	
	16	Parul	230 BDES035	2:37	

SUSHANT UNIVERSITY SECTOR 55 GURGAON

	98	Gracimon	240BARCH011	3:11	
	99	Shivam	240 BARCH 032		
	100	Vidhi	240 BARCH 041	3:28	
	101	Sana	" " 029	"	
	102	Kashvi	" " 017	"	
	103	Sudeepa	" " 034	"	
	104	Aruna	" " 002	"	
	105	Mannat	" " 019	"	
	106	Isha	240 BARCH053	"	
	107	Arsh	" 059	"	
	108	Devansh	" 068	"	
	109	Sanjhi	" 067	"	
	110	Maanik	" 049	"	
	111	Parth	025	"	
	112	20/03/2025			
	01	Syamly	" " 036	"	
	02	Ruth	" " 057	"	
	03	Bipasha	" 004	"	Bip
	04	Riya	017	"	
	05	Kabeer Sodhi	210BPLANU002	09:35	
	06	Amisha	210 BLAN005	10:55	
	07	Parul	230 BDES 035	11:01	
	08	Rohan B	200BARCH075.	11:07	
	09	Harish	230BDES005	11:20	
	10	Isha	230 BARCH001	11:21	
	11	Parul	230BDES035	11:25	
	12	Sandeep	230Barch128	12:00	
	13	Mohnish	230Barch103	12:00	
	14	Sanjoli	210BARCH090	2:00	
	15	Arsh	200BARCH089	2:35	
	16	Parul	230BDES035	2:37	

SUSHANT UNIVERSITY ★ SECTOR 55, GURGAON ★

21/03/2025

	~~Riya~~	~~220BARCH019~~		
1	Riya	220BARCH019	9:39	
2	Anisha	230BARCH007	9:50	
3	Bijaysha	220BARCH004	10:20	
4	Muskaan	200BARCH054	10:45	
5	Jsw	220BARCH012	10:55	Jsw
6	Saud	210BARCH050	10:55	Jsw.
7	Kadeer Sidhi	210BPLAN0002	10:56	
8	Sahiba	210INTMP001	~~10~~ 10:40	
9	Sandeep	170BARCH1625	12:00	
10	Jaan	200BARCH091	12:00	
11	Mahima2	200BARCH135		
12	Mok	200BARCH032	12:50	
13	RHL	240BARCH058	12:59	
14	Syamy	636		
15	Nadim	200BARCH088	1:00	
16	Rahul	200BARCH035	1:00	
17	BENSON	230BARCH1066	1:37	
18	Karan Maan	230BARCH016	1:50	
19	Pratyaksh S	230BARCH055	1:59	
20	Alisha Behal	230BARCH068	1:59	Alisha
21	Aakarsh	230BARCH002	1:59	
22	Divyansh	230BARCH069	2:00	
23	BALRAM	230BARCH015	2:01	Balram
24	VASUDEV	230BARCH1003	2:02	VD
25	Ash...	230BARCH067	2:09	
26	Govind	230BARCH008	2:00	Govind
27	Dwij	230BARCH007	2:00	
28	Tanya	220BARCH059	2:05	Tanya
29	Ishita	220BARCH053	2:03	

21/03/2025

	~~Riya~~	~~220BARCH017~~		
1	Riya	220BARCH017	9:39	
2	Anisha	230BARCH057	9:50	
3	Bipasha	220BARCH004	10:20	
4	Mukkan	200BARCH054	10:45	
5	Isu	220BARCH012	10:55	
6	Saud	212KBARCH050	10:55	
7	Kadeer Sidhi	210DPLANP002	10:56	
8	Sahiba	210INTMP001	10:40	
9	Sandeep	170BARCH125	12:00	
10	Vansh	200BARCH091	12:00	
11	Mohnish	200BARCH135		
12	Mok	200BARCH032	12:50	
13	RHL	240BARCH058	12:59	
14	Sgamy	636		
15	Nadim	200BARCH086	1:00	
16	Rahul	200BARCH033	1:00	
17	BENSOLO	230BARCH016	1:37	
18	Karan Maan	230BARCH016	1:50	
19	Pratyaksh S	230BARCH055	1:59	
20	Alisha Behal	230BARCH068	1:59	
21	Aakarsh	230BARCH002	1:54	
22	Divyansh	230BARCH069	2:00	
23	BALRAM	230BARCH015	2:01	
24	VASUDEV	230BARCH000	2:02	
25	Ashish	230BARCH067	2:09	
26	Govind	230BARCH008	2:00	
27	Dwij	230BARCH005	2:00	
28	Tanya	220BARCH057	2:05	
29	Ishita	220BARCH053	2:03	

SUSHANT UNIVERSITY

	30	Ami	230BARCH057	2:04
	31	Mukaam	230BARCH050	2:04
	32	Rajnandini	230BARCH060	2:04
	33	Agam	230BARCH017	2:04
	34	Vanshika	230BARCH054	2:04
	35	Radhika	230BARCH024	2:04
	36.	Diya	230BARCH049	2:05
	37	Annanya	230BARCH019	2:05
	38.	Kriti	230BARCH042	2:06
	39.	Nipun	230BARCH020	2:06
	40.	Janhvi	240MDES012	2:08
	41.	Harkomal	240MDES011	2:08
	42.	Aarushi	220BARCH010	2:08
	43.	Sudevi	220BARCH015	2:08
	44.	Rushil	220BARCH006	2:08
	45.	Harshita	220BARCH047	2:08
	46.	Avantika	230BARCH048	2:02
	47.	Adhishree	230BARCH045	2:10
	48	PRASHANT	240MDES007	2:00
	49	NIKHIL M	240MDES020	2:00
	50	NISHANT	240MDES001	2:00
	51	ADVAITH	220BARCH050	2:00
	52	Isham	220BARCH019	2:06
	53	Pranita	220BARCH008	2:08
	54	Apoorva	220BARCH025	11
	55	Chahat Sanya	220BARCH041	11
	56	Advait Bansal	220BARCH050	11
	57	Rudra P. Singh	220BARCH124	11
	58	Ei Reddy	220BARCH055	11
	59	Pujan	220BARCH002	11

		30	Ami	230BARCH057 2:04
		31	Muskaan	230BARCH050 2:04
		32	Rajnandini	230BARCH060 2:04
		33	Agam	230BARCH017 2:04
		34	Vanshika	230BARCH054 2:04
		35	Radhika	230BARCH024 2:04
		36.	Diya	230BARCH049 2:05
		37	Annanya	230BARCH019 2:05
		38.	Kriti	230BARCH042 2:06
		39.	Nipun	230BARCH020 2:06
		40.	Janhvi	240MDES012 2:08
		41.	Harkomal	240MDES011 2:08
		42.	Aarushi	220BARCH010 2:08
		43.	Sudevi	220BARCH015 2:08
		44.	Ruchil	220BARCH006 2:08
		45.	Harshita	220BARCH047 2:08
		46.	Avantika	230BARCH048 2:02
		47.	Adhishree	230BARCH045 2:00
		48	PRASHANT	240MDES007 2:00
		49	MANSIM	240MDES020 2:00
		50	NISHANT	240MDES001 2:00
		51	ADVAITA	220BARCH050 2:00
		52	Isham	220BARCH019 2:06
		53	Pranita	220BARCH008 2:08
		54	Apoorva	220BARCH025 "
		55	Anahat Ahuja	220BARCH041 "
		56	Advait Bansal	220BARCH050 "
		57	Rudra P. Singh	220BARCH072 "
		58	[illegible]	220BARCH055 "
		59	Pujan Garg	220BARCH002 "

SUSHANT UNIVERSITY ★ SECTOR-55, GURGAON

60	Rongsennukla Yaden	220BARCH046	2:05	
61	Shreya Khurana	220BARCH048	2:03	
62	Lovish Momo	230bArch053	2:05	
63	Priya	230Bdes031	2:15	
64	Preksha	230Bdes041	2:16	
65	Tanisha	230Bdes012	2:16	
66	Drashti	230Bdes009	2:16	
67	Arv	220BARCH033	2:35	
68	DHUL	240 BARCH058	4:36	
		22/3/2025		
1	Krrish	240BARCH058	9:16	
2	Rahul	240BARCH057	9:16	
3	Syancy	240BARCH069	9:16	
4	Sagar	028	10:38	
		24/03/2025		
1	Shiva	240BARCH072	9:09	
2	Pratidevya Vaidya	240MPlan006	9:10	
3	Biparha	220BPHAR004	9:09	
4	Riya	" " 017	9:09	
5	PRAVIL	" " 058	" "	
6	Tanishq	" " 037	"	
7	Kartik	240BARCH055	9:36	
8	Tushant	240 " 039	9:40	
9	Shanay	240 " 1	9:42	
10	Keshica	200BARCH037	10:17	
11	Shaj Pant	230BDS001	10:53	
12	Diya Rawat	230BDS023	10:53	
13	Meet Sharma	230BDES046	10:54	

SHANT UNIVERSITY
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S. No.	Name	Roll No	Time in	Signature
1	Ishita	220BFA001	11:25	
15	Sanya	220BFA012	11:25	
16	Chirag	230DFA019	11:35	
17	Apoorva	220MPLANUPO.5	1:30	
18	Sampoorna	11 005	1:30	
19	VIDHI	210 BARCH01	2:26	
20	KANISHKA	210 BARCH069	2:26	
21	Riya	200BARCH079		
22	ARSH	240BARCH 054	5:16	
23	RANJHI	" 064	"	
24	JHA	" 053	"	
25	DEVANSH	" 068	"	
26	Shreya	220BARCH008		
27	Swasti	200 BARCH040	4:05	
28	Mehr	" " 082	4:05	
29	Khushi	200BARCH061	4:22	

→ 25/03/2025 ←

1	Mohnish	200BARCH102	9:45	
2	Pranisha	220BARCH003	9:51	
3	Moeed	220BARCH017	9:54	
4	Rudra	220BARCH024	9:54	
5	Tahseen	233BArch 001	9:55	
6	Siddhant	200BARCH066	9:55	
7	Parveen	200BARCH053	9:55	
8	Aman	200BarchO57	9:58	
9	Nam	200BarchO49	9:59	
10	Devanshu	200Barch107	9:59	
11	Pratishya	220MPlan006	10:00	
12	Neel	200BAR/H114	2:03	
13	Monay	11 002	"	
14	Vidhi	2 on 095		

SUSHANT UNIVERSITY SECTOR-55, GURGAON

15	Shiva	220BARCH072	10:50	Shiva
16	Ishan	220BARCH048	10:58	Ishan
17	Komal	220BARCH035	11:07	Komal
18	Sudevi	220BARCH015	11:07	Sudevi
19	Harshita	220BARCH047	11:07	Harshita
20	Adelya	220BARCH060	11:09	Adelya
21	Hunesh	220BARCH032	11:10	Hunesh
22	Aryan	220BARCH014	11:10	Aryan
23	Aditi	220BARCH004	11:11	Aditi
24	Palak	220BARCH007	11:10	Palak
25	Rudra J	220BARCH011	11:11	Rudra J
26	Charvi K	220BARCH034	11:11	Charvi K
27	AARUSHI	220BARCH076	11:13	AARUSHI
28	Saiteddy	220BARCH055	11:15	Saiteddy
29	Hardik	220BARCH039	11:15	Hardik
30	Maitreyi	220BARCH042	11:15	Maitreyi
31	Avani	220BARCH052	11:15	Avani
32	Chahat	220BARCH041	11:15	Chahat
33	Shriya	220BARCH078	11:17	Shriya
34	ADVAIT	220BARCH010	11:00	ADVAIT
35	Priyal	220BARCH057	"	Priyal
36	Naveen	" BARCH043	"	Naveen
37	Amitam Gupta	" BARCH021	11:05	Amitam Gupta
38	Abeer Ahsan	" 036	11:04	Abeer Ahsan
39	Tanvi Bisht	220BARCH003	11:26	Tanvi Bisht
40	Jaw	220BARCH120	11:30	Jaw
41	Reshica	220BARCH037	11:30	Reshica
42	Dipti	220BARCH062	11:30	Dipti
43	Ritik	" 058	"	Ritik
44	Soni	220BARCH044		Soni
45				

SUSHANT UNIVERSITY
SCHOOL OF ARCHITECTURE

46	Puja	220BARCH002	12:10	
47	[illegible]	210Barch005	12:40	
48	Pooja	240BARCH061	12:40	
49	Shivam	240BARCH033	12:40	
50	Rongsen	220BARCH046	12:45	
51	Maanik	240BARCH049	1:15	
52	Javeen	190BARCH003	1:12	
53	Nikita Chanela	220BARCH027	11:10	
54	Radhika	200BARCH058	1:55	
55	ADVAIT	220BARCH050	1:58	
56	Ali	BARCH	1	
57	ARODHVA	220BARCH025	"	
58	Ammenya	220BARCH010	"	
59	Charan	240BARCH008	2:52	
60	Tisha	240BARCH038	3:00	
61	Harshit	" " 018	3:00	
62	Nikunj	240 BARCH042	3:05	
63	[illegible]	018	3:10	
64	Aryaa	21BARCH001	3:55	

26/03/2025

1	AFAF HAIDER	200BARCH089	9:10	
2	Samblaw	200BARCH115	9:20	
3	Adarsh	R33 Barch04		
4	Pawan	240 BARCH150	9:30	
5	Mugahid	240 Barch006	9:30	
6	Sandeep	170BARCH025	10:00	
7	Vansi	200BARCH069	11	
8	Neelmadhav	200BARCH007	10:40	
9	Anam	200BARCH022	9:40	
	Sanjana	200BARCH000	9:45	
	Dristi Anka	200BARCH112	9:45	

12	Aditi	238 BARCH002	10:00	Aditi
13	Vasudeva	200 BARCH045	10:00	
14	Mrinal	222 BARCH001	10:00	
15	Rahul	200BARCH034	10:02	
16	Madhu	200BARCH006	10:07	
17	Dhruvan	200 BARCH013	10:08	
18	Nabil	200BARCH049	10:08	Nabil
19	Afsar	233BARCH003	10:21	
20	Mohimish	200BARCH103	10:25	
21	Neel	200BARCH114	10:28	
22	Shubh	200 BARCH087	(	
23	Sadani	200BARCH125	(	
24	Isha	200BARCH015	10:30	
25	Shivam	240BARCH072	10:40	Rkhata
26	Yashpal Singh	190BARCH021	10:45	
27	Mansi	200BARCH016	10:40	Mansi
28	Tushat	210 BARCH039	10:45	
29	Sibtain	200 BARCH101	10:50	
30	Krish	230 BDES006	11:20	
31	Arnav	200 Barch05	11:20	
32	Ayush	230 BDES043	11:38	
33	Hashma	200BARCH078	11:58	
34	Muskaan	200BARCH058	12:05	
35	Bhoomika	230 BDES002	12:13	Bhoomika
36	Unka	200BARCH054	12:20	
37	Aesha	220BBA074	12:28	
38	Soumya	220BBA048	12:28	
39	Khushi	200BARCH066	12	
40	Jigmy	24	12:41	
41	Dhruvi	200BBA	12:52	

SUSHANT UNIVERSITY
School of Architecture, Sushant University

~~Aditi~~	R 42	Rija Ag	200BARCH049	12:57	
	43	Sneak	200BARCH032	12:50	
	44	Vani	200BARCH034	12:50	
	45	Swasti	200BARCH040	12:55	
	46	Harsh	240BARCH014	1:00	
	47	SK	11 068	1:00	
	48	Soumitra	BARCH	11	
	49	Tanishka	BARCH	11	
	50	Aanchal	220BDES004	2:30	
	51	Rakish	240BARCH058	2:45	
	52	Harsh T	240BARCH014	2:45	
	53	Partha	240BARCH025	2 [illegible]	
	54	Ranvir	200BARCH030	11	
	55	Shazia	200BARCH101	3:40	
		27/03/2025			
	01	Veeransh	240BARCH048	09:24	
	02	Nirja	222BARCH001	9:34	
	03	Afaf	200BARCH087	10:15	
	04	Jaan	200BARCH120	10:50	
	5	Ishita	230BFA001	11:20	
	6	Buddh	230BFA012	11:20	
	7	Kathish	230BFA005	11:20	
	8	Sanjeev	120 Barch 057	12:46	
	9	Mohnish	200Barch063	12:46	
	10	Zoriya	240BARCH011	11	
	11	Manasi	240BARCH018	12:56	
	12	Vanshika	240BARCH020	12:56	
	13	Ritwik	027	12:57	
	14	Tisha	038	12:59	
	15	Nikunj	023	13:41	

16	Shreya Jain	240BARCH008	1:37	
17	Aribea	240BARCH004	2:22	
18	Navya	240BARCH022	2:22	
19	Syamey	240BARCH036	3:00	
20	Santosh	240BARCH030	3:30	
21	ARDHVA	240BARCH001	3:30	
22	Nikita	240BDES027	2:43	
23	SANI	240BARCH007	3:05	
24	MEHAR	240BARCH022	3:05	
25	Mannat	240BARCH019	3:29	
26	Vidhi	240BARCH041	3:29	
27	Pardeep	240BARCH035	3:41	
28	Sana	240BARCH028	4:10	
29	Kashvi	240BARCH017	4:10	
30	Uddhav	240BARCH064	4:10	
		28/03/2025		
1	Dev	240BARCH017	10:50	
2	Krish	230BDES005	12:40	
3	Parul	230BDES035	12:44	
4	Adhishree	230BARCH045	1:00	
5	Vanshika	230BARCH054	1:04	
6	Anuj	240Barch043	1:05	
7	Yash	025	1:05	
8	Krish	026	1:12	
9	Devyani Mukherjee	220BDES015	1:20	
10	Kavish	220BDES020	1:35	
11	Avanika	230BARCH048	1:30	
12	Sagar	240BARCH028	2:18	
13	Arsh	240BARCH059	2:18	
14			Nil	

		31/03/2025			
	1	Prakram	2MOBARCH024	9:30	
	2	Syamly	"	"	
	3	RAHUL	240 BARCH 026		
	4	Pari	220 BARCH 050	10.58	
	5	Anjali	240 D DES 001	11:32	Anjali
	6	Sadgi	220 BTCSEAM 010	11:55	
	7	Ayushi	220 BTCSEAM 021	11:55	
	8	Mrinalini	220 B des 072	12:02	
	9	Mitika	220 B des 012	12:02	
	10	Manik	240 BARCH 049	12:36	Manik
	11	Parth	240 BARCH 015	12:36	
	12	Ranya	220 BDES 007	12:40	
	13	Khomika	230 BDES 002	12:50	Khomika
	14	Ishika	230 BDES 032	12:50	Ishika
	15	Yashpal Singh	190 BARCH 021	13:21	
	16	Sulok	200 BARCH 032	18:21	
	17	Ishita	240 BDES 006	2:54	
	18	Siya	240 BDES 013	2:55	
	19	RANI	240 BARCH 007	3:00	
	20	AADYAA	" 001	3:00	
	21	Ayan	" 006	3:30	
	22	Charan.	" 008	3:30	
	23	Naman.	" 021	3:30	
		01/04/2025			
	1	Shreya	220 BARCH 018	9:41	
	2	Aman Sahu	190 BARCH 003	10:05	
	3	Rongsar	220 BARCH 046	10:06	
	4	Ritik Roshan	240 Mplan upng	10:15	
	5	Pradyum	240 BARCH 024		
		Anshita	190 BARCH 002	11:03	

SUSHANT UNIVERSITY SECTOR-55, GURGAON
School of Architecture, Sushant University

01/04/2025

6	Akshat	220 BArch 016	11:05	
7	Sai	220 BArch 055		
8	Himanshu	220 Barch 032		
9	Aditya	220 BArch 036		
10	AARUSHI	220BARCH010	11:20	
11	SUDEVI	220BARCH015	11:20	
12	HARSHITA	220BARCH047	11:20	
13	Chahat	220 Barch032	11:27	
14	Chirag	220 Barch	11:28	
15	[illegible]	220 BARCH [illegible]	11:30	
16	Gargi	220 BArch 001	"	
17	Maitreyi	220BARCH043	"	
18	Chahat Sunija	220BARCH021	11:35	
19	Aditi	220 BARCH 004	11:36	
20	Aryan	220 BARCH 014	11:36	
21	APAAR	220 BARCH 058	"	
22	Ishita	220 BARCH053	"	
23	Tanuja	220BARCH057	"	
24	Rushil	220 BARCH 006	"	
25	Rudra	220 " 024	"	
26	Soramita	" " 003	11.40	
27	Nikita			
28	Avani	" 052	"	
29	Ishan	" 019	"	
30	Palak	" 007	"	
31	Rudra	" 011	"	
32	Paavan	220BARCH031	"	
33	Dhruv	" 062	"	
34	Vidhi	220 BARCH 041	11:47	
35	Ridi	220BARCH044	11:86	

01/04/2025

	36	ANSH JALAN	220BARCH020	11:56	
	37	DEVANSH	240BARCH068	12:55	
	38	Parul	230BARCH085	12:58	
	39	Ritesh	230BARCH	12:55	
	40	Tahseen	233 Barch001		
	41	Ronak	200BARCH070	1:09	
	42	Kanika	" " 061	1:14	
	43	Yash	233 BARCH001	1:15	
	44	Muskaan	200 BARCH054	1:26	
	45	Prachi	" 017	"	
	46	Dhanu	240BARCH001	1:35	
	47	Manasi	200BARCH002	1:43	
	48	Neelima Raj	200BARCH008	1:50	
	49	Mukta	200Bdesign027	2:24	
	50	Priyanka C.	200BARCH112	2:28	
	51	Sanskar	240 BARCH030	2:32	
	52	Manik	240 BARCH049	2:32	
	53	Anuj	240 BARCH043	2:33	
	54	Radhika	200 BARCH058	2:33	
	54	Sudeep	240BARCH034	2:45	
	56	Parth	240 BARCH	3:25	
	57	Ashwani	230 BARCH007	3:45	
	58	Himani	230 MARCH009	3.45	
	59	Tarreen			
	60	AKASH DEEP	240 MARCH001	4:00	
	61	Ayush	230 MARCH008	3.45	
	62	Kishita	240 MARCH002	3:45	Kishita
	63				
	64				
	65				

	31	Tejas	210BARCH059	2:15	
	32	Avkash	210barch104	"	
	33	Rakh	210BARCH067	"	
	34	Shivansh	210BARCH048	"	
	35	Tisha	210BARCH036	2:15	
	36	Manasvi	210BARCH052	2:15	
	37	Krrish	210BARCH058	2:47	
	38	Shivam	032	2:47	
	39	Yash	233BARCH009	2:45	
	40	Gaina	210BARCH014	2:50	
	41	Devyansh	210 BARCH 061	3:00	Devyansh
	42	Anuj	" " 043	"	Anuj
	43	Ishwari	230 BARCH 007	3:05	
	44	Ratnesh	210BARCH027	3:10	
	45	Indhav	210BARCH064	3:20	Agr
	46	Veerash	210BARCH048	"	Veer
	47	Charan	210BARCH008	4:00	Charan
	48	Aashish	210BARCH066	4:00	Aashish
	49	Reeti	200 BARCH020	4:10	
	50	Naman	210 BARCH021	4:12	
	51	Ayam	210 BARCH006	4:12	
	52	Arpit	210 BARCH065	4:12	Arpit
	53	Vrishti	210 BARCH042	4:22	
	Sr.	Nabh	200BARCH049	4:20	Nabh
			03/04/2025		
	1	Shivam	210 BARCH072	9:10	
	2	Parakram	210BARCH024		
	3	Jeetay	210BARCH	10:20	
	4	Rajat Ag.	200 BARCH079		
	5	Mohinish	200BARCH103	10:55	
	6	Vansh	200BARCH051	10:55	

SUSHANT UNIVERSITY SECRETARIAT GURUGRAM

S. No.	Name	Roll No	Time in	Signature
		KT VISHNAKA		
		04/04/2025		
(1)	Shivam	240BARCH0172	9:15	
(2)	Tanya	230BARCH0130	9:25	
(3)	Kavya	230BARCH1026	"	
(4)	Tanmaya	240MARCHUD004	10:20	
(5)	Kishita	240MARCHUD002	10:20	Kishita
6	Chinmay	230MARCHUD009	10:51	
7	Ankush	240BARCH104	10:57	
8	Kalpana	240BARCH029		
9	Reeshika	240BARCH037		
10	Madhav	240BARCH088		
11	Mannat	240BARCH019	11:14	
12	Lavina	240BARCH029	11:14	
13	Sudhya	240BARCH054	11:15	
14	Aarav	240BARCH002	11:15	
15	Aryan	240BARCH088	11:30	
16	Shreya	230BARCH318	11:30	
17	Nivedh	240BARCH119	11:46	
18	Aryan	IMT 033	11:48	
19	Nikunj	240BARCH057		
20	Mukesh	240BARCH354	11:50	
21	Aditya	220BARCH068	12:50	
22	Rishabh	240BARCH067	12:55	
23	Manasa	[illegible]	12:55	
24	Tisha	[illegible] 018	12:55	
25	Jagrat	[illegible]	[illegible]	
26	Gurnoor	[illegible]	1:55	
	Vanshika	0410	1:08	
	Mansi	0	1:30	

SUSHANT UNIVERSITY SECTOR 55 GURGAON

Sr. No	Username	Roll Number	Time IN	Signatu
			Date	
	← 07/04/2025 →			
1	Pratidnya Vaidya	240MPlanup006	9:40	
2	Krrish	240BARCH058	11:45	
3	Maanik	11 049	11:45	
4	Parul Sharma	230BDES035	12:52	
5	Shiven	032		
6	Rutu	240BARCH02<	1:14	
7	[redacted]	[redacted]	1:50	
8	[redacted]	[redacted]	1:50	
9	[redacted]	[redacted]	1:50	
10	[redacted]	[redacted] 049	2:20	
11	Aashish	240BARCH060	11	
12	Devyansh	11 11 061	11	
13	Aarna	240BARCH002	2:33	
14	Sudeepa	240BARCH034	2:33	
15	Sana	240BARCH029	2:34	
16	Kashvi	240BARCH017	2:34	
17	Vidhi	240BARCH041	2:34	
18	Charan	240BARCH008	2:35	
19	Nikita	240 Bdes027	2:48	
20	Harsh	240BARCH014	2:50	
21	Rhuti	220BARCH012	3:10	
22	Kunal	220BARCH025	3:10	
23	Manas	200BARCH002	8:22	
24	Aditi	220BARCH004	3:32	
25	Harsh	240BARCH013	3:32	
26	Vanshika [redacted]	240BARCH040	3:32	
27	Gunnoor	240 BARCH012	4:12	
28	Santosh	240BARCH030	4:25	
29	[redacted]	240 BARCH025	4:25	

SUSHANT UNIVERSITY SECTOR-55 GURGAON

Signature	Sr. No	Username	Roll Number	Time IN	Signature
	30	Keerthika	200BARCH034	4:30	
		← 08/04/2025 →			
	①	Partha	230BDES018	9:49 am	Partha
	②	Vasudha	200BARCH045	9:57 am	Vasudha
	③	Hriju	222BARCH001	10.00	
	④	Riya	200BARCH079	"	Riya
	5	Rahul	200BARCH074	"	Rahul
	6	Mustkeen	200BARCH054	"	
	7	Aditi	233BARCH002	"	Aditi
	8	Parkhiru	200BARCH122	10:05	
	9	Neel	200BARCH114	10:06	
	10	Kabeer Sadhi	210BPLANUP002	10:06	
	11	Ritik Roshan	210MPLANUP009	10:06	
	12	Vani	200BARCH094	10:15	Vani
	13	Param	200BARCH120	10:20	
	14	Tahir	233BARCH001		
	15	TRIVENI	190BARCH003	10:40	
	16	Mohinishi Saxena	200BARCH105	11:10	
	17	Vanshi	200BARCH091	"	
	18	Sandeep	170BARCH125	"	
	19	Yashpal Singh	190BARCH021	11:20	
	20	Honey	200BARCH102	11:37	
	21	Ritika	220BDES012	11:58	
	22	Yash	233BARCH004	12:10	
	23	Tanishq	240BARCH037	12:10	
	24	PANIL	" " 037	12:10	
	25	SYANCY	" " 037	12:10	
	26	SIBTAIN	200BARCH101	12:30	
	27	Shubh	200BARCH087	12:30	
		Saloni	BPR4H125	12:30	

SUSHANT UNIVERSITY SECTOR-55, GURGAON
School of Architecture, Sushant University

28	Michelle	210BARCH040	12:30	
29	Tushant	240BARCH	1:10	
30	Krish	230BDES005	11	
31	Arpit	240 BARCH005	1:30	
32	Vrishti	240 BARCH002	1:30	
33	Chetan	240 BARCH008	1:30	
34	Kashvi	240BARCH017	1:35	
35	Sana	240BARCH029	1:35	
36	Sudeepa	240BARCH034	1:35	
37	Aakash.	" 006	"	
38	Ayan.	" 060	"	
39	Lairingdi	240BARCH070	1:35	
40	Dayansh	240 BARCH061	1:40	
41	Ritesh	240 BARCH027	1:45	
42	Aarya	240 BARCH002	1:45	
43	Vidu	240BARCH041	1:45	
44	Gurnoor	240 BARCH012	1:45	
45	Rishika	240BARCH026	1:45	
46	BANI	240BARCH007	1:50	
47	ARIBA	" 004	1:50	
48	Zaara	" 060	1:50	
49	Kush	" 045	1:50	
50	Navya	" 022	1:50	
51	Jeeshaan	" 054	1:50	
52	Mehar	" 020	1:50	
53	Sagar	028	1:5.	
54	Parth	" 025	1:52	
55	Jagrit	" 014	1:53	
56	Ahuj	240BARCH043	1:53	

SUSHANT UNIVERSITY

Sushant University

	57	Suhani	240BARCH035	1:53	
	58	Kartik	240BARCH055	1:53	
	59	Tanshiq	240 B ARCH078	1:53	
	60.	Harsh	240 BARCH013	1:53	
	61.	Vanshika	240 Barch 040	1:53	
	62	Nikunj	240 Barch 023	1:57	
	63.	Garima	" " 011	1:53	
	64	Narasimha	" " 018	1:54	
	65.	Tisha	" " 038	1:54	
	66.	Parth	" " 025	1:54	
	67.	Aadyaa Verma	" " 001	1:14	
	68	Tushar	" " 039	1:20	
	69	Siddhant	056	1:55	
	70	Shivam	" " 240BARCH032	1:30	
	71	Kartik	200BARCH052	1:36	
	72	Kanishka	240 BARCH016	1:30	
	73	Shaurya	240 BARCH033	1:31	
	74	Dishita	240 BARCH 009	1:31	
	75	Armaan	240BARCH044	1:39	
	76	Udhav	240 BARCH064	2:10	
	77	Mehar	240BARCH020	2:10	
	78	Tanvi	240BARCH007	2:10	
	79	Isha	240BARCH053	1:50	
	80	Arsh	240BARCH059	1:50	
	81	Sanghi	240BARCH067	1:50	
	82	Krrish	240" "058	2:15	
	83	Rahul	" " 057	2:15	
	84	Tanishq	" "	2:15	
	85	Syancy.	" " 036	2:15	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

86-	ARUSHI	220BARCH070	2:48		
87	RUSHIL	220BARCH006	3:35	Rushil	
88	ADHISHREE	230BARCH041	3:5		
89	Riya	240M.des004	4:21	Riya	
		09/04/25			
1	Mukaram	200BARCH054	9:40		
2	Subhrangi	200BARCH072	12:15		
3	Sandeep	200BARCH125	12:16		
4	Mohinish	200 Barch 103	12:17		
5	Neel	200 Barch 069	12:18		
6	Simran	200Barch070	12:30		
7	Tanmay	〃 〃 74	12:30		
8	Riya Ag.	200BARCH079	"	Riya.	
9.	Kishita	240MARCHUD007	〃	Kishita.	
10	Shatiea	〃	〃		
11.	Harish	240BARCH014	1:15	Harish	
12.	Sanskriti	Bdes 056	〃		
13.	Aanal		〃		
14.	Jasmeet	Bdes 003	〃		
15.	Rahul	200BARCH034	〃		
16.	Rongsen	220BARCH046	1:15		

11th April 25

1	SWEK	200BARCH032	9:20	
2	GURNOOR	240 BARCH 012	9:24	
3	Kaveri	190BARCH007	90:20	
4	Kishita	240MARCHUD002	10:20	Kishita.
5	Vansh	200BARCH091	10:20	
6	Sandeeep	120BARCH069	10:20	

1. 2. 3 4. 5. 6 7. 8 9. 10. 11. SU 12. A. 13 R 14 Sh 15 Ao

~~Sig~~	~~230BDES005 Krish~~	230BDES005	11:30	
	8 Krrish	240BARCH058	11:40	
	9 Prachi	200BARCH070	11:47	
	10 AKASHDEEP	240 MARCHUD001	11:48	
	11 Mohimish	200 BARCH103	11:55	
	12 ARSH	240 BARCH U54	11:58	
	13 Ashvij	230 BARCH067	12:00	
	14 Tanya	230BARCH052	12:10	
	15 Suhani	240BARCH035	12:48	
	16 Yashpal Singh	190BARCH021	13:15	
	17 Priyanka C.	200BARCH112	9:40	
	18 Harsh	240 U 014	9:10	

15/4/2025

1.	Praveen	190BARCH	9:09	
2.	Mohimish	200BARCH103	9:15	
3	Sandeep	190BARCH125	9:15	
4.	Sibtain	200 BARCH101	9:15	
5.	Mohimish	200 Barch 103	9:17	
6.	Sandeep	190 Barch 125	9:17	
7.	Sahil	240BARCH054	9:26	
8	Michelle	210BARCH040	9:26	
9.	Isha	240 BFA 015	9:30	
10.	Abhinav	240BFA 016	9:30	
11.	SNEHK	200BARCH032	9:50	
12.	Atul	200BARCH089	9:50	
13	Rahul	200BARCH026	9:50	
14	Sibtain	200 BARCH101	9:50	
15	Aman	200BARCH [illegible]	12:55	

SUSHANT UNIVERSITY

Sr. No	Username	Roll Number	Time IN	Signature
86	AARUSHI	240BARCH070	2:48	
87	RUSHIL	220BARCH006	3:35	Rushil
88	ADITHISHREE	230TBARCH041	3:5	
09	Divya	240M.des004	4:21	Divya
	← 09/04/25 →			
1	Mukkan	200BARCH054	9:40	
2	Subhrangi	200BARCH072	12:15	
3	Sandeep	200BARCH125	12:16	
4	Mohinish	200 Barch 103	12:17	
5	Neel	200 Barch 069	12:18	
6	Simran	200Barch070	12:30	
7	Tanmay	" " 74	12:30	
8	Riya Ag.	200BARCH1079	"	Riya
9	Kishita	240MARCHUD009	"	Kishita
10	Shreya	"	"	
11	Harish	240BARLH014	1:15	Harish
12	Sanskriti	Bdes 056	"	
13	Aneel		"	
14	Jasish	Bdes 003	"	
15	Rahul	200BARCH004	"	
16	Rongsen	220BARCH046	1:15	

11th April 25

1	SUJOK	200BARCH032	9:20	
2	GURNOOR	240 BARCH 012	9:24	
3	Kaveri	190BARCH007	90:20	
4	Kishita	240MARCHUD002	10:20	Kishita
5	Vansh	200BARCH091	10:20	
6	Sandeeep	120BARCH008	10:20	

SUSHANT UNIVERSITY SECTOR-55, GURGAON

	7	~~230BDES005~~ Kunal	230BDES005	11:30
	8	Kunal	240BARCH058	11:40
	9	Prachi	200BARCH070	11:47
	10	AKASHDEEP	240MARCHUD001	11:48
	11	Mohimish	200 BARCH 103	17:55
	12	ARSH	210 BARCH 054	11:58
	13	Ashvij	230 BARCH 067	12:00
	14	Tanya	230BARCH052	12:10
	15	Suhani	240BARCH035	12:48
	16	Yashpal Singh	190BARCH021	13:15
	17	Priyanka C.	200BARCH112	3:40
	18	Harsh	240 11 014	4:10

15/4/2025

1.	Praveen	190BARCH	9:09
2.	Mohimish	200BARCH103	9:15
3	Sandeep	190BARCH125	9:15
4.	Sibtain	200 BARCH 101	9:15
5.	Mohimish	200 Barch 103	9:17
6.	Sandeep	190 Barch 125	9:17
7.	Sahil	210BARCH054	9:26
8	Michelle	210BARCH040	9:26
9.	Isha	240 BFA 015	9:30
10.	Abhinav	240BFA 016	9:30
11.	SMOK	200BARCH032	9:50
12	Ajay	200BARCH089	9:50
13	Rahul	200BARCH026	9:50
14	Sibtain	200 BARCH 101	9:50
15	Aman	200 Barch 062	12:00

SUSHANT UNIVERSITY

	Name	Roll Number	Time IN	Signature
			Date	
15	Madhu	200 BARCH006	9:00	
16	Muskaan	200 BARCH056	9:00	
17	Aditi	233BARCH002	9:55	Aditi
18	Pratidinya	240MPlanning06	9:51	
19	Rohan	200BARCH025	9:05	
20	Kashif	200BARCH052	"	
21	Preksha	200BARCH080	"	
22	Riya	220 BUH017	10:13	
23	Ishani	230MBRCH0042	10:40	
24	Nitisha	200BARCH008	10:45	
25	Sonia	200 BARC	10:40	
26	[illegible]	230 BARCH0[illegible]	11:10	
27	[illegible]	230 BARCH062		
28	[illegible]	240BBA074		
29	Ruchi	200BARCH070	11:32	
30	Afnan Aziz	233BARCH003		
31	Tahsin	233BARCH001		
32	Khyati	[illegible]	12:10	
33	Aditya	210BARCH047	12:21	
34	Nikita	220BARCH060		
35	Hitmesh	220BARCH070	12:21	
36	Laxmi	220BARCH085	"	
37	Ishushi	240BSCPSY010	12:30	
38	Nitya	240BSCPSY007	"	
39	Kanishka	240BSCPSY001	"	
40	Gautam	240BSCPSY008	"	
41	Shivam	240BSCPSY006	"	
42	Rashmi	200BARCH100	12:35	
43	Abhinav	230BFA003	12:49	
44	Sam	210BARCH081	"	
45	Nitesh	200BARCH094	"	
		"	088	"

SUSHANT UNIVERSITY * SECTOR-55, GURGAON *
School of Architecture, Sushant University

	46	Krish	230BBDES005	12:51	
	47	Deepak	240BBA009	12:53	
	48	Michelle	210BARCH040	12:58	
	49	Nalok	200BARCH049		
	50	Akshma	200BARCH078		
	51	Shivam	200BED87	1:06	
	52	Sanya	230BFA012	1:18	
	53	Honey	200BARCH102	1:19	
	54	Gaurav	240BARCH011	1:28	
	55	Tisha	240BARCH031	1:28	
	56	Manasvi	240BARCH018	1:01	
	57	Mridu	220BFA003	1:24	
	58	Chandni	220BFA018	1:35	
	59	Arijita	240BFA001	1:42	
	60	Kavya	240BFA003	"	
	61	Barsha	240 BFA 015	1:43	
	62	NIKUNJ	240 BARCH023	1:43	
	63	HARSH	" " 013	1:43	
	64	Jaspal		1:44	
	65	Yashica		1:44	
	66	Sanskriti		1:44	
	67	Aarti		1:44	
	68	[illegible]	[illegible]	3:05	
	69	Anshika	240BARCH050	3:40	
	70	Divyanshi	240BARCH052	3:40	
	71	Santosh	240 BARCH020	3:40	
	72	Krrish	241 BAR C	3:40	
	73	Anuj	240 BARCH043	3:20	
	74	Ishita	240 BARCH009	3:25	
	7				

SUSHANT UNIVERSITY

16/04/2025

1	Archisman	240 BARCH 029	9:30	
2	HRIJU	220-BARCH001	9:30	
3	Vani	200BARCH094	9:30	Vani
4	Parv Shah	200BARCH120	9:30	
5	Krish	230BARCH	10:27	
6	BANI	240BARCH007	10:31	Bf
7	Manual	240BARCH019	10:37	
8	Sana	240BARCH029	10:35	Sana
9	Aashish	4 066	11	
10	Aryan	4 006	4	
11	Riya	220BARCH017		Riya
12	Bipasha	220BARCH004		Bipasha
13	Ronnit	220BARCH035	12:00	
14	Mohinish	200BARCH053	12:25	
15	Honey	200BARCH102	12:20	
16	Noel	200BARCH124	12:25	
17	Arnav	200BARCH048	12:30	
18	Nabh			
19	Aman	207BarchOPT	12:00	
20	Simli	210BARCH061		
21	Sam	201		
22	Michelle	640		
23	Yash	233 BARCH004	1:00	
24	Ahseen	233Barch001		
25	Prachi	233Barch007		
26	Mujahid			
27	Nandini	200BARCH006	1:00	
28	Rahul	230BDES035	1:25	
29	Tushar	220	1:36	

SUSHANT UNIVERSITY
School of Art & Architecture Sushant Univ

30	Gurnoor	240 BARCH012	1:30	Gurnoor
31	Parahuram	240 BARCH024	1:30	Parahuram
32	Takio	240MPLANUP003	2:00	
33	Rayson	220BARCH046	2:[illegible]	
34	BRUSOLO	230BARCH066	2:10	
35	Shreiya	220BARCH008	3:05	Shreiya
36	Aarna	240 BARCH002	3:29	Aarna
		17/04/2025		
1	Riya Agarwal	200BARCH079	9:10	Riya
2	Tanisha	220BDES005	9:45	
3	Parahuram	240BARCH027	9:50	
4	Nandini	210BARCH066	10:15	
5	Nimrat	210BARCH058	10:15	
6	Bhanu	240 BARCH005	10:11	Bhanu
7	Palak	220 BARCH007	10:30	
8	Rudra	220 BARCH011	11	
9	Shivansh	210BARCH048		
10	PRAKHAR	210BARCH032	1	
11	Pratidiya	240MPlan1005	10:57	
12	Ayush	220BDES043	11:20	
13	Krish	230BDES042	11:20	
14	Tisha	240BARCH038	11:52	
15.	Jeeshan	240 BARCH 054	12:05	
16.	Uddhav	" 064	"	
17.	Sudeepta	240 BARCH034	12:15	
18.	Pardeep	200BARCH035	12:22	
19.	Kyathika	240BTECSE046	12:37	
20	Vedansh	240BARCH048	12:48	
21.	Tanya	230MDES012	1:12	Tanya
22	Ankit	200 MDES001	1:12	Ankit

SUSHANT UNIVERSITY
School of Architecture, Sushant University

23	Anuj	240BARCH043	1:45	
24	Sneak	200BARCH032	1:55	
25	Jeeshan	" 054	2:00	
26	Sidak	240BARCH063	2:34	Sidak
27	Rishima	240 BARCH026	2:34	
28	Radhika	200BARCH058	2:51	
29	Nipun	240 BARCH023	3:10	
30	Afaf	200BARCH089	3:15	
31	Subhangi	200BARCH072	3:30	
32	Muskaan	200BACH054	3:43	
33	Kenishka	240BARCH069	3:53	
34	Lavinjedi	240BARCH010	3:57	
		21/4/2025		
1	Shiva	240BARCH021	9:12	
2	Yaresh	240BARCH014	10:30	
3	Tanya	230BARCH052	10:45	
4	Lavish	230BARCH053	"	
5	Abhinav	230BARCH063	10:50	
6	Anshu	220BARCH067	10:50	
7	Karan.M	" " 016	10:57	
8	Pratyaksh S	" " 035	" "	
9	Vanshika	230BARCH054	"	
10	Agam	230BARCH011	"	
11	Govind	230BARCH008	11:05	
12	Diya	230BARCH044	"	
13	Kamde	230 BARCH 065	"	
14	Kavya	220BARCH026	"	
15	Mohinish	200BARCH103	11:12	
16	Michelle	210BARCH040	11:15	

15	Aruni	190BARCH008	10:28	Aruni	4
16	Sibtain	200 BARCH 101	10:35	Sibtain	4
17	Parakram	240 BARCH 024			4
18	SWOK	200BARCH032	10:50		
19	Subhrangi	200 BARCH 072	11:00		4
20	BEN	230BARCH066	11:18		5
21	ARSH KHANNA	240 B ARCH 059	11:39		5
22	Tahseen	238 Barch 001			5
23	Isha	240 BARCH053	11:50		
24	Aditya	240 BARCH061	11:50		
25	Shaurya	" " 033			1
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27	Ayush	230 DDCS043	12:35		3
28	Kunal	230BDCS005	12:35		4
29	Aditi	233BARCH002	12:53		5
30	Sanjli	240BARCH064	1:00		6
31	Agrasli	230 BALLB043	1:06		7
32	Sakshi	200 BARCH 125	1:15		8
33	Shubh	200 B ARCH 062	1:15		9
34	Mehr	200BARCH085	1:35		10
35	Prakalpya	240MPLANUP006	1:40		11
36	Ahsaan	200BARCH054	2:40		12
37	Saikumari	220BARCH055	2:54		13
38	Himanshu	220 BARCH032	2:54		14
39	Aditya	220BARCH060	2:54		15
40	Chandrima	240mplanup001	15:00		16
41	Mahaan	230 BARCH 058	3:00		17
42	Samia	230 BARCH 071	3:00		18
43	Danish	230 BARCH 046	3:00		19

SUSHANT UNIVERSITY
School of Art & Architecture, Sushant Univ

	44	Rudrat	230BARCH058	3:00	
	45	Nandini	230BARCH051	3:00	
	46	Yash	230BARCH004	3:00	
	47	Syamoy	11 " 036	4:44	
	48	Rahul	" " "	4:44	
	49	Angad	230BARCH009	"	
	50	Sai	BARCH	4:50	
	51	Himanshu	"	"	
	52	Aditya	"	"	
			23/4/2025		
	1	Sukanya	240BARCH035	9:16	
	2	Koral	230BDES035	9:35	
	3.	Vasudha	200BARCH045	9:35	
	4.	Riya	200BARCH079	9:35	
	5.	Vani	200BARCH099	10:15	
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	7	Purvi	210BARCH037	11:00	
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	13	Bhoomika	230BDES002	12:11	
	14	Ishika	230 BDES 032	"	
	15	Ayan	230 BARCH006	12:30	
	16	Aashish	066	12:30	
	17	Isha	053	12:40	
	18	Aarsh	059	12:40	
	19	Sanjhi	067	12:40	

SUSHANT UNIVERSITY

School of Architecture, Sushant University

Sr. No	Username	Roll Number	Time IN	Signature
			Date	
20	Shreya	BFA 240008	12:47	
21	Yash	233BARCH1004	12:57	
22	Saloni	200BPRCH125	1:10	
23	Ajay	200 BARCH089	11:10	
24	Shlok	200 BARCH032	1:10	
25	Shubh	200 BARCH007	1:10	
26	Ayaan	21BARCH001	1:00	
27	Tanveer	240 Barch113	1:11	
28	Anjad	"		
29	Nethan Roy	200BARCH008	1:15	
30	Parul	230 BDES037	1:03	
31	Sandeep	20Barch128	1:30	
32	Vansh	200 Barch091	1:30	
33	Ayush	230 BDES043	1:45	
34	Krishna	230Bes005	2:45	
35	Syamy	240 BARCH036	1:57	
36	Rahul	240111058	11	
37	Karan	200BARCH123	2:00	
38	Yashpal Singh	190BARCH021	2:30	
39	Subhangi	200BARCH042	11	
40	Sangam	BARCh	11	
41	Shyllo	11	11	
42	Shiva	240BARCH037	3:45	
43	Devansh	240BARCH008	3:47	
44	KRISH	200BARCH058	3:48	
45	Akshish	11 11 066	3:50	
46	Devyansh	11 11 061	11	
47	Anuj	066	4:00	
48	Ayaan	043	4:00	
49	Tanveer			

SUSHANT UNIVERSITY
School of Art, Architecture, Sushant University

			24/4/2025		
	1	Tanveni	210BARCH003	9:10 AM	Tanveni
	2	Shivam	210BARCH032	9:10	
	3	Riya	200BARCH079	9:30	
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	5	Arya	220 BARCH077	"	
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	7	[illegible]	240 BARCH012	11:55	
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	9	Smisty	240 BARCH011	12:20	
	10	Kanishk	" " 012	"	
	11	Jagjit	240 BARCH015	12:30	
	12	Tanveni	210BARCH003	1:30	Tanveni
	13	Aashish	" " 066	"	
	14	Devyansh	" " 061	"	
	15	Mahnik	" " 049	"	
	16	Kriti	220		
	17	Tushar	" " 039	"	
	18	Tanishq	" " 037	"	
	19	Radhika	200 BARCH058	3:12	
	20	Subhangi	200BARCH072	3:45	
			25/4/2025		
	21	Laiman	230 M.ARCH009	10:35	
	2	Harshita	220BARCH047	10:40	
	3	Sudevi	220BARCH015	10:40	
	4	Riya	200BARCH079	11:11	Riya
	5	Sandeep	200 BARCH069	"	
	6	Yash	" 077	11:30	

SUSHANT UNIVERSITY ★ SECTOR 55, GURGAON ★

School of Art & Architecture, Sushant University

		25/4/25		
6	Hardik	220BARCH059	9:40	Hardik Sharma
7	Sakshi HBK	240DDES002	9:59	Sakshi HBK
8	Anjali	240 DDES001	11:29	Anjali
9	Gitika	" 070 "	12:17	Gitika
10	Anjali	240 DDES001	12:35	
11	Ashu Kumar	240 BCA 068	12:38	Ashu
12	Sakshi	240 DDES002	12:50	Sakshi
13	Shreya	220BARCH018	12:42	Shreya
14	Mannat	240BARCH019	12:55	
15	Sana	240BARCH029	12:55	
16	Shubhi	230MARCH007	12:50	
17	Ayaan	211BARCH001	1	
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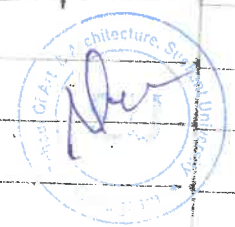
20	Vani	200BARCH034	2:45	Vani
21	Rahul	200BARCH034		
		28/04/2025		
1	Pranjal	240 BDES 015	9:22 am	Pranjal



Sushant University

Environmental Policy

2022-2023

Sushant University
Erstwhile Ansal University Gurugram

ENVIRONMENTAL POLICY

SUSHANT UNIVERSITY

(Erstwhile Ansal University)

2022-2023

SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM

Preamble

Sushant University recognizes the critical importance of environmental sustainability in fostering a healthy and sustainable future. This Environmental Policy outlines our commitment to reducing our ecological footprint, promoting sustainable practices, and engaging the university community in environmental stewardship.

Objectives

1. **Sustainability Integration**: Incorporate sustainability into all aspects of university operations, including curriculum development, research initiatives, and community engagement.
2. **Resource Efficiency**: Minimize waste and optimize the use of resources, including water, energy, and materials.
3. **Biodiversity Conservation**: Protect and enhance local biodiversity through sustainable landscaping and habitat preservation initiatives.
4. **Carbon Footprint Reduction**: Achieve a measurable reduction in greenhouse gas emissions through energy efficiency measures and renewable energy adoption.
5. **Education and Awareness**: Foster a culture of environmental awareness through educational programs, workshops, and events for students, faculty, and staff.

Policy Commitments

1. **Waste Management**
   - Implement a comprehensive waste management program focusing on reducing, reusing, and recycling materials.
   - Promote composting in cafeterias and around campus.
   - Conduct regular audits of waste production and recycling efforts.
2. **Energy Efficiency**
   - Transition to energy-efficient lighting and appliances across campus.
   - Conduct energy audits to identify opportunities for reducing consumption.

SUSHANT UNIVERSITY

- Invest in renewable energy sources, such as solar panels, to power university facilities.

3. **Water Conservation**
   - Implement water-saving technologies in buildings, such as low-flow fixtures and rainwater harvesting systems.
   - Monitor water usage and set reduction targets to minimize consumption.
4. **Sustainable Transportation**
   - Encourage the use of public transportation, cycling, and walking through improved infrastructure and incentives.
   - Promote carpooling and provide facilities for electric vehicles.
5. **Curriculum Development**
   - Integrate sustainability and environmental topics into academic programs across disciplines.
   - Encourage research initiatives that address environmental challenges.
6. **Community Engagement**
   - Organize environmental awareness campaigns and volunteer opportunities for students and staff.
   - Collaborate with local organizations to promote sustainability initiatives within the wider community.
7. **Biodiversity Initiatives**
   - Develop and maintain green spaces on campus that support native flora and fauna.
   - Engage in conservation projects that promote biodiversity both on and off campus.
8. **Monitoring and Reporting**
   - Establish key performance indicators (KPIs) to measure the effectiveness of environmental initiatives.
   - Report progress annually to the university community and stakeholders, ensuring transparency and accountability.

- **Water-Efficient Fixtures**: Install water-efficient toilets, faucets, and irrigation systems across campus.

Transportation

- **Promote Public Transport**: Encourage the use of public transport, cycling, and walking through awareness campaigns and partnerships.
- **Carpooling Initiatives**: Develop a carpooling program to reduce single-occupancy vehicle use.
- **Electric Vehicle Charging Stations**: Install charging stations for electric vehicles on campus.

Green Spaces

- **Biodiversity Enhancement**: Plant native trees and vegetation to support local biodiversity.
- **Green Roofs and Walls**: Explore opportunities to install green roofs and living walls on university buildings.
- **Community Gardens**: Establish community gardens to promote sustainable agriculture and provide educational opportunities.

Curriculum and Research

- **Sustainable Education**: Integrate sustainability topics into the curriculum across all disciplines.
- **Research Funding**: Provide funding and support for research projects focused on sustainability and environmental stewardship.

Implementation

- **Green Committee**: Establish a Green Committee comprising faculty, staff, and students to oversee the implementation of this policy and initiatives.
- **Monitoring and Reporting**: Regularly monitor and report progress on sustainability goals and initiatives to the university community.

**** The Policy is Applicable from July 4, 2022 Onwards***

Registrar

Sushant University

Environmental Policy 2023-2024

Sushant University

ENVIRONMENTAL POLICY

SUSHANT UNIVERSITY

2023-2024

Preamble

Sushant University recognizes the critical importance of environmental sustainability and its responsibility to protect the natural resources for future generations. We are committed to fostering a culture of environmental awareness, promoting sustainable practices, and minimizing our ecological footprint. This policy outlines the University's environmental objectives, strategies, and actions to ensure a healthy and sustainable campus.

Agenda

1. Environmental Vision and Mission

Vision: To be a leading institution in India, committed to environmental sustainability, fostering a culture of environmental stewardship, and promoting sustainable practices in all aspects of campus operations.
Mission: To create a sustainable campus that minimizes its environmental impact, conserves natural resources, and promotes environmental education and research.

2. Policy Statement

Sushant University is committed to:

- Complying with all applicable environmental laws, regulations, and standards.
- Minimizing waste generation and promoting resource conservation.
- Reducing energy consumption and greenhouse gas emissions.
- Promoting sustainable transportation and reducing dependence on fossil fuels.
- Protecting biodiversity and promoting ecological restoration.
- Fostering environmental awareness and education among students, faculty, and staff.
- Engaging with the local community on environmental issues.

3. Environmental Goals and Targets

Goal 1: Reduce energy consumption by 20% by 2024.
- Target 1.1: Install energy-efficient lighting and appliances in all campus buildings.
- Target 1.2: Implement energy-saving measures, such as regular maintenance of HVAC systems and building automation.

Goal 2: Reduce water consumption by 15% by 2024.
- Target 2.1: Install water-saving fixtures in all campus buildings.
- Target 2.2: Implement rainwater harvesting and reuse systems.

Goal 3: Reduce waste generation by 25% by 2024.
- Target 3.1: Promote recycling and composting programs on campus.
- Target 3.2: Reduce single-use plastics and promote reusable items.

Goal 4: Promote sustainable transportation.
- Target 4.1: Encourage cycling and walking by providing safe and accessible bike paths and pedestrian walkways.

SUSHANT UNIVERSITY

- Target 4.2: Expand public transportation options and provide subsidies for students and staff.

Goal 5: Protect biodiversity and promote ecological restoration.

- Target 5.1: Establish a campus biodiversity conservation plan.
- Target 5.2: Restore degraded areas on campus and create green spaces.

4. Roles and Responsibilities

- University Administration: Overall leadership and oversight of environmental policies and initiatives.
- Environmental Committee: Develop and implement environmental policies and strategies.
- Faculty and Staff: Integrate environmental education and sustainability into their teaching and research activities.
- Students: Participate in environmental initiatives and promote sustainable practices on campus.

5. Monitoring and Evaluation

- Environmental Performance Indicators: Establish key performance indicators to track progress towards environmental goals.
- Regular Reporting: Report on environmental performance to the university community and stakeholders.
- Continuous Improvement: Use monitoring and evaluation data to identify areas for improvement and make necessary adjustments to policies and practices.

6. Communication and Engagement

- Environmental Awareness Campaigns: Conduct outreach activities to raise awareness about environmental issues.
- Community Partnerships: Collaborate with local organizations on environmental initiatives.
- Student Engagement: Involve students in environmental decision-making and leadership.

**** The Policy is Applicable from July 3, 2023 Onwards***

Registrar

SUSHANT UNIVERSITY

Sushant University

Energy Conservation Policy

Sushant University

Energy Conservation Policy

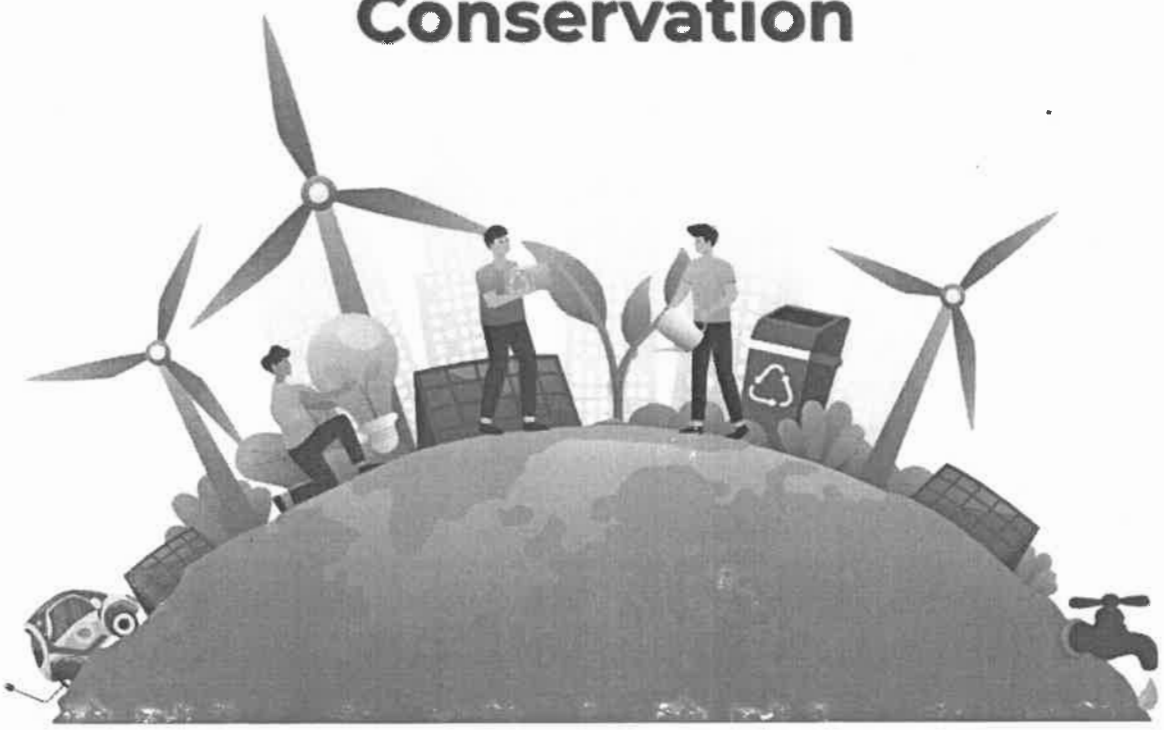
2021-2022

21 May 2021

Sushant University

Erstwhile Ansal University Gurugram

Energy Conservation



ENERGY CONSERVATION POLICY

Applicable from 2021-22 & Onwards

21 May 2021

Preamble:

The Energy Conservation Policy has been implemented by Sushant University is an effort to foster environmental consciousness and the overall development of pupils. The organisation wants to guarantee a satisfactory level of indoor air quality, cut down on energy use and increase energy efficiency on campus using strategies that are in line with a safe, secure, and environmentally conscious campus community. Energy conservation shall be achieved, as stated in this policy, by creating a proactive and forward-thinking strategy to provide responsible, cost-effective, and energy-efficient operations on campus.

Applies to - Staff, Members of the faculty & Students

Energy Conservation Practices:

Since LED bulbs are the most energy-efficient lighting choice, the university has replaced its tube lights with LED tubes as part of its energy-saving measures. The University is dedicated to lowering its carbon footprint with use of low- or zero-carbon energy sources and energy-efficient practices. By encouraging responsible energy consumption and going above and above the requirements set by law.

Students and staff are taught energy conservation techniques and environmentally good behaviours by being reminded of little but highly efficient ways to cut electricity consumption, such as turning off all lights, appliances, AC and other electronics when not in use. The same is being practiced at university level with the help of pamphlets, Emails and weekly announcements by faculty and Facility management staff.

SUSHANT UNIVERSITY
SECTOR-55, GURGAON

21 May 2021

Procedures:

1. Any equipment or process that wastes water or energy should be examined, and the relevant responsible parties should make the necessary adjustments.
2. Examining the energy and water consumption parameters should be a part of every equipment acquisition decision. The models with the best efficiency should be bought whenever possible.
3. Each organizational unit within the university will identify inefficiencies related to water and energy use and strive towards ongoing reductions and improvements; the Facilities Management Department will give information and recommendations on energy saving measures.

Some Energy saving practices

- Unless in use, turn off or unplug laptops, workplace computers, displays, and lab equipment, especially at night and on weekends. Unplug any devices that are not in use often.
- To avoid losing conditioned air, turn off fume hoods and biosafety cabinets while not in use. When you leave a room empty or pass one that is empty, turn out the lights. Urge other people to follow suit.
- Use of personal Heaters and cooling devices are strongly discouraged.
- Recheck all power points and plugs before leaving the university premises/office.

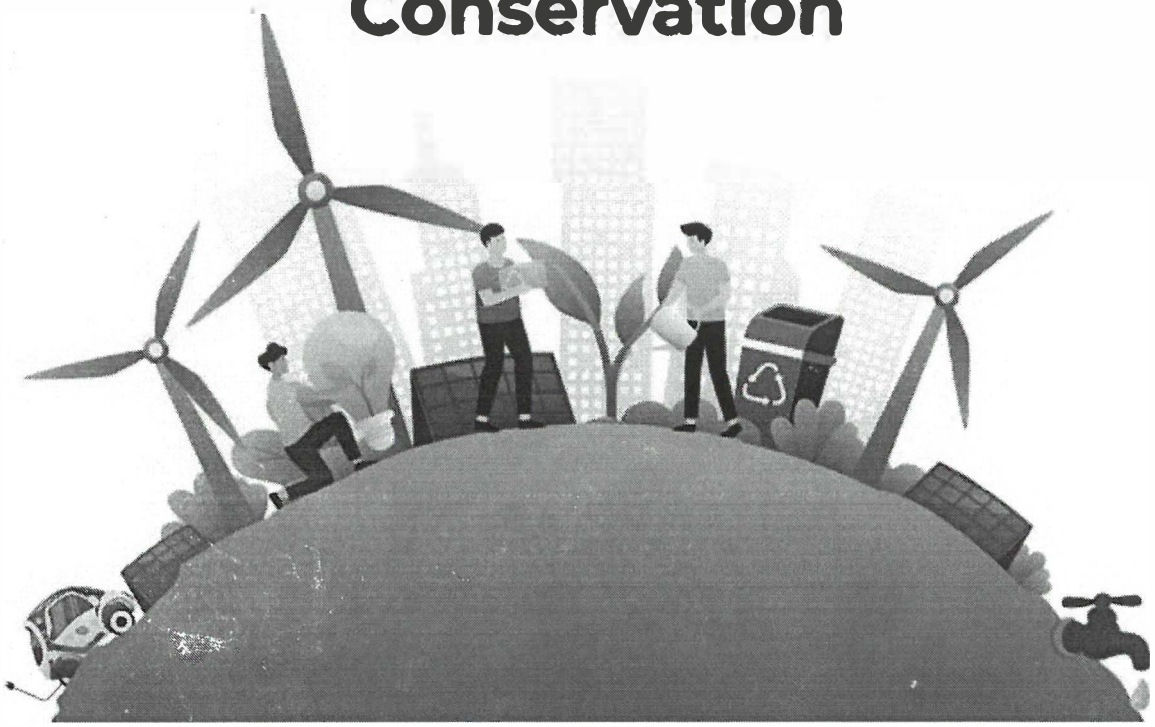
Registrar

SUSHANT UNIVERSITY
SECTOR-55, GURGAON

Energy Conservation Policy 2022-2023

Sushant University
Erstwhile Ansal University Gurugram

Energy Conservation



ENERGY CONSERVATION POLICY

SUSHANT UNIVERSITY
(Erstwhile Ansal University)
2022-2023

SUSHANT UNIVERSITY
SECTOR-55, GURUGRAM

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**** The Policy is Applicable from July 4, 2022 Onwards***

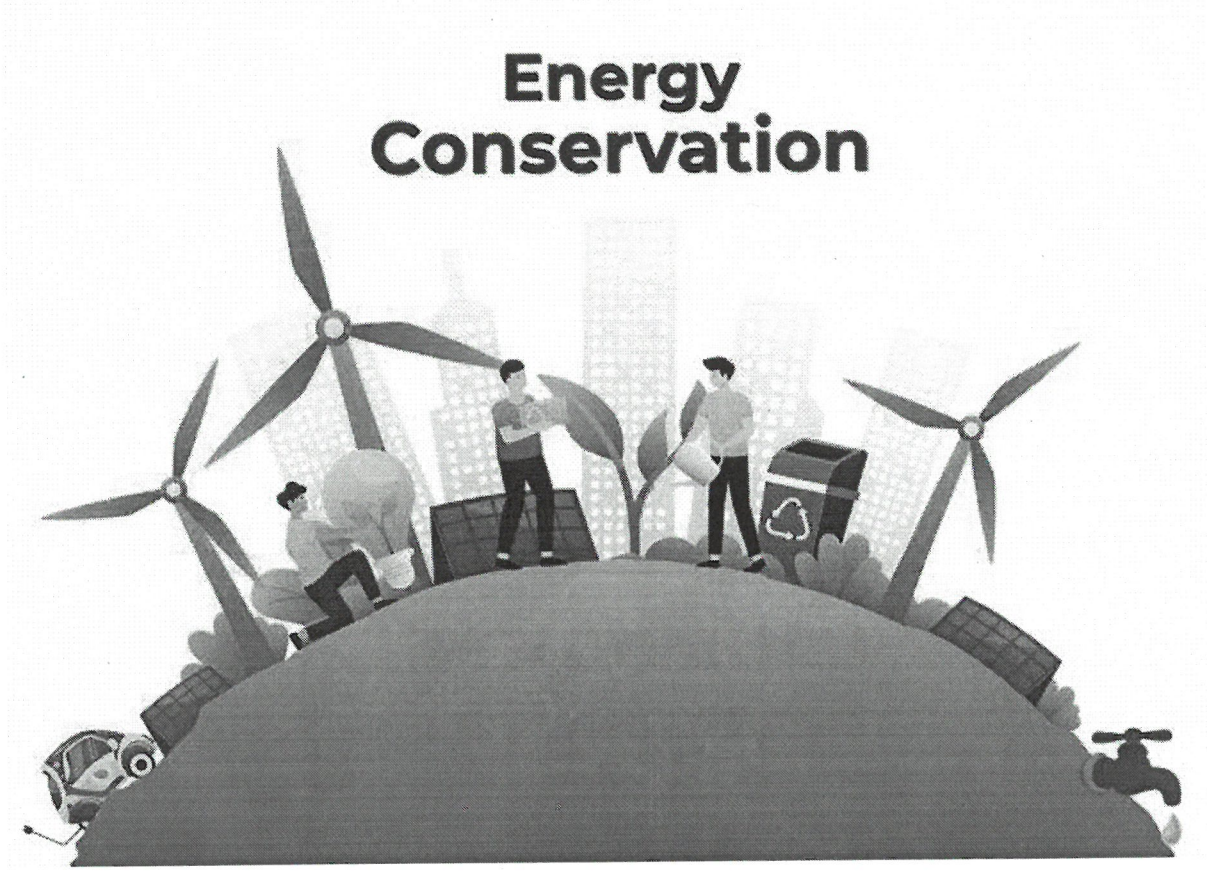
Registrar

Sushant University

Energy Conservation Policy

2023-2024

Sushant University



ENERGY CONSERVATION POLICY

SUSHANT UNIVERSITY

2023-2024

1. Vision Statement:

- To foster a sustainable campus culture at Sushant University by promoting energy conservation, reducing our environmental footprint, and setting an example for responsible energy use.

2. Policy Objectives:

- Reduce the University's overall energy consumption by [target percentage] compared to the baseline year of 2022.
- Increase awareness and understanding of energy conservation practices among all members of the University community.
- Implement energy-efficient infrastructure and technologies to minimize energy waste.
- Optimize energy management systems to ensure efficient operation of campus facilities.
- Promote sustainable energy sources and explore renewable energy options.

3. Scope:

This policy applies to all University facilities, including academic buildings, administrative offices, residential halls, research labs, and outdoor spaces.

4. Roles and Responsibilities:

- **Energy Management Committee:** Oversee the implementation and monitoring of the policy, develop strategies, and allocate resources.
- **Department Heads:** Ensure compliance with the policy within their respective departments, identify energy-saving opportunities, and educate staff and students.
- **Facility Management:** Manage energy-related systems, conduct regular audits, and implement energy-efficient upgrades.
- **Students:** Participate in energy conservation initiatives, raise awareness, and report any energy-related issues.
- **Staff:** Practice energy-efficient behavior in their daily work, support energy-saving measures, and report any inefficiencies.

5. Energy Conservation Guidelines:

- **Building Management:**
  - Install energy-efficient lighting fixtures (LED or CFL) and occupancy sensors.
  - Optimize HVAC systems to minimize energy consumption.
  - Insulate buildings and seal air leaks to reduce heat loss.
  - Implement programmable thermostats to control temperature settings.
  - Encourage natural ventilation whenever possible.

SUSHANT UNIVERSITY

- **Equipment and Appliances:**
  - Purchase energy-efficient equipment and appliances.
  - Turn off computers, lights, and other equipment when not in use.
  - Utilize power strips to reduce phantom energy consumption.
  - Promote the use of energy-efficient laboratory equipment.
- **Water Conservation:**
  - Install water-saving fixtures in restrooms and showers.
  - Repair leaks promptly to prevent water wastage.
  - Encourage responsible water usage in landscaping and irrigation.
- **Transportation:**
  - Promote cycling, walking, and public transportation for commuting.
  - Provide secure bicycle parking facilities.
  - Explore options for carpooling and ride-sharing.
- **Renewable Energy:**
  - Investigate the feasibility of installing solar panels or other renewable energy systems on campus.
  - Explore partnerships with renewable energy providers.

6. Monitoring and Evaluation:

- Track energy consumption data regularly and compare it to baseline levels.
- Conduct energy audits to identify areas for improvement.
- Evaluate the effectiveness of energy conservation initiatives and make necessary adjustments.
- Report progress and achievements to the University community.

7. Communication and Awareness:

- Develop educational campaigns to raise awareness about energy conservation.
- Organize workshops, seminars, and training sessions for staff and students.
- Utilize campus publications, social media, and electronic newsletters to disseminate information.
- Recognize and reward individuals or departments that demonstrate exceptional energy conservation practices.

8. Implementation Timeline:

- Develop a detailed implementation plan with specific goals and deadlines.
- Allocate necessary resources and budget for energy conservation initiatives.
- Monitor progress regularly and make adjustments as needed.

By adhering to this comprehensive Energy Conservation Policy, Sushant University can significantly reduce its energy consumption, minimize its environmental impact, and create a more sustainable campus for future generations.

**** The Policy is Applicable from July 3, 2023 Onwards***

Registrar

SUSHANT UNIVERSITY

Water Policy

Water Policy of Sushant University, Gurugram

The Sushant University Gurugram is committed and will continue in future to modelling sustainability and practicing effective stewardship of institutional consumption of water use for all requirement while providing an excellent learning, teaching and research environment.

Water is essential to university operations to support all work, study and research. All members of the campus community will endeavour to use water in the most efficient manner possible. water use will be managed by all users. All departments, students, staff and also visitors will be encouraged to reduce individual and university water foot print through awareness and adoption of the most efficient procedures and practices.

The campus committee will be established on water use and it will make informed choices to minimize the institution's ecological footprint associated with water, with a goal of continuous improvement and reduced operating costs.

The university has policy to reduce, reuse and recycle water for optimisation of water foot print.

Any process, procedure or equipment that does not use water efficiently, will be reviewed and changes implemented by appropriate responsible parties.

All the waste water will be treated and re used for appropriate application

All equipment procurement decisions will include review of water consumption specifications. Where possible the lowest flow models will be purchased.

The university will identify water inefficiencies and work towards continuous improvement and reductions.

There will be a mechanism for reporting water leaks.

All rain water will be harvested in Rain water harvesting pits. Requirement and Maintenance of Rain water harvesting pits will be done on continual basis.

There will be regular awareness programs on water scarcity and water use reduction.

Policy and procedures with goals of water efficiency and continuous improvement will be regularly monitored.

SUSHANT UNIVERSITY ★ SECTER-55, GURUGRAM ★

University will integrate water management into organizational structure with clear delegation of responsibility for water consumption.

University will prepare a water Management Plan with implementation across campus.

University will develop a communication plan to share with the campus community and all relevant stake holders including visitors on water use.

University will target to optimise water use for horticulture use and in future native species shall be encouraged to be planted under plantation program and turf area shall be optimised for water conservation.

University will make plan to capture water from Unitary Ac units and re use water for appropriate purpose.

This policy is effective from 1st September 2022 and will be reviewed as per the requirement.

Registrar