

**POLICY FOR THE PREVENTION, PROHIBITION AND REDRESSAL
OF SEXUAL HARASSMENT - 2026**

PREAMBLE

Striving for a campus in which every person feels respected and can lead a life of dignity, free from vulnerability and in order to bring the Code to Combat Sexual Harassment (2002) in consonance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the Act) and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment) Regulations 2015; and in compliance with the governing Acts and Regulations.

Vidyashilp University hereby frames the following policy to ensure safety and dignity of sexual harassment and to determine complaints filed to the Internal Committee.

The policy demonstrates (a) the core commitment of our Constitution to protect and nurture the dignity of the individual; (b) the values to which the University is committed; (c) the ideals of the Convention on the Elimination of All Forms of Discrimination Against Women, 1979; and (d) the principles laid down by the Supreme Court of India in *Vishaka v. State of Rajasthan* (1997); and endeavour to ensure that each member of the community can live a life free from sexual harassment, irrespective of their gender, race, caste, class, sexual orientation, disability and status.

This Policy is named as “Policy for the Prevention, Prohibition and Redressal of Sexual Harassment – 2026” and is broadly based on the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The policy aims at providing a safe and conducive work environment to its employees by ensuring prevention of and protection against sexual harassment at workplace and timely and fair redressal of such complaints.



PART I – INTRODUCTION

1. Scope:

- [a]. The Policy set out herein shall apply to all instances of sexual harassment including incidents arising out of or in the course of employment, teaching, research, fieldwork, internships, travel, or online/virtual spaces, etc., associated with the University as provided herein:
- Occurring on the Vidyashilp University Campus or workplace as prescribed in this policy, irrespective of the parties;
 - Between or among members of the community;
 - Where the complaint is made by a third party against a member of the Vidyashilp University and where such member is/was involved in an activity officially pertaining to the University.
- [b]. The Procedure outlined shall be the primary mechanism for redressal of alleged instances of sexual harassment at Vidyashilp University.

2. Definitions

- “Policy” means Policy of Vidyashilp University for the Prevention, Prohibition and Redressal of Sexual Harassment – 2026.
- “Complainant/s or Aggrieved person” means, in relation to Vidyashilp University, a person who alleges that she has been subjected to any act of sexual harassment under the Policy and wishes to access the mechanism under this Policy.
- “Campus” means the location or the land on which Vidyashilp University and its related facilities like lecture halls, library, laboratories, offices, etc.
- “Day” shall be understood to mean one working day, unless stated otherwise.
- “Documents” shall include formal request for inquiry, notice to parties, written submissions, written statements of witnesses, replies, list of questions, and copies of the same. They may be in physical or digital format and will include Whatsapp messages, images, videos and similar such digital forms.
- “Employee” for purposes of this Policy means a person employed by Vidyashilp University for work on regular basis for academic, administrative, technical, Marketing, Outreach, Admission, support staff, or on 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-employee or so called by any other such name; and also includes interns, volunteers, researchers, whether employed or not.
- “Faculty” for the purposes of this policy, includes all persons appointed to teaching positions, (regardless of duration) guest lecturers and speakers, adjunct faculty, visiting faculty, teaching assistants, and any other person involved in the organization of a programme, seminar, course, workshop, round table or similar event conducted or organized by the Vidyashilp University.



- (h). "Employer" refers to the Head of the Institution, Management or competent authorities in the University, who are responsible for the supervision and management of its entire activities with delegation of powers to control and manage its affairs.
- (i). Competent Authority refers to the Registrar of the University to whom the administration of the University is vested and is the Disciplinary Authority to deal in accordance with the governing rules of the University.
- (j). Appellate Authority means an authority vested with the powers to hear appeal against the orders passed by any competent authority.
- (k). "Vidyashilp Community" includes current students, faculty members, employees and any person providing any service at/to Vidyashilp University.
- (l). "Respondent/s" means a person or persons against whom a complaint has been made under this policy.
- (m). "Internal Committee (IC)" means the Committee duly constituted by the Competent Authority of Vidyashilp University in compliance with statutory provisions to act for prevention, prohibition and redressal of complaints related to sexual harassment in the University only.
- (n). "Sexual Harassment" means any unwanted conduct with sexual undertones if:
- it occurs or which is persistent; or
 - which demeans, humiliates or creates a hostile and intimidating environment; or
 - is calculated to induce submission by actual or threatened adverse consequences; and includes any one or more 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 or sending pornographic material, including oral, textual, graphic representations of a sexual nature; or
 - v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature; or
 - vi. Stalking, including cyber stalking, as defined under the Indian Penal Code Section 354D (or Section 77(1) of the new Bharatiya Nyaya Sanhita (BNS) 2023). Provided, under these Procedures, the gender identities of the perpetrator and the victim are immaterial.

Explanation 1: Unwelcome act or behaviour extends:

- i. to a person;
- ii. in a person's presence whether or not the representation concerns the person;
- iii. about a person



A handwritten signature in blue ink, appearing to be a stylized 'L' or 'M' followed by a flourish.

Explanation 2: “Unwelcome” covers all forms of conduct where the respondent has not expressly or impliedly given consent to the behaviour complained of. The silence of the respondent or lack of protest at the time of the incident or afterwards shall not by itself be taken as proof of consent.

Explanation 3: The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -

- i. implied or explicit promise of preferential treatment in her employment/education; or
 - ii. implied or explicit threat of detrimental treatment in her employment/education; or
 - iii. implied or explicit threat about her present or future employment/education status; or
 - iv. interference with her work/study or creating an intimidating or offensive or hostile environment for her;
- (o). **"Student"** includes individuals enrolled or registered for any course or programme or part thereof, conducted or organized by Vidyashilp University or at Vidyashilp University, including distance education programs if any in future;
- Explanation: For the purposes of this Policy, "student" shall also include individuals at Vidyashilp University on an exchange programme, individuals enrolled or registered for any course or programme or part thereof, conducted or organized by Vidyashilp University.
- (p). “Third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not a member of Vidyashilp Community, but a visitor at Vidyashilp University in some other capacity or for some other purpose or reason;
- (q). “Victimisation” shall be understood to mean any adverse action by a person, group of persons or an organisation, on an person or group of persons because they have, in good faith, reported instances of sexual harassment or participated in or have been witnesses to proceedings or offered support to redress an alleged instance of sexual harassment on behalf of the complainant or the respondent.

Explanation: “adverse action” shall include, but not be limited to

- i. making such participation a ground for adverse action relating to employment, academic participation or evaluation, extra or co- curricular activities or entitlement to services/opportunities.
- ii. directly or indirectly using intimidation and/or undue influence so as to dissuade or deter such participation.
- iii. creating a hostile environment for any of the parties.



(r). “workplace” means the Vidyashilp University campus and includes:

- i. Any department, organisation, undertaking, establishment, enterprise, institution, office, laboratory, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by Vidyashilp University;
- ii. Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating to Vidyashilp University;
- iii. Any place visited by the employee or student arising out of or during the course of employment or study including field visits, training, transportation provided by the University for undertaking such journey for study at Vidyashilp University.

Explanation: Workplace shall include online workspaces including online classes, meetings, field visits, offsite workshops, training or other activity arising out of or during the course of employment or study at Vidyashilp University.

3. Responsibilities of the University

The University shall -

- i. provide a safe working environment at the university which shall include safety from the persons coming into contact at the university;
- ii. display at any conspicuous place or Notice Boards in the university, the penal consequences of sexual harassment; and make aware of the Vidyashilp community order constituting the Internal Committee;
- iii. publicly commit itself to a zero-tolerance policy towards sexual harassment;
- iv. 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;
- v. include in its prospectus and extend full support with resources for smooth conduct of proceedings / meetings.
- vi. provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
- vii. counselling services must be institutionalized with well trained counsellors.
- viii. assist in securing the attendance of respondent and witnesses before the Internal Committee;
- ix. make available such information to the Internal Committee as it may require having regard to the complaint;
- x. treat sexual harassment as a misconduct under the service rules and initiate appropriate action for such misconduct;
- xi. monitor the timely submission of reports by the Internal Committee.
ensure adherence to all legal and statutory requirements under applicable law.



4. Constitution of Sexual Harassment Internal Committee (IC):

The Vice-Chancellor is the Competent Authority to constitute an Internal Committee (IC) with a tenure period of three years, which shall consist of:

- i. A Presiding Officer, who shall be a woman not below the rank of Associate Professor;
- ii. Two faculty members, preferably those committed to the purposes of this policy, with experience in social work or in the legal field.
- iii. One non-teaching employee, preferably those committed to the purposes of this policy with experience in social work or in the legal field.
- iv. One External Member from amongst non-governmental organizations or associations committed to the purposes of this policy or a person familiar with the issues relating to sexual harassment;
- v. One student, if the matter involves students, who is enrolled in a postgraduate programme of the University. Provided that where the complaint does not involve students, the student member shall not participate in the proceedings.
- vi. A majority of members in the IC shall be women.
- vii. The Vice-Chancellor and Registrar shall not be permitted to be a member of the IC;
- viii. The members of the IC must undergo compulsory training with respect to sexual harassment and procedures under this policy.
- ix. The quorum for the Committee will be three persons with mandatory External Member.
- x. All efforts will be made to have the external member present for all meetings, however if that is not possible, she will be intimated on the inquiry process via email and/or telephone (including messaging).
- xi. The term of the Committee will be for two years. Members of the outgoing Committee may be reappointed to the newly constituted Committee.
- xii. Motions shall be carried by a simple majority of those present and voting.
- xiii. Minutes of all meetings shall be recorded, confirmed and adopted.
- xiv. The IC has the right to set up a sub-committee of some members of the IC for particular purposes.
- xv. In case a member of the IC resigns from IC the resignation will be given in writing and upon the acceptance of the resignation, a new person will be appointed to fill the vacancy within two months.

5. Removal from the membership of the IC:

If any member or Presiding Officer of the IC:

- i. Has disclosed the identity of the parties and witnesses or details of the proceedings to the public, press or media in any manner or
- ii. Has been convicted of an offence or disciplinary misconduct or is subject to a pending inquiry for any offence under law or disciplinary misconduct; or



- iii. Has abused their position so as to render their continuance in office prejudicial to the public interest,

They shall be removed from the IC and the vacancy shall be filled by nomination.

6. Sexual Harassment Training:

The University shall in association with persons qualified for the purpose, organise and conduct an annual workshop for the training of facilitators, and IC members as and when the IC is re-constituted or on need basis.

7. Roles & responsibilities of the IC:

The IC shall:

- i. act to serve as the first point of contact for the complainant and respondent;
- ii. provide assistance if an employee or student chooses to file a complaint;
- iii. provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights.
- iv. Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor during the pendency of the inquiry, depending on the prevailing circumstances.
- v. maintain complete confidentiality of the identities of all parties and witnesses involved in a complaint; and of all proceedings;
- vi. all proceedings of IC shall be recorded in writing and the record of proceedings and the statement of witnesses shall be endorsed by the concerned as well as the committee members.
- vii. provide assistance in clarifying the nature of the concern;
- viii. give information on options and possible outcomes available under this policy;
- ix. explore possible strategies/options available in resolving the situation;
- x. conduct of inquiry;
- xi. explore strategies to safeguard against victimization;
- xii. support the parties throughout / at any stage of the resolution process;
- xiii. provide information on the need and necessity maintaining confidentiality;
- xiv. provide information on other relevant internal/external remedies, and any limitation periods that may apply to such remedies;
- xv. IC shall have powers to take suo moto cognizance of incidents of sexual harassment and act against the same in such manner as it deems appropriate.



8. Timelines for Receipt / Disposal of complaint of sexual harassment:

Sl. No.	Process	Timelines
1.	Reporting / filing of a written complaint of sexual harassment by a Complainant.	Within three (03) 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.
2.	Provision for extension of time by IC	For reasons to be recorded in writing, Committee may extend time limit not exceeding three (03) months if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.
3.	Notice to be served to the Respondent along with a copy of Complaint,	Within seven (07) days of receipt of Complaint.
4.	Submission of reply by the Respondent	Within twenty (20) days.
5.	Completion of inquiry	Within ninety (90) days from the date of receipt of complaint.
6.	Submission of Inquiry Report by IC to the Registrar.	Within 20 (twenty) days of completion of inquiry.
7.	If IC Report confirms allegation(s) against respondent are proved OR found that the Complaint submitted was malicious or false against Respondent.	Registrar shall serve a show cause notice to the party, answerable within 10 days.
8.	Initiation of action on the Inquiry Report by the Registrar	Within thirty (30) days from the date of submission of Inquiry Report by ICC.
9.	Filing of Appeal with Appellate Authority.	Within thirty (30) days from the date of orders of the Registrar.
10.	Disposal of Appeal.	Within a period of forty-five (45) days from the date of submission of appeal.
11.	Submission of Action taken Report	The Registrar shall communicate the action taken on the Inquiry Report within thirty (30) days of issue of disciplinary orders.



PART II – PROCESS

9. Recourse under the Policy:

An aggrieved woman may choose to:

- i. resolve sexual harassment related complaints either through a ‘formal’ or ‘informal’ mechanism laid down in the Policy. The choice of a formal or informal process rests with the complainant.
- ii. Where a Complainant requests in writing any corrective action to be taken against any person for sexual harassment, the matter shall be referred to the Inquiry Committee and the Committee shall conduct the inquiry in accordance with the governing procedure;
- iii. Any complaint received by the IC Member or the Registrar, should be immediately forwarded to the Presiding Officer and this must be notified to other Committee members at the earliest and not later than three (03) days and a meeting should be called for discussing the matter.
- iv. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and either allow the complaint to be dealt in accordance with the policy or recommend to the Registrar that no action is required to be taken in the matter.
- v. Any conciliation or mediation shall be initiated only at the written request of the complainant, and no monetary settlement shall be permitted.
- vi. The Respondent shall have no right to directly cross-examine the person.
- vii. The complainant/ respondent may submit to the Committee, a written list of questions that he/she desires to pose to the witness. The Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-sensitive.
- viii. Amicus Curie can be called for helping the IC if necessary.
- ix. No Legal Practitioner shall be allowed to represent either the aggrieved woman or the respondent in proceedings before the IC.
- x. If the Committee finds no merit in the allegations, it shall report it to the Registrar.

Explanation for Mediation process

Any person who perceives that they have been affected by sexual harassment at workplace, has every right to seek redressal as provided under this policy. The complainant may seek redressal of sexual harassment issues through informal or formal way. Informal way is without submitting written complaint in which case the Internal Committee shall explore ways to address the complaint, which includes counselling, educating, orienting or warning the respondent to promptly stop the harassment and act as a conciliator between the parties to resolve the informal complaint through conciliation. However, before recommending conciliation, the Committee shall assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal process.



However, an informal Mediation may be considered only when the following conditions prevail - that the alleged mis-conduct is such that (a) it does not involve serious physical harm and (b) it is capable of being addressed through corrective measures.

The formal process is that the complainant opts for formal redressal, when the nature of the complaint is serious which calls for formal redress, the IC shall respond to the complaint in accordance with governing guidelines.

The formal process involves the following that:

- a) The complainant voluntarily requests redressal or conciliation in writing.
- b) The IC shall satisfy itself that the complainant understands their right to a full inquiry and that there is no coercion or fear or retaliation.

Process of filing of formal complaint for inquiry

Any person who has faced sexual harassment and considers the mediation process to have been unsatisfactory or does not wish to initiate a mediation, may submit a written request within three months from the date of the incident and in case of a series of incidents within a period of **three (03) months** from the date of the last incident.

Upon receipt of the written complaint from the Complainant, the IC shall initiate the Inquiry process, to be completed within a period of 90 days from the date of receipt.

Provided, where mediation has occurred and failed, the period of mediation from the date of reference to mediation up to the date on which the process was concluded shall be excluded from calculation of the limitation period of three months.

Provided further, where there is a delay in filing of the complaint, the complainant shall explain the circumstances for delay in the complaint in writing, and the IC may, upon consideration of such explanation, may condone a delay in the filing the complaint.

Provided further, a friend, relative, colleague, co-student, psychologist or other associate of the complaint may file the complaint in cases where the complainant is unable to do so themselves as a result of physical or mental shock, incapacity, or death, subject to the approval of the IC.

The formal request for inquiry shall be in writing, duly signed (or with thumb) by the complainant.



PART III – PROCEDURE FOR INQUIRY

10. Procedure for Inquiry:

- [i]. On the receipt of a formal written request for an inquiry, the Inquiry Committee (IC) shall carry out a preliminary review of the matter. The preliminary review shall be limited to determining jurisdiction and completeness of the complaint and shall not involve an assessment of merits. IC shall speak to the complainant and appraise them of the process.

IC shall send one copy of the complaint to the Respondent within a period of **seven (07) days** from the date of receipt of complaint.
- [ii]. Upon receipt of the copy of the complaint, the Respondent shall submit his / her reply to the complaint along with the list of documents, names and contact details of witnesses if any, within a period of **10 days**. IC shall also inform the Respondent to maintain confidentiality.
- [iii]. Upon receipt of the written complaint from the Complainant, the IC shall initiate the Inquiry process, to be completed within a period of 90 days from the date of receipt of complaint.
- [iv]. At the earliest not later than **five (5) days**, the IC shall call for an oral hearing. Each party shall be given a fair and reasonable chance to present their case before the IC. The IC may permit a delay in scheduling the hearing for valid and recorded reasons, including but not limited to the unavailability of either party, medical emergencies, or other circumstances beyond reasonable control.
- [v]. The IC shall question the parties and witnesses on oral and documentary (if any) evidence relied upon by them. The IC may call upon any additional witnesses it deems necessary.
- [vi]. The IC shall give the opportunity to parties to cross-examine witnesses of the other party.
- [vii]. Upon conclusion of the oral hearings, examination and cross-examination of witnesses, the ICC shall, within ten **(10) days**, submit the Inquiry Report containing its factual findings whether the governing policy has been violated or the allegation(s) are proved or not, to the Registrar who is the Disciplinary Authority.
- [viii]. The inquiry, including the applicable standard of proof, shall be guided by the consideration that it is not a criminal proceeding or a proceeding of any court of law.
- [ix]. Withdrawal of Inquiry: Where a request for inquiry has been made, withdrawal of the complaint shall not be permitted except with the permission of the IC Chairperson. The Committee or Chairperson should be satisfied that the individual concerned is not acting under duress and reasons are recorded in writing.



11. Interim Relief

All interim measures shall be preventive in nature and shall not be construed as a determination of guilt.

The IC may provide interim reliefs as may be deemed fit which include the following:

- i. Temporary change in reporting relationships: Transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, permission to work from home or any other alternative work arrangement where feasible;
- ii. Restrain the Respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- iii. Warning the Respondent to keep a distance from the complainant, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- iv. Restrain either party or anyone acting on their behalf from contacting or attempting to contact the other party.
- v. In the event that the person/s against whom the concern has been raised, has been found guilty under this policy, the IC may bar them from representing the University in any event till enquiry is completed / punishment awarded.
- vi. take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

12. Action on the Inquiry:

Anyone found guilty of sexual harassment shall be punished in accordance with the provisions of the People Policy. Following are the broad guidelines:

- [a]. The Disciplinary Authority shall review the findings of the Inquiry Report. If they decide not to act, then the reasons shall be recorded for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act based on proved charges, then a show cause notice, answerable within **ten (10) days**, shall be served on the party against whom the disciplinary action is decided to be taken. The Disciplinary Authority shall consider the reply to the show cause notice and decide based on merits.
- [b]. If the Inquiry is vitiated by any gross irregularity or illegality or mala fides, the Disciplinary Authority may reject the findings in the inquiry report duly recording the reasons of such irregularity, etc., and shall return the entire proceedings to the IC for re-consideration or further inquiry on any aspect setting down in writing the reasons for his/her rejections.
- [c]. On receipt of a communication from the Disciplinary Authority, the IC shall re-consider the issues identified and may make further inquiry into the matter and re-submit its findings in the Modified Inquiry Report.



- [d]. The Disciplinary Authority shall act on the Modified findings of the Committee within a period of **thirty (30) days** from the date of receipt of inquiry report from IC and shall forward a copy of the final report to both the parties. If the findings show that the charges alleged against the Respondent are proved, the Disciplinary Authority shall serve a show cause notice to submit a defence statement if any, **within ten (10) days**. The Disciplinary Authority shall consider the reply of the aggrieved party and decide based on the merits.
- [e]. The Complainant and the Respondent collectively or on their own, may wish to seek conciliation in order to settle the matter, at any stage. The IC or the Disciplinary Authority, as the case may be shall facilitate a conciliation process once it is sought and facilitate the resolution of the conflict to the full satisfaction of the aggrieved parties. This is preferred over a purely punitive intervention. However, at the end of such a conciliation process no monetary settlement should be made as a basis of conciliation.
- [f]. The Disciplinary Authority is the competent authority to recover the compensation from the salary of Respondent, in case of non-payment to the Complainant.
- [g]. The identities of the - complainant, witness and respondent not be made public or kept in the public domain especially during the process of the inquiry and thereafter.

13. Action against Frivolous Complaint:

To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised. If IC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of this policy.

In the event that the formal request for inquiry submitted by the Complainant is proved to be mala fide or false during any stage of the proceedings, the IC shall submit a Report to the Registrar for initiating suitable disciplinary action.

The inability of a complainant to prove a complaint or provide sufficient evidence shall not, by itself, lead to any action against the complainant.

Action against a complainant may be recommended only if, after a due inquiry has been conducted as per the prescribed procedure and it is clearly established that the complaint was made with malicious intent.

14. Corrective Actions

[A]. Corrective Action for students

Based on the findings in the Inquiry Report, the Registrar may recommend any or a combination of the following penalties for sexual harassment or unwelcome sexual conduct or as defined in the Regulations:



1. Warning, reprimand or censure.
2. Written apology by the respondent to the complainant
3. Curtailment of privileges such as access to the library, auditoria, halls of residence, scholarships, allowances etc.;
4. Bar on representing the University in any co-curricular/extra-curricular activities whether at the intra or inter-University level.
5. Suspend or restrict entry into the camps for a specific period.
6. Award reformatory punishments like mandatory counselling and, or performance of community services.
7. In addition to any other corrective action, the respondent shall have to mandatorily attend sexual harassment workshop.
8. Any other suitable action the Disciplinary Authority deems fit.

[B]. Corrective Action for Faculty/Staff/other Employees

The Disciplinary Authority, Registrar shall mainly rely on the minor or major penalties stipulated in the People Policy, which could be:

1. Censure.
2. Withholding of increments
3. Withholding of promotions.
4. Demotion.
5. Compulsory retirement / resignation.
6. Termination of services.

15 Review or Appeal

- [a]. The Disciplinary Authority and the Appellate Authority are as per the governing policy of the Vidyashilp University.
- [b]. The Respondent / Complainant who is aggrieved by the decision of Disciplinary Authority, may prefer an appeal to the Appellate Authority **within 30 days from the date of receipt of the communication** to review such action or decision on the ground that the decision or Corrective Action and the Inquiry on which it is based is vitiated by gross irregularity or illegality. The reasons for requesting the review shall be clearly and fully set out in the request along with all supporting documentation.
- [c]. The proceedings under these Procedures shall be treated as strictly confidential and shall not be divulged by any faculty or staff member or any of the parties to anyone.
- [d]. The Appellate Authority may entertain an appeal for review even after the expiry of prescribed **period of 30 days**, if s/he is satisfied that the concerned requestor had sufficient cause, beyond his/her control, for not submitting the appeal in time.
- [e]. After due consideration of the request for review and oral representation if any, the Appellate Authority shall either:
 - i. confirm the actions taken by the Disciplinary Authority or



- ii. set aside the action taken by the Disciplinary Authority on the ground that it suffers from gross irregularity or illegality or direct the ICC to review the case, etc., as the case may be.
- [f]. In all cases, the Appellate Authority shall set down the reasons for his/her final decision, in writing, which shall be made available to the Disciplinary Authority, the IC, the person who requested for the review and the other party/parties. The Appellate Authority shall dispose off the appeal within a **maximum period of 45 days**.
- [g]. The Appellate Authority decision on the review shall be final.

PART IV – MISCELLANEOUS

16. Maintenance of Records:

The records of inquiry proceedings under this Policy shall be kept in the custody of the Registrar and records of all other proceedings shall be kept with the IC Chairperson except as required in this Part.

The facilitators shall maintain confidential records of all complaints or concerns that come before them; such records shall include:

1. the identity and profile of the complainant and the respondent.
2. the nature of the concern.
3. a brief account of the steps taken to address the concern and
4. the result of any process undertaken under this Policy, except inquiry proceedings
5. The inquiry panel shall maintain confidential records of all proceedings that take place before it, which will include copies of all documents submitted at each proceeding.

17. Recusal

Any person conducting any proceedings under this Policy shall recuse herself/himself if she/he feels that her/his objectivity may be compromised due to any reason or conflict of interest, and an ad hoc member of the same rank shall be appointed as a replacement within a period of ten working days.

18. In camera proceedings

The IC shall decide whether the proceedings of enquiry to be recorded with camera or otherwise based on merits of each case / enquiry and inform the Complainant, Respondent, etc.

19. Confidentiality

- (a). All proceedings, documents and records maintained under this Policy shall be confidential,

Explanation I: 'Confidentiality' means that notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint, the identity and addresses of the Complainant, Respondent(s) and witnesses, any information relating to mediation and



inquiry proceedings and the Inquiry Report of the IC shall not be published, communicated or made known to the public, press and media in any manner.

Explanation II: This rule shall not apply to cases where any information divulged prior to the commencement of the proceedings, or to information divulged for the purpose of criminal proceedings.

- (b). All persons involved in the proceedings under this Policy including the parties, faculty, witnesses, facilitators, mediators, members of the inquiry panel, secretariat to the Inquiry Committee, the Registrar and Vice-Chancellor and any others shall be under a duty to respect and maintain confidentiality.
- (c). No decision taken under this policy, except the final decision of the Vice-Chancellor or Registrar shall be published, communicated or made known to the public.
- (d). Provided that, information about the final decision, if disseminated, shall be without disclosing the name, address, identity or any other particulars which may lead to the identification of the respondent and the witnesses.
- (e). Provided that disclosure may be made where required by law, court order, or statutory reporting obligations, without revealing identifying details.
- (f). Any person who violates this provision will be liable for corrective action as per the provisions of the Policy, taking into account the nature and gravity of the violation.

20. Minor infringement not to invalidate proceedings

No minor infringement of procedure shall invalidate any proceeding under this rule unless it is shown to cause prejudice to any of the parties.

21. Victimisation

Any person or group of persons or organisation which commits victimisation at any time before the commencement of proceedings under this Policy, during such proceedings, or after completion of such proceedings, shall be liable to corrective action and will be treated as Major Misconduct and be the subject of disciplinary proceedings by the University.

22. Support Structures

The University shall endeavour to provide support structures in the form of:

- (a). well published list of phone numbers and addresses which may be contacted in emergencies;
- (b). An orientation programme for new students in order to familiarize them with the Policy;
- (c). Counselling the members of the Vidyashilp university on ways of preventing and coping with sexual harassment;
- (d). Counselling for the complainant;
- (e). Counselling for the respondent;
- (f). Providing support to initiatives in addressing issues of gender and sexuality.



23. **Review of Policy:**

This Policy shall be reviewed at least once in two years.

