

APPENDIX- I

SCHEDULE-I

KURUKSHETRA UNIVERSITY KURUKSHETRA
POLICY AGAINST SEXUAL HARASSMENT

KURUKSHETRA UNIVERSITY KURUKSHETRA

NOTIFICATION

The Executive Council of the University at its meeting held on __14-10-15 had considered and adopted a Policy against Sexual Harassment of Women.

The Committee to address issues of sexual harassment in Kurukshetra University, Kurukshetra is called "The Internal Complaints Committee Against Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal): Rules and Procedures (ICC), 2015."

Kurukshetra University is committed to providing a place of work and study free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty, staff, karamcharis and officials shall treat one another and visitors to the University with respect. All members of the University community, including those who are in temporary or short-term positions are subject to this Policy. Anyone violating this Policy is subject to disciplinary action.

Reports of sexual harassment are taken seriously and shall be dealt with promptly. The specific action taken in any particular case depends upon the nature and gravity of the conduct reported. The University recognizes that confidentiality is important. The University shall respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible. Reprisals against an individual who is good faith reports, or provides information in an investigation, about behaviour that may violate this Policy, are against the law and shall not be tolerated. Intentionally providing false information, however, is grounds for disciplinary action.

Kurukshetra University is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the pursuit of knowledge, and this Policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is not the proper exercise of academic freedom, nor can it be protected as freedom of expression. It comprises the integrity of the University and its traditions of intellectual freedom and it also violates the principles of the equality and dignity of all its members.

What is Sexual Harassment?

- A. "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.
- B. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-
- (i) implied or explicit promise of preferential treatment in her employment; or
 - (ii) implied or explicit threat of detrimental treatment in her employment; or
 - (iii) implied or explicit threat about her present or future employment status; or
 - (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (v) humiliating treatment likely to affect her health or safety.

What to do if you feel you are being sexually harassed

- **Know your rights-** Sexual Harassment is illegal, both the law of the land and Kurukshetra University, Kurukshetra prohibit sexual harassment.
- **Speak up-** If you can, tell the person to stop. State clearly and firmly that you want a particular behaviour to cease.
- **Get information and support-** If you feel you cannot speak up, ask your friends to help you and bring it to the notice of the University. Keep records that might be useful for pursuing the case.

What not to do

- **Do not blame yourself-** Sexual harassment is not something one brings on oneself. It is not a consequence of certain ways of dressing or acting. It is a violation of an individual's right to work and live with dignity.

- **Do not ignore**-Ignoring sexual harassment does not make it go away. The harasser may misinterpret a lack of response as approval of the behaviour.
- **Do not delay**- Delay in action increases the probability that unwanted behaviour shall continue or escalate.
- **Do not hesitate to ask for help**- Speaking up may prevent others from being harmed as well.

REGISTRAR

Endst. No. ACM-I/ _____

Dated: _____

Copy of the above is forwarded to the following for information and necessary action:-

1. All the Heads of Teaching/Non-teaching Departments/Offices
KUK
2. Principals of all affiliated Colleges, Institutions & Centres.
3. O.S.D. to the Vice-Chancellor, KUK
4. P.Ss. to the Vice-Chancellor/Registrar, KUK

Deputy Registrar (Academic)
for Registrar

APPENDIX- II

SCHEDULE-II

PRESCRIBED FORMS FOR ICC ENQUIRY AND


REDRESSAL PROCEDURES

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)


KURUKSHETRA UNIVERSITY KURUKSHETRA


Form-I
Format for Recording Complaints of Sexual Harassment


I. COMPLAINANT STUDENT/RESIDENT/ ACADEMIC STAFF/NON-TEACHING STAFF/ OUTSIDER/
SERVICE PROVIDER

Name	Age	Sex
Address	Dept. College/Office	
	email:	

II. ACCUSED (s) STUDENT/ RESIDENT/ACADEMIC STAFF/NON-TEACHING STAFF/ OUTSIDER/
SERVICE PERSON. IF THE CONTACT DETAILS ARE NOT KNOWN, PLEASE GIVE PHYSICAL
DESCRIPTION

Name	Age	Sex
Address	Dept.	
	email:	

Name	Age	Sex
Address	Dept.	
	email:	

Name	Age	Sex
Address	Dept.	
	email:	

III. THE COMPLAINT

1. Is the accused known the complainant?
2. Is this the first incident of this kind? If yes, skip 3 and 4.
3. Were exactly the same person involved? If no specify further.
4. Was the first incident reported? To whom? What action, if any was taken?
5. Approximate date(s), time(s) and locations(s) of incidents (starting from the most recent):

Complaint recorded by

Signature: _____	Date: _____
Name: _____	Place: _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

<p>Form-II</p> <p>Complaints Screening Committee</p> <p>To the Complainant</p>

Dear

The ICC Complaints Screening Committee is examining the complaint of sexual harassment against _____ (name(s) of accused(s) that you lodged with the ICC on _____ (date). The complaint refers to an incident(s) that allegedly took place on/in _____

_____ (locations), where the accused(s) allegedly _____. The ICC Complaints Screening Committee would like to meet you on _____ at _____ a.m./p.m. in the ICC office to decide further action on the complaint.

In order to ensure the safety and confidentiality of the complainant and the impartiality of the ICC grievance redressal procedures, the ICC issues an order of restraint to every accused person(s) _____ (names of accused(s)). This order has been issued on _____ (date). Any violation of the restraint order must be reported to the ICC immediately. For any clarification regarding the ICC procedures, or for a change in the time or date of your appointment with the ICC Complaints Screening Committee, please contact the undersigned. The Rules & Procedures of the ICC are available on the University website; www.kuk.ac.in

Yours truly,

_____ (O) _____ (R) _____

Complaints Screening Committee

Date: _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

<p>Form-III Complaints Screening Committee To the Accused</p>

Dear

A complaint of sexual harassment against you has been lodged with the ICC by _____ (name(s) of complainant(s) on _____ (date). The complaint refers to an incident(s) that allegedly took place on/in _____ (locations) where you allegedly _____. The ICC Complaints Screening Committee is at present examining the complaint, and would like to meet you on _____ at _____ a.m./p.m. in the ICC office to decide further action on the complaint.

In order to ensure the safety and confidentiality of the complainant and the impartiality of the ICC formal redressal procedures, the ICC issues an order of restraint to every accused person(s). You are requested to abide by the conditions laid down in this order. For any clarifications that you may require about the complaint or ICC procedures, please contact the undersigned. The Rules & Procedures of the ICC are available on the University website; www.kuk.ac.in

Yours truly,

Complaints Screening Committee

☒ (O) _____ (R) _____

Date: _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Form-IV

Order of Restraint (in duplicate)

Issued on _____ by _____

During the pendency of the ICC's investigative and enquiry procedures into the complaint of Sexual harassment made by _____ against you, you are enjoined to respect the human rights and the confidentiality of the complaint, her family, friends and witnesses.

You shall not commit any act (either directly or by implication) that invades the complainant's privacy, threatens her security, violates her human rights, or adversely affects her living, working, and/or educational environment.

You (or any person on your behalf) shall not make any attempt to contact the complainant, or any person in her confidence, with the purpose of influencing, intimidating, or exerting pressure upon the complainant on any matter, specially those that pertain to her complaint of sexual harassment against you.

You (or any person on your behalf) shall respect the complainant's right to full confidentiality on all matters, specially those pertaining to her complaint of sexual harassment against you. You (or any person on your behalf) shall not publicise, or cause to become publicly known, any fact, conjecture, or speculation about the complainant's personality, character, or motivations in any of her actions, including those involved in her lodging a complaint of sexual harassment against you.

A violation of this order of restraint may prove prejudicial to your case and it may also induce the ICC to recommend immediate disciplinary action against you, in accordance with the provisions of Clause XX (D) of the ICC Rules & Procedures which state that:

- (i) The complainant or any other person shall intimate in writing any member of the complaints screening committee, the Chairperson of ICC and/or the

Enquiry Committee of a violation of the order of restraint by the accused or any persons acting on his behalf.

- (ii) Should the Complaints Screening Committee, the Chairperson of ICC, or the Enquiry Committee be convinced of the truth of such allegations, the Chairperson of ICC and/or the Chief Enquiry Officer may summon the accused in person and issue a verbal and written warning that such behaviour may lead to an adverse inference being drawn against him, and/or report the offence to the University authorities recommending appropriate action. The Enquiry Committee or ICC shall retain the right to close the enquiry proceedings, and to give an ex parte decision on the complaint.
- (iii) The Enquiry Committee and ICC shall consider all violations of the restraining order when determining the penalties to be awarded to an accused found guilty of sexual harassment.

Please affix your signature in the space provided below to confirm that you have received the above restraint order and are informed of its provisions.

Signature _____

Date _____

Name: _____

Address _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Form-V

Complaints Screening Committee
Letter to Witnesses Named by the Complainant/Accused

Dear

The complaints of sexual harassment against _____ (name(s) of accused(s)) has been lodged with the ICC by _____ (name(s) of complainant(s)) on _____ (date). The complaint refers to an incident(s) that allegedly took place on/in _____ (date/period in which the alleged incident took place) in _____

_____ (locations), where the accused(s) allegedly _____. The ICC Complaints Screening Committee is at present examining the complaint _____. has requested that we solicit your cooperation to corroborate/clarify certain aspects of his/her testimony. We would, therefore, like to meet you on _____ at _____ a.m./p.m. in the ICC office. We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

The Rules & Procedures of the ICC are available on the University website; www.kuk.ac.in

Yours truly,

_____ (O) _____ (R) _____

Complaints Screening Committee

Date: _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Form-VI
Enquiry Committee
Summons to the Complainant

Dear

This is with reference to the complaint of sexual harassment against _____ (name(s) of accused(s) that you lodged with the ICC on _____ (date). The ICC Complaints Screening Committee has recommended the institution of a formal enquiry proceeding into your complaint. The ICC has designated an Enquiry Committee of _____ persons, the contact details of whom are listed at the end of this communication.

Based on your testimony before the ICC Complaints Screening Committee on _____, the ICC has prepared a charge sheet, on the basis of your complaint on _____. A copy of this charge sheet has been made available to the accused, and I enclose a copy for your records.

This is to request you to meet the ICC Enquiry Committee on _____ at _____ a.m./p.m. in the ICC office. Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chief Enquiry Officer (in writing) the names, postal addresses, and telephone numbers of such person(s). Requests for a change in time or date of your deposition must also be directed to the Chief Enquiry Officer.

The Rules & Procedures of the ICC are available on the University website; www.kuk.ac.in

Yours truly,

Chief Enquiry Officer

Date: _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Form-VII Enquiry Committee Summons to the Accused
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Dear

This is with reference to the complaint of sexual harassment lodged against you by _____ (name(s) of complainant(s) with the ICC on _____ (date). The ICC Complaints Screening Committee has recommended the institution of a formal enquiry proceeding into the complaint. The ICC has designated an Enquiry Committee of _____ persons, the contact details of whom are listed at the end of this communication.

Based on complainant's testimony before the ICC Complaints Screening Committee on _____, the ICC has prepared a charge sheet, which is enclosed.

This is to request you to meet the ICC Enquiry Committee on _____ at _____ a.m./p.m. in the ICC office. Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chief Enquiry Officer (in writing) the names, postal addresses, and telephone numbers of such person(s). Requests for a change in time or date of your deposition must also be directed to the Chief Enquiry Officer.

The Rules & Procedures of the ICC are available on the University website: www.kuk.ac.in

Yours truly,

Chief Enquiry Officer

Date: _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

☒ (O) _____ (R) _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Form-VIII
Enquiry Committee
Summons to Witnesses Named by the Complainant/Accused

Dear

This is with reference to a complaint of sexual harassment against _____ (name(s)
of accused(s) lodged by _____ (name of complainant(s) with the ICC on _____ (date)
. The complaint refers to an incident(s) that allegedly took place on/in _____
(date/period in which the alleged incidents took place) in _____
_____ (location) where the
accused(s) allegedly _____.

The ICC has instituted a formal enquiry proceeding into the complaint. The contact details
of the members of the ICC Enquiry Committee are listed at the end of this communication.
_____ has requested that the ICC Enquiry Committee solicit your
cooperation to corroborate/clarify certain aspects of his/her testimony. We would, therefore, like
to meet you on _____ at _____ a.m./p.m. in the ICC office. We also request you to
bring along any documents, or other evidence, that you may feel to be relevant to some aspect of
the case.

The Rules & Procedures of the ICC are available on the University website; www.kuk.ac.in

Yours truly,

Chief Enquiry Officer

Date: _____

(O) _____ (R) _____

(O) _____ (R) _____

(O) _____ (R) _____

(O) _____ (R) _____

(O) _____ (R) _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT
(ICC)

KURUKSHETRA UNIVERSITY KURUKSHETRA

Form-IX
Enquiry Committee
Summons to Witnesses

Dear

This is with reference to a complaint of sexual harassment against _____ (name(s))
of accused(s) lodged by _____ (name of complainant(s)) with the ICC on _____ (date)

The complainant has alleged that the accused _____

The ICC has instituted a formal enquiry proceeding against the accused. In the course of its proceedings, the ICC Enquiry Committee has formed the impression that you may be in possession of information that may prove relevant to the Committee's deliberations on the complaint and this is to solicit your cooperation in this regard. In particular, the ICC Enquiry Committee would like to ascertain your information of the following matter(s):

The ICC Enquiry Committee would be appreciative if you could arrange to meet the Committee on _____ at _____ a.m./p.m. in the ICC office. We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

The Rules & Procedures of the ICC are available on the University website; www.kuk.ac.in

Yours truly,

Chief Enquiry Officer

Date: _____

☞ (O) _____ (R) _____

☞ (O) _____ (R) _____

☞ (O) _____ (R) _____

☞ (O) _____ (R) _____

☞ (O) _____ (R) _____

INTERNAL COMPLAINTS COMMITTEE AGAINST SEXUAL HARASSMENT