

Ordinance

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)

1. Short title, Extent and Objectives

The rules against Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal), are based on the Act, 2013 of Govt. of India. In pursuance with the provisions of this Act, the Maharshi Dayanand University Rohtak is committed to maintain and create an academic and work environment safe and free from sexual harassment, intimidation or exploitation of students, academic and non-teaching staff of the University, provides right to work with dignity with a zero tolerance policy against Sexual Harassment of Women at Workplace.

These rules will apply to all students, teaching and non-teaching staff and also to residents, service providers and outsiders, on the Maharshi Dayanand University campus, Rohtak, to the extent specified in these rules and procedures. It shall also apply to its satellite campus, MDU-Centre for Professional and Allied Studies, Gurugram and Institutions maintained by or affiliated to Maharshi Dayanand University, Rohtak. The affiliated Colleges shall constitute an Internal Complaints Committee as per section-4(1)(ii) of this ordinance.

2. Definitions

- (1) **University** means the Maharshi Dayanand University (MDU), Rohtak.
- (2) **College** means a college affiliated to or admitted to the privileges of the University.
- (3) **Campus** includes all places of work and residence in the University/College. It includes all places of instruction, research and administration, as well as hostels, health centre, sports ground, staff quarters and public places including bank counters, parking areas, student centres, shopping centres, eating places, parks, streets and lanes, etc.

It also includes extended campus and covers within its scope places visited as a student of the MDU including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports' meets and such other activities where a person is participating in the capacity of an employee or a student of the MDU.

- (4) **Act** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (No.14 of 2013).
- (5) **Committee** means an *Internal Complaints Committee (ICC)* to check the menace of sexual harassment against women at their workplace.
- (6) **Student** includes a person duly admitted and pursuing any programme of study either through regular mode or distance mode as well as ex-students of University/College. It also includes a student of Campus School on the University Campus:

Provided that a student who is in the process of taking admission in MDU campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of MDU, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in MDU but enrolled other than the MDU shall be treated, for the purposes of these regulations, as a student of MDU where any incident of sexual harassment takes place against such student.

- (7) **Employee** means teaching and non-teaching staff of the University, and any other person appointed by/in the University.

It shall also include those employed on a casual or project basis, as also persons employed 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, interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps.

- (8) **Member of the University** includes all those involved in categories (6) and (7) above.
- (9) **Resident** includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University/Centre/College.
- (10) **Outsider** refers to a third party who is not a member or resident but a visitor in some other capacity or for some other purpose or reason. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching or non-teaching staff of the University/College.
- (11) **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 employee.

- (12) **Aggrieved Woman** means a woman of any age at workplace, whether employed or not, herein called the Complainant, who alleges to have been subjected to any act of sexual harassment by the respondent.
- (13) **Respondent** means a person against whom the aggrieved woman has made a complaint.
- (14) **Sexual Harassment** shall include, but will not be confined to, any one or more or all 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.

These pertain to employment, academic performance, extra-curricular activities, or entitlement to services or opportunities at the University/College explained herein as under:

- (a) implied or explicit promise of preferential or detrimental treatment in her employment; or
- (b) implied or explicit threat about her present or future employment status; or
- (c) interference with her work or creating an intimidating or offensive or Hostile work environment for her; or
- (d) humiliating treatment likely to affect her health or safety.

3. Scope

These rules shall be applicable to all complaints of sexual harassment made irrespective of whether the harassment is alleged to have taken place within or outside the campus-

- (i) by a member of the University and its maintained Institute/Centre/ and affiliate College against any other member of the University and its maintained Institute/Centre/ and affiliate College.
- (ii) by a resident against a member of the University and its maintained Institute/Centre/ and affiliate College or by a member against a resident or by a resident against a resident.
- (iii) by an outsider against a member of the University and its maintained Institute/Centre/ and affiliate College or by a member of the University and its maintained Institute/Centre/ and affiliate College against an outsider.

4. Constitution and Terms and Conditions of the Internal Complaint Committee (ICC)

(1) Constitution of Committee (ICC)

(i) At University Level and Institute/Centre maintained by the University

The Vice-Chancellor shall constitute a *Committee* as per provisions given in the Ordinance.

The composition of the Committee shall be as under:

- a. Chairperson: The Chairperson of the committee shall be a woman nominated by the Vice-Chancellor from the Senior Professors of the University.
- b. Three members (out of them, one shall be a woman teacher) 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.
- d. In case of the complaint belonging to SC/ST/OBC, one women member of the rank of Professor/Associate Professor of the same category should be got nominated from the Vice-Chancellor by the Chairperson.
- e. In case of the complaint belonging to any department/office/hostels, one member as Head of the Department/ Registrar or his nominee /Chief Warden to which the case relates will be included by the Chairperson with the approval of the Vice-Chancellor.

Provided that at least one-half of the total members so nominated shall be women.

At least half of the number of members of Committee shall be the Quorum for holding a meeting of Committee.

(ii) At College Level

The Principal shall constitute a *Committee* as per provisions given in the Ordinance.

The composition of the Committee shall be as under-

- (a) Chairperson/Principal

- (b) One Teacher Incharge of Women Cell.
- (c) One female student who is topper of penultimate year of undergraduate/postgraduate programs.
- (d) The Chairperson can co-opt a non-teaching female employee/Warden, if the complaint concerns with non-teaching section/hostel.
- (e) 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.
- (f) In case of the complaint belonging to SC/ST/OBC, one women member of the rank of Associate Professor of the same category should be got nominated from the Principal by the Chairperson.

Provided that at least one-half of the total members so nominated shall be woman.

At least half of the number of members of Committee shall be the Quorum for holding a meeting of Committee.

On each complaint at the College level, action taken will be intimated to the University within fifteen days.

(2) Terms and Conditions of ICC

These include:

- (i) The Chairperson 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 Vice-Chancellor, M.D. University, Rohtak.
- (ii) Where the Chairperson or any Member of the Internal Committee,
 - (a) contravenes the provisions given below:
 - (i) Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under Section-5(2), the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee and the action taken by the Vice-Chancellor under the provisions of this Ordinance 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 Ordinance without disclosing the name, address, identity or any

other particulars calculated to lead to identification of the aggrieved woman and witnesses.

- (ii) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against her/him; or
- (iii) she/he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against her/him; or
- (iv) has so abused her/his position as to render her/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 given in Section – 4(1)(i)/ 4(1)(ii).

(3) Vacancy of a Member

The provisions are detailed below in the following clauses:

(i) Member owing to absence without intimation

If a member nominated or designated to ICC remains absent without written intimation to ICC for three consecutive meetings, her/his office shall thereupon become automatically vacant.

(ii) Resignation of a Member

A member of ICC may resign from her/his office at any time by tendering her/his resignation in writing to Chairperson ICC. Such a person shall be deemed to have vacated her/his office as soon as ICC has accepted the resignation.

(iii) Procedure for filling a vacancy in ICC

If a vacancy arises in ICC, the Chairperson ICC shall intimate to the Vice-Chancellor, M.D. University, Rohtak (Principal in case of College) within a week of the vacancy. The Vice-Chancellor/Principal shall arrange for filling up the vacancy in accordance with the procedure outlined in Section-[4(1)(i)/ 4 (1) (ii)]for that particular category within four weeks of the vacancy.

(iv) Acting Chairperson of ICC

In the event of the Chairperson of ICC being unable to discharge her duties for a short period (not exceeding three weeks), barring the period when the University is on vacation, ICC shall designate from amongst its members, a woman member to the post of Acting Chairperson of ICC for the said period. The Acting Chairperson of ICC shall have all the powers and duties as of the Chairperson of ICC outlined herein.

(4) Meetings of ICC

- (i)** ICC shall meet at least once in three months.
- (ii)** Members shall be intimated of meetings in writing or by electronic communication at least 7 days before the date of meeting.
- (iii)** Any member may request the Chairperson to call a Special Meeting. Forty-eight hours' notice shall be required for such a meeting to be called. The quorum for Special Meeting shall be one-third of the members of ICC. Motions shall be carried by a simple majority.
- (iv)** Any member may request the Chairperson to call an Emergent Meeting. At least twenty-four hours' notice shall be required for such a meeting to be called. The quorum for an Emergent Meeting shall be one-third of the members of ICC. Motions shall be carried by a simple majority.
- (v)** If the required quorum is not there at any meeting, such a meeting shall be adjourned for not more than seven working days. But for the adjourned Special or Emergent meetings, the required quorum shall be the same as in regular meetings.

5. Jurisdiction, Procedure for Filing Complaint, Functions of ICC and Inquiry

(1) Jurisdiction

The committee at University, its maintained Institute/Centre and College shall have the jurisdiction to entertain the complaints of Sexual Harassment on the campus and extended campus.

(2) Procedure for filing complaint

- (i)** Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee, 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:
 - (a)** Provided that where such complaint cannot be made in writing, the Chairperson or any Member of the Internal Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing;
 - (b)** Provided further that the Internal Committee 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.
- (ii)** 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.

- (iii) Complaints can be lodged directly with any member of ICC, or through existing channels for lodging grievances, such as the University authorities, wardens, teachers, administrative superiors and representatives of employees' association/students union. If the complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of Chairperson, ICC within two working days of its receipt by her/him.

(3) Functions of ICC

(i) Gender sensitization and orientation

- (a) ICC shall ensure the prominent publicity of the Policy in all University Teaching Departments/Colleges/School on the campus, Centres, hostels, offices of administration, as well as in all public places on the campus such as the library, health centre, residential areas, canteens, shopping centres etc. The Policy will also be made available on the M. D. University, Rohtak website.
- (b) ICC shall organize programmes for ensuring the safety of women and gender sensitization of the campus community through workshops, seminars, posters, film shows, debates, skits etc. It may also enlist the help of specialized NGOs and any campus body to carry out these programmes. ICC shall organize training workshops for members of ICC to equip them to handle sexual harassment cases (including legal and medical aspects of aid).
- (c) ICC shall coordinate with the campus security services to devise ways and means by which a system of crisis management that is both gender-sensitive as well as prompt and effective is put in place. It shall maintain regular contact with the campus security services to ensure that in crisis arising out of incidents of sexual harassment, ICC members, and/or the volunteers identified by it, shall be intimated without delay.

(ii) The Internal Complaints Committee shall-

- (a) provide assistance if an employee or a student chooses to file a complaint with the police for registering the case under applicable section/provisions of the relevant law;
- (b) 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 as required during the pendency of the complaint, or also provide for the transfer of the offender;

- (c) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment.

(iii) Redressal of complaints

ICC shall redress the complaints of sexual harassment. It shall receive complaints, conduct enquiries and recommend disciplinary action, if any, in accordance with the rules and procedures laid down herein.

(iv) Conciliation

- (a) The Internal Committee may, before initiating an inquiry under section- 5(4) 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.

- (b) Where a settlement has been arrived at under sub-clause (a), the Internal Committee shall record the settlement so arrived and forward the same to the Vice-Chancellor, M. D. University, Rohtak to take action as specified in the recommendation.
- (c) The Internal Committee shall provide the copies of the settlement as recorded under sub-clause (b) to the aggrieved woman and the respondent, on approval of the Competent Authority.
- (d) Where a settlement is arrived at under sub-clause (a), no further inquiry shall be conducted by the Internal Committee. No appeal shall lie against the decision.

(4) Inquiry

After receiving the complaint, the meeting of the Committee shall be convened by the Chairperson at the earliest at University/College level. The complaint shall be placed before the Committee which shall consider the complaint and follow the procedure as considered just and appropriate to meet the ends of justice. The burden of proving the allegation shall lie on the complainant(s). No recommendations shall be made by the Committee against anyone without giving the opportunity of hearing.

- (i) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- (ii) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- (iii) The ICC may consider as relevant any earlier complaints against the accused. However, the past sexual history of the complainant shall not

be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.

- (iv) The Chairperson, ICC shall convene the first hearing of the inquiry whereby the complainant, respondent, and witnesses shall be intimated at least seventy-two hours in advance in writing of the date, time and venue of the inquiry proceedings.
- (v) The ICC shall provide reasonable opportunity to the complainant and the respondent for presenting and defending her/his case.
- (vi) In case of domestic worker, if *prima facie* case exists, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code, where applicable:

Provided that where the aggrieved woman informs the Internal Committee that any term or condition of the settlement arrived at under sub-section 3(iv)(b) of Section – 5 of this Ordinance has not been complied with by the respondent, the Internal Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police.

- (vii) The ICC may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. It shall have the right to summon, as many times as required, the respondent, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications. For this purpose, the ICC shall have the same powers as are vested in a Civil Court, the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:
 - (a) summoning and enforcing the attendance of any person and examining him/her on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed
- (viii) The Chairperson, ICC shall make the respondent and the victim aware that counselling services can be made available, if so desired.
- (ix) During the pendency of an inquiry, on a written request made by the aggrieved woman, the ICC may recommend to the Vice-Chancellor:
 - (a) to transfer the aggrieved woman or the respondent to any other workplace; or
 - (b) to grant leave to the aggrieved woman up to a period of three months, if circumstances so warrant.

The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

- (x) All proceedings of the ICC shall be recorded in writing and the same together with the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- (xi) On the completion of an inquiry, the ICC shall provide a report of its findings to the Vice-Chancellor within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties enabling them to make representation against the findings before the Committee.
- (xii) The ICC shall strive to complete the enquiry in the shortest possible time, not exceeding three months from the date that a complaint is referred to it in writing.
- (xiii) Dissident Views: If a Member of ICC does not agree with the majority decision of ICC, she/he shall have the right to submit a dissenting point of view along with reasons / evidence etc.
- (xiv) Where the Internal Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall intimate to the Vice-Chancellor that no action is required to be taken in the matter.
- (xv) Where the ICC arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Vice-Chancellor:
 - (a) to take action for sexual harassment as a misconduct in accordance with the provisions prescribed in Section-6 of this Ordinance.
 - (b) 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- 6(3):

Provided that in case the Vice-Chancellor 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 the respondent to pay such sum to the aggrieved woman.

Provided further that in case the respondent fails to pay the sum referred above, Registrar, as the case may be, may forward the order of recovery of the sum as an arrear of land revenue to the concerned District Officer.
- (xvi) The final decision will be taken by the Vice-Chancellor.

6. Inquiry Report, Punishments and Determination of Compensation

(1) Inquiry Report

On the completion of inquiry, the ICC shall recommend the punishment / action to the Vice-Chancellor for approval / decision / consideration based on the facts submitted by it. The nature of disciplinary action shall be determined by the appropriate authorities. In case of faculty members and employees whose appointing authority is Executive Council, the appropriate authority for final decision regarding disciplinary action shall be the Executive Council, which shall consider the recommendations of the Vice-Chancellor. In case of students and other employees etc., the Vice-Chancellor shall be the final decision taking authority.

(2) Punishments / Penalties

The provisions regarding punishments and penalties are detailed in the following clauses:

(i) In case of University, its maintained Institute/Centre/affiliate College Employees, disciplinary action may be in the form of:

- (a) Warning
- (b) Written apology
- (c) Bond of good behaviour
- (d) Adverse remarks in the Confidential Report
- (e) Debarring from supervisory duties
- (f) Denial of membership of statutory bodies
- (g) Denial of re-employment
- (h) Stopping of increments/promotion
- (i) Reverting, demotion
- (j) Suspension
- (k) Removal/Termination/Dismissal
- (l) Any other punishment as may be warranted by the case.

(ii) In case of Students, disciplinary action may be in the form of:

- (a) Warning
- (b) Written apology
- (c) Bond of good behaviour
- (d) Debarring entry into a hostel/campus
- (e) Suspension for a specified period of time
- (f) Withholding results
- (g) Debarring from exams
- (h) Debarring from holding posts
- (i) Expulsion
- (j) Denial of admission
- (k) Declaring the harasser as “persona non grata” for a stipulated period of time
- (l) Any other punishment as may be warranted by the case.

(iii) In case of third party (Outsiders and Service Providers):

In case of third party harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority as per law.

The recommendation of the committee on punishment /action shall be forwarded to the Vice-Chancellor for final decision. Such Orders shall be executed by the respective Head of the Department/Branch Officer/Principal of College.

(iv) In case of breach of agreement and repetition of acts:

If a person /employee/student who had been indicted for any act of sexual harassment and had entered into a written conciliation agreement and thereafter resiles, abrogates acts in breach of the same or repeats the same act will be given a harsher punishment as per the ordinance

(3) Determination of Compensation

For the purpose of determining the sums to be paid to the aggrieved woman under sub-section - 4(xv)(b) of Section- 5, the Internal Committee shall have regard to:

- (i) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (ii) the loss in the career opportunity due to the incident of sexual harassment;
- (iii) medical expenses incurred by the victim for physical or psychiatric treatment;
- (iv) the income and financial status of the respondent;
- (v) feasibility of such payment in lump sum or in installments.

7. Confidentiality between the University & ICC, Right to Information and Action against Frivolous Complaint

(1) Confidentiality between the University & ICC

ICC strongly underlines the need for maintaining confidentiality regarding proceedings involving sexual harassment. All involved in the processes of ICC will abide by this dictum in all earnestness. The requirement of evolving effective ways to maintain maximum possible confidentiality needs to be stressed here.

In pursuit of the objective of curbing sexual harassment and for undertaking expeditious redressive action, the Vice-Chancellor may be kept informed at the important stages in the functioning of ICC.

The important stages/occasions at which such consultation/communication should take place are-

- (i) When a complaint is lodged and there is prima facie evidence that the complaint is not a frivolous one, or even if no complaint is lodged but an event involving sexual harassment comes to the notice of ICC.

- (ii) If a complaint is also filed simultaneously with the police or lodged in a Court of Law and is within the knowledge of ICC, it will be brought to the attention of the Vice-Chancellor.
- (iii) If an event involving sexually deviant behaviour takes place in a hostel or elsewhere on the campus which is in the knowledge of ICC, the Vice-Chancellor will be informed about it even if no formal complaint is lodged.

(2) **Right to Information**

Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under Section- 5(2) of this Ordinance, the identity and addresses of the aggrieved woman, respondent and witness, any information relating to conciliation and inquiry proceedings, recommendations of the ICC and the action taken by the Vice-Chancellor under the provisions of this Ordinance 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 Ordinance without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

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 Ordinance, contravenes the provisions of Section-4(2)(ii) of this Ordinance, he/she 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.

(3) **Action against frivolous complaint**

(i) Where the ICC 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 Vice-Chancellor to take action against the woman or the person who has made the complaint under Section- 5(2) in accordance with the provisions of the service rules applicable to her /him (given in Section- 6 of this Ordinance) or where no such service rules exist, in such manner as may be warranted under Law:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this Clause:

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.

(ii) Where the ICC arrives at a conclusion that during the enquiry any witness has given false evidence for produced any forged or any misleading document, it may recommend to the Vice-Chancellor 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 under Law.

(iii) In case of students, disciplinary action as per rules will be taken.

8. Appeal and Special Provision for Physically Challenged Persons

(1) Appeal

Any person/member, dissatisfied /aggrieved by the decision of the committee (University/College) may make an appeal to the Vice-Chancellor, M.D. University, Rohtak within 30 days after notification or communication of decision to him/her. The Vice-Chancellor may give opportunity to the concerned persons /members and decide the matter accordingly. The decision of Vice-Chancellor shall be final.

(2) Special Provision for Physically Challenged Persons

In case a physically challenged person happens to be a victim of sexual harassment, the procedure for providing succour to the person concerned would be more expeditious. In such cases, the victim may directly approach the Vice-Chancellor. Depending upon gravity of the incident involved, the Vice-Chancellor, in consultation with Chairperson of ICC, order for action to reduce the steps involved in the complaints and inquiry procedure as laid down in the Rules and Procedures document.

9. Provision of Rules, Enforcement of Orders, Administrative Control, Amendment of the Policy and Savings

(1) Provision of Rules

The Provision of Rules shall be in addition to and not in derogation of the provisions of any other rules in force for the time being.

(2) Enforcement of orders

The enforcement of orders /decisions passed above shall be the responsibility of concerned Head of the Department/Principal of College. In case of non-teaching employees of the University the orders shall be implemented /enforced by the Registrar.

(3) Administration Control

The Vice-Chancellor shall have the supervisory and administrative control over the Committee.

(4) Amendment to the Policy

If any difficulty arises in giving effect to the provision of these rules, the Chairperson may remove the difficulties.

Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations.

(5) **Savings**

No officer / member shall be liable for any legal proceedings for anything done in good faith in discharge of duties under these rules.

Prepared by:

Standing Committee on Sexual Harassment and Violence against Women (SCSHVW) at Workplace

Santosh Nandal
Chairperson

PushpaDahiya
Member

J.S. Nandal
Member

KavitaDhull
Member

SubhashNarwal
Member

Bhawna Chauhan
Member