



**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

## **University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015**

**Policy:** In adherence to UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 (hereinafter referred to as UGC Regulation) SRM University, Delhi-NCR, Sonapat shall have an independent regulatory frame work to ensure preventive, remedial and/or disciplinary measures against sexual harassment of its employees and students. The University shall be committed to create and maintain an environment that is free of all forms of gender based discrimination and sexual harassment. SRM University shall have a zero tolerance policy towards sexual harassment and shall provide for timely and adequate compliance of the directions in this regard contained in the UGC Regulation.

### **1. Applicability and Commencement:**

This Regulation shall apply to all Students, Employees (irrespective of their Tenure, Position, Designation or Gender) and Visitors (in whatever capacity) of the University and shall come into effect retrospectively from June 2015.

### **2. Definition**

In this Regulation unless the context otherwise requires, all the terms specified or contemplated herein shall have the same meaning and interpretation of such term/s as contained in Section 2 of the UGC Regulation except where differently specified. For immediate reference, definition of certain important terms is reproduced in the Schedule hereto.

### **3. Authorities:**

In order to ensure effective administration of the objectives of the Regulation, the University shall have the following Authorities duly constituted with the approval of the Vice Chancellor.

#### **a) Internal Complaints Committee (ICC):**

1. The Internal Complaints Committee shall be the primary authority responsible for dealing with and to adjudicate on any complaint / grievance in the nature of sexual

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39, Rajiv Gandhi Education City, Delhi-NCR, Sonapat-131029, Haryana (India)  
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DELHI-NCR, SONEPAT

harassment and shall function with full autonomy with power to make recommendations and/or to pass punitive orders in accordance with this Regulation. The ICC shall consist of the following members:

- i. Senior Woman Professor of the University – Presiding Officer.
  - ii. Two faculty members and Two non-teaching employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
  - iii. Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively nominated in consultation with the Student Council of the University.
  - iv. One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
2. All the members of the ICC shall be nominated by or with the approval of the Vice Chancellor.
  3. At least one-half of the total members of the ICC shall be women.
  4. The ICC may meet as many times as the need arises for the purpose of the Enquiry stated under Clause 4(2) herein but shall be obliged to meet twice in a year to review its performance and compliance under this Regulation. At least 2/3 of its members shall be the required quorum. The Presiding Officer may exercise a Casting Vote in case of a deadlock on any decision of the ICC.
  5. Persons of Senior Administrative positions in the University such as Vice- Chancellor, Pro Vice-Chancellor, Registrar, Deans, Controller of Examination, Personnel Officer, Chief Finance Officer, Directors and Heads of Departments etc. shall not be members of ICC though however under special circumstances and in the context of the nature of the complaint/grievance, any one of them may be invited by the Presiding Officer to attend the proceedings of the ICC.
  6. The Presiding Officer shall have power to invite any faculty member, Counsellor or any other employee or student or any other 'covered individuals' to assist in the proceedings of ICC either as witness or for providing corroboratory evidence with reference to the instance/s leading to the complaint/grievance.



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7. The Presiding officer may appoint one of the Members to be the Secretary of the ICC to record and document all its proceedings.
8. Any Member who is directly or indirectly interested in the subject matter of any of the enquiry proceedings of the ICC shall disclose his/her interest and shall not participate in such proceedings.
9. The tenure of members of the ICC shall be three years but may be eligible for re-nomination at the discretion of the Vice Chancellor.
10. Notwithstanding the term of office specified for the Members of ICC the Vice Chancellor at his own discretion may decide to change or withdraw the nomination of any Member prior to completion of the term for any reason he may deem appropriate.
11. The Presiding Officer or any Member nominated to ICC shall forthwith vacate the office if and when disqualified to be a member under the following circumstances:
  - a. contravenes the provisions of section 16 of the Act (Not maintaining confidentiality)
  - or
  - b. has been convicted for an offence or an inquiry into an offence under this
  - c. Regulation or any Law for the time being in force is pending against him; or he / she has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him/her by the University or
  - d. has failed to disclose his/her interest in any of the enquiry proceedings of the ICC or
  - e. has so abused his/her position as to render his continuance in office prejudicial to the objectives/policies of this Regulation or in public interest
12. Such disqualified 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 this Regulation.
  - b) Internal Complaints Appellate Committee (ICAC):
    1. There shall be constituted an Internal Complaints Appellate Committee chaired by the Vice Chancellor or his nominee to dispose of any appeal by either of the parties involved against the findings / recommendations/ orders of the ICC.



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2. The ICAC shall have three members (including the Chairperson) nominated by the Vice Chancellor from among the University community and who are adequately and relevantly knowledgeable and experienced.

3. The ICAC shall cause to examine the findings and related evidences and if needed shall re-examine the witnesses and/or 'other covered individuals' while disposing of any of the appeals.

4. The ICAC shall complete its appeal proceedings within a period of 30 days from the date of filing the appeal. If it decides not to confirm the recommendations of the ICC, or is inclined to modify the same it shall record reasons thereof which shall be conveyed to ICC as well as to the Parties concerned. If the decision of ICAC is to accept the recommendations/order of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. Execution of action taken shall be done only after considering the reply or hearing the aggrieved person.

5. No appeal shall be considered unless received within 15 days of the communication of the decision of the ICC to the concerned Party/Parties.

6. There may be a Secretary to the ICAC appointed by the Vice Chancellor who shall be responsible to document the proceedings of the ICAC.

#### **4. Complaint of Sexual Harassment and Enquiry Procedure:**

##### **1. Complaint Procedure:**

a. An aggrieved person is required to submit a duly signed written complaint to the ICC as early as possible after the grieving incident but not later than three months from the date of the incident and in case of a series of incidents within the similar time frame from the date of second such incident.

i. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.

ii. Provided further that the ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding one month, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the specified period.

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b. Any unreasonable delay in reporting the incident will be considered by the ICC as a failure on the part of aggrieved in determining the grievousness of the complained grievance and/or the intent of the aggrieved.

c. Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

d. In the absence of immediate availability of any of the members of the ICC, the complaint by the student may be notified through the Counsellor concerned or the Head of the Department and by any other person through the Dean or Director concerned who shall immediately forward the same to the ICC without recording any comment or opinion. The date of such notification shall be deemed to be the date of submission of the complaint to the ICC.

## 2. ICC Enquiry Procedure:

a. The ICC upon receipt of the Complaint shall get the same scrutinized by reference to a Select Committee of Members of ICC specifically constituted by the Presiding Officer. The Select Committee within 7 working days of such reference shall examine and report on the Complaint to the Presiding Officer with regard to its veracity, if needed by summoning the Complainant and/or by making independent preliminary enquiries. The Select Committee in its Report shall clearly state the reason/s that has lead to its decision on the veracity of the Complaint. The independent enquiry referred to may include examining evidences from CCTV Cameras installed by the University and the opinion about the general behavioral traits of the complainant/offender from discrete sources.

b. The Presiding Officer on the basis of the report of the Select Committee, if the Complaint is to be further enquired, shall as soon as possible send Notice to the Respondent with a copy of the Complaint seeking his/her appearance before the ICC along with his/her response in writing on a specified date which shall not be earlier than seven working days from date of the Notice. Notice will also be sent to the Complainant for his/her presence on the specified date. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.

c. If the Select Committee is not convinced of the veracity of the complaint and has so reported, the Presiding Officer shall as soon as possible send Notice to the Complainant with a copy of the Report of the Select Committee seeking his/her appearance before the

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ICC along with his/her response in writing on a specified date which shall not be earlier than 7 working days from date of the Notice. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.

d. Enquiry/Hearing by the ICC shall be conducted dispassionately by following normal judicial practices and if warranted the Parties may be allowed to produce documentary evidences/ witnesses in support of his/her claim or defense as the case may be. However either Party shall not be allowed to be represented by any third party including an Advocate.

e. The ICC may hear and/or cross examine the Parties either independently or in joint presence as may be deemed fit by the Presiding Officer.

f. If the Respondent does not appear on the specified date of Hearing the ICC may post the Hearing to the same day of the subsequent week and if the Respondent once again fails to appear, the ICC may proceed to decide the Case on Ex-Parte basis.

g. Either Party on appearance if seeks time to defend his/her case, he/she may be allowed time up to not more than 7 days at a time and no such extension of time shall be permitted more than twice.

h. If the Party does not appear on such extended dates the ICC may proceed to decide the Case on Ex-Parte basis against such Party.

i. The ICC shall complete the enquiry proceedings within a maximum period of 45 days from the date of receipt of the Complaint and within the next 7 working days shall submit its report with recommendations to the Vice Chancellor with copy to both the Parties to the Complaint.

j. The Vice Chancellor shall cause to act on the recommendation of the ICC on expiry of 15 days from its receipt unless an Appeal against the same is filed as per this Regulation

k. At any time prior to or during the enquiry process the Aggrieved (Complainant) may seek conciliation of the matter in which case the ICC may facilitate such resolution of the complaint by conciliation between the Parties and on the basis of documented reconciliation signed by the Parties, all the enquiry proceedings of the ICC shall be dropped.



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i. Provided that no such conciliation shall be encouraged in consideration to any monetary payment

ii. Provided further that notwithstanding such conciliation if the ICC is of the opinion that the conduct of the employee or the student (as respondent) as the case may be is a serious misconduct/act of indiscipline under the Code of Conduct and Ethics/Disciplinary Rules prescribed by the University it may recommend for appropriate punitive action under Clause 6 (a) or 6 (b) of this Regulation or the Vice Chancellor may suo moto take such action. Any such action taken shall be independent of this Regulation and there shall be no Appeal allowed.

#### **5. Frivolous Complaint:**

If any Complaint filed under this Regulation on its scrutiny/independent enquiry is found to be false, untrue or malicious by the Select Committee and is so concluded by the ICC based on its enquiry proceedings the Complainant shall be liable to be punished as if the offence was perpetrated by the Complainant and shall be in accordance with Clause 6 of this Regulation. i. Provided that mere inability to substantiate a complaint or provide adequate proof thereof shall not by itself be sufficient reason for concluding the complaint as frivolous. ii. Provided further that malicious intent of the Complainant must be substantiated by appropriate supporting evidences.

#### **6. Punishment and compensation:**

a. Any employee of the University found guilty of sexual harassment shall be punished in accordance with the Employment Regulations and the prescribed Code of Conduct.

b. Where the respondent student is found guilty of sexual harassment, depending on the severity of the offence ICC shall recommend/ award any one or more of the following punishments.

i. Withhold the student privileges such as access to the library, auditoria, halls of residence, vehicle parking, scholarships, fee concession, and identity card.

ii. Suspend or restrict entry into the campus for a specific period.

iii. Award reformatory punishments like mandatory counselling and/or community services.

iv. Debar from writing the Semester Examination.

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v. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.

c. In the following circumstances and on that basis the aggrieved may be entitled for monetary compensation as may be appropriately determined and recommended by the ICC subject to approval of the Vice Chancellor. The compensation so payable shall be recovered from the offender. i. Mental trauma, pain, suffering and distress caused to the aggrieved person. ii. Loss of career opportunity due to the incident of sexual harassment. iii. Medical expenses incurred by the victim for physical, psychiatric treatment.

#### **7. Confidentiality Responsibility of ICC :**

i. With reference to any complaint enquired in to by the ICC under this Regulation, it shall ensure that the identities as well as the complaint details of the aggrieved party or the offender shall be kept strictly confidential by every member of the ICC and shall never be kept in the public domain either during or after the process of the enquiry.

ii. As provided in Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 no personal or other information with regard to any complaint received and enquired and/or disposed of by the ICC shall be furnished or shared under the Right to Information Act 2005.

#### **8. Supportive Responsibilities of ICC:**

With reference to any complaint enquired in to by the ICC under this Regulation and to the extent it is warranted, it shall be the responsibility of the ICC to:

i. Provide appropriate assistance if an employee or a student chooses to file a complaint with the police

ii. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.

iii. 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 as may be so required during the pendency of the complaint, or also provide for the transfer of the offender.

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- iv. Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- v. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.
- vi. Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant as may be applicable.
- vii. Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus.

#### **9. Institutional Responsibilities:**

The Vice Chancellor may nominate a Director to be in charge of the ICC to oversee its performance and to ensure all required compliances under this Regulation which will include:

- a. Create awareness about this Regulation by publishing its relevant abstracts, definition of important terms and the University Policy in this regard in the website of the University, Staff Hand Book and Student Hand Book along with information on location details of the Office of the ICC including its contact phone and email address.
- b. Organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the UGC.
- c. Enable sensitization the problem through Counselling Committee/Peers among the University community in general and vulnerable groups in particular who are hesitant to complain.
- d. Organise regular orientation or training programmes for the members of the ICC to augment their functional skills.
- e. Orientation sessions to be provided for students, staff and administrators on gender sensitization and sexual harassment issues.
- f. Introduce modules on gender related concerns in the Orientation and Refresher Programs of the Academic Staff College of the University across all disciplines.

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g. Provide infrastructure and administrative support to the ICC including but not limited to Office with computer, photocopier, audio-video equipment, Administrative Staff , Access to Counselling and Legal Experts and Allocation of Finances.

h. Conduct half-yearly review of review the efficacy and implementation of the regulation towards prevention, prohibition and redressal of Sexual Harassment in workplace by participating in the review meetings of the ICC as specified in Clause 3(a)(4).

i. Monitor the documentations and timely submission of reports by the ICC with reference to complaints received and issues handled.

j. Maintaining confidentiality as may be applicable.

k. Preparation and submission of annual report as may be required by UGC.

l. Update the ICC and ICAC with Regulatory changes in consonance with Court Judgements and/or changes in relevant Statutes from time to time.

#### 10. General Provisions:

These General Provisions shall apply to this Regulation in entirety irrespective of whether or not it has been specifically stated under its different Clauses or under other relevant Regulations of the University

a. Sexual Harassment shall be a deemed misconduct of any employee or visitor of the University and if proved appropriate punitive action shall be initiated against the perpetrator.

b. Sexual Harassment by any student shall be a deemed violation of disciplinary Rules of the University and if proved appropriate punitive action shall be initiated against the perpetrator.

c. All Academic and Administration heads of the University located in all its workplaces shall be accountable for the compliance of this Regulation.

d. All communications and Notices under this Regulation shall be served at the address of the recipient as registered with the University and except for filing of complaint by the aggrieved Party electronic communication from and to the registered email address shall be a recognized mode.

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e. Document or Documentation referred to in Clauses 2 (k), 3(a)(7), 3(b)(6) and 9(i) shall include Minutes of Meetings, Record of Complaints and Disposals, Reports/Orders of the ICC, Minutes of Meetings, Minutes of Conciliation, Reports of ICAC, Annual Reports to UGC and any other document as may be specified. All the said documents shall be prepared in specified formats and shall be kept as 'classified' in the custody of the Presiding Officer and shall be accessible only to authorized persons.

f. If the Aggrieved person opts to file the complaint directly to the State Machinery of Police prior to or after referring the matter to the ICC, no proceedings under this Regulation shall be pursued except that the University at its discretion may exercise its right as specified in Proviso (ii) of Clause 2(k). The ICC in such a case shall be authorized to share in confidence all related information concerning the complaint to the Police without any prior or later reference to the Aggrieved or the Offender.

g. Any matter concerning the subject of this Regulation not specifically stated herein shall be guided/governed by the relevant provisions as contained in the UGC Regulation.

#### **Schedule of Definitions of Important Terms**

1. **'Campus'** means the location or the land on which the University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, etc.
2. **'Employee'** for the purpose of this Regulation shall mean person as defined in the UGC Regulation and also include any visitor to the University as Research Supervisor, Consultant, Auditor, Audit Assistants, or for any other purpose whether employed or not.
3. **'Sexual Harassment'** means:
  - (i) An unwanted conduct with sexual undertones if it occurs or which is persistent and 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 or all of the following unwelcome acts or behavior (whether directly or by implication), namely:
    - (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature;

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- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography

(ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-

- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours; (b) implied or explicit threat of detrimental treatment in the conduct of work; (c) implied or explicit threat about the present or future status of the person concerned; (d) creating an intimidating offensive or hostile learning environment; (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.

4. 'University Community' shall mean and include all its employees as defined including casual, part-time contracted or full time, its Service Providers and its Associated persons such as external members of in the Board of Studies, Academic Council and Board of Management.

5. 'Victimisation' means any unfavorable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour.

6. 'Workplace' means the Campus of the University including-

- (a) 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 University
- (b) Any sports institute, gym, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in the University

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(c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the University for undertaking such journey for study in the University.



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**Ref No: SRMUH/RO/IMO/103**

**Date: - 10<sup>th</sup> August 2018**

## Office Order

From: The Registrar	To: All the Concerned Members
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**Subject:- Constitution of Internal Complaints Committee to prevent Sexual Harassment at workplace.**

With reference to the subject above, the Hon'ble Vice Chancellor, SRM University Delhi-NCR, Sonapat has constituted Internal Complaints Committee for three years from the date of notification as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 & University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015 with the following members:-

Sr. No	Name	Designation
1	Dr. Arpana Vibhuti	Associate Professor & HoD (BME) - Chairman
2	Mr. Surjeet Dalal	Associate Professor (CSE)
3	Dr. Anu Rana	Assistant Professor (Physics)
4	Dr. Pawan Kumar Singh	HoD (ECE) - Member
5	Dr. Ajay Sharma	Associate Professor (CSE) - Member
6	Mrs. Deepshikha	Assistant Professor (Law) - Member Secretary
7	Ms. Ritika	Assistant Professor (Law) - Member
8	Ms. Humsa Singh	Student Representative - Member
9	Ms. Parinidhi	Student Representative - Member

*Manish Bhalla*

**Prof. Manish Bhalla  
(Registrar)**



Copy for information:-

1. Office of the Hon'ble Vice Chancellor
2. Office of the Dean (Academic Affairs) & Associate Dean Students Welfare
3. Deans & Associate Deans (Engineering & Technology / Basic Science, Humanities and Social Sciences)
5. Controller of Examinations, Director (Admissions & Outreach/ IR and Administration)
6. All the Concerned Members, University Web Portal

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## CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 13th September, 2018 (Thursday) at 2.30pm in Mini Conference room of Administrative Block.

### Agenda:

1. Report on cases relating to Sexual harassment with students, teaching & non-teaching staff for the academic year 2017- 18.
2. Events and programs for 2018-19
3. Any other point with the permission of chair.

Dr. Arpana Vibhuti  
Associate Professor & Head  
Dept. of BME&BI  
SRM University Haryana  
Plot No. 39, R.G.E.C. Rai  
Sonapat-131029 (HR.)

Dr. Arpana Vibhuti

Associate Professor & HoD

(Chairman, ICC)

# SRM University, Sonipat, Haryana

(Established under Haryana Private Universities Act 2006 as amended by Act 8 of 2013)  
Plot No 39, Rajiv Gandhi Education City, PS Rai, Sonapat, Haryana-131029  
Ph- 0130-2121214-15, Website-www.srmuniversity.ac.in



## Internal Complaints Committee Meeting

### MINUTES OF MEETING

Day: Thursday

Date: 13.09.2018

Venue: Mini Conference Room

Time: 02:30 P.M.

As per instructions and guidelines of competent authority & University Grant Commission, The Internal Complaints Committee (ICC) shall conduct a meeting and review the cases related to sexual harassment if any.

Following are the Composition & Attendance sheet of ICC members:

Sr. No	Name	Designation	Signature
1	Dr. Arpana Vibhuti	Associate Professor & HoD (BME) - Chairman	
2	Ms. Pallavi	Assistant Professor (CSE)	
3	Dr. Anu Rana	Assistant Professor (Physics)	
4	Dr. Pawan Kumar Singh	HoD (ECE) - Member	
5	Dr. Ajay Sharma	Associate Professor & HoD (CSE) - Member	
6	Mrs. Deepshikha	Assistant Professor (Law) - Member Secretary	
7	Ms. Ritika Arora	Assistant Professor (Law) - Member	
8	Ms. Humsa Singh	Student Representative - Member	
9	Ms. Parinidhi	Student Representative - Member	





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Ph- 0130-2121214-15, Website-www.srmuniversity.ac.in



Dr. Arpana Vibhuti welcomed the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2017- 18.

Mrs. Deepshikha submitted a report stating that there were no cases relating to sexual harassment in the university during the last academic year 2017-18.

It was decided to conduct programs and activities about gender equity and gender sensitization. As, there were no other points for discussion, the meeting was concluded with a vote of thanks by Dr. Arpana Vibhuti.

Since there was no other points to discuss the meeting ended at 4:00 pm. with NIL report of sexual harassment cases.



*Deepshikha*

Mrs. Deepshikha

Assistant Professor (Law)

Member Secretary

*Arpana*

Dr. Arpana Vibhuti

Associate Professor & HoD

Chairman-ICC



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UNIVERSITY  
DELHI-NCR, SONEPAT

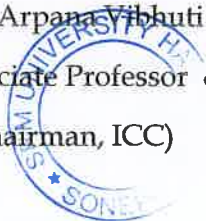
### CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 27th September, 2019 (Friday) at 3.00pm in Mini Conference room of Administrative Block.

#### **Agenda:**

1. Report on cases relating to Sexual harassment with students, teaching & non-teaching staff for the academic year 2018- 19.
2. Events and programs for 2019-20
3. Any other point with the permission of chair.

Dr. Arpana Vibhuti  
Associate Professor & HoD  
(Chairman, ICC)



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Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in)



## Internal Complaints Committee Meeting

### MINUTES OF MEETING

Day: Friday

Date: 27.09.2019

Venue: Mini Conference Room

Time: 03:00 P.M.

As per instructions and guidelines of competent authority & University Grant Commission, The Internal Complaints Committee (ICC) shall conduct a meeting and review the cases related to sexual harassment if any.

Following are the Composition & Attendance sheet of ICC members:

Sr. No	Name	Designation	Signature
1	Dr. Arpana Vibhuti	Associate Professor & HoD (BME) - Chairman	
2	Ms. Pallavi	Assistant Professor (CSE)	
3	Dr. Anu Rana	Assistant Professor (Physics)	
4	Dr. Pawan Kumar Singh	HoD (ECE) - Member	
5	Dr. Ajay Sharma	Associate Professor & HoD (CSE) - Member	
6	Mrs. Deepshikha	Assistant Professor (Law) - Member Secretary	
7	Ms. Ritika Arora	Assistant Professor (Law) - Member	
8	Ms. Humsi Singh	Student Representative - Member	
9	Ms. Parinidhi	Student Representative - Member	

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Dr. Arpana Vibhuti welcomed the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2018- 19.

Mrs. Deepshikha submitted a report stating that there were no cases relating to sexual harassment in the university during the last academic year 2018-19.

It was decided to conduct programs and activities about gender equity and gender sensitization. As, there were no other points for discussion, the meeting was concluded with a vote of thanks by Dr. Arpana Vibhuti.

Since there was no other points to discuss the meeting ended at 4:30 pm. with NIL report of sexual harassment cases.



Mrs. Deepshikha  
Assistant Professor (Law)  
Member Secretary



Dr. Arpana Vibhuti  
Associate Professor & HoD  
Chairman-ICC



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# SRM University Delhi-NCR, Sonapat

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Plot no-39, Rajiv Gandhi Education City, Post office-P.S Rai, Delhi-NCR, Sonapat, Haryana  
Ph-0130-2203700-08, Toll free: 1800-180-1216, Website [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in)



SRM  
UNIVERSITY  
DELHI-NCR, SONEPAT

Ref No: SRMUH/RO/IMO/1023

Date: - Wednesday, February 10, 2021

## Office order

From: Registrar	To: All Concerns Members
--------------------	-----------------------------

Subject: Internal Complaints Committee to prevent Sexual Harassment at workplace.

Reference to the subject cited as above, Hon'ble Vice-Chancellor, SRM University Delhi-NCR, Sonapat has constituted Internal Complaints Committee for three years from the date of notification as per the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Sr. No	Name	Designation
1	Prof. Komal Audichya	Professor (Law) - Chairman
2	Mr. Manoj Madhvan Kutty	Director (IR and Administration) - Member
3	Dr. Poornima	Senior Medical Officer - PRIMSR Hospital
4	Dr. P. C. Kishore Raja	Professor (ECE) - Member
5	Dr. Surjeet Dalal	Associate Professor (CSE) - Member
6	Dr. Neelu Chaudhary	Assistant Professor (Mathematics) - Member Secretary
7	Ms. Sunita	Admission Counselor- Member
8	Ms. Vishnupriya Arora	Student Representative - Member
9	Ms. Nivadita Tiwari	Student Representative - Member
10	Mr. Virender Duhan (Advocate)	Abhiyan Foundation Trust ,NGO Representative Sonapat - Member

  
Prof. Manish Bhalla  
Registrar

Copy for information:-

1. Office of the Vice Chancellor.
2. All Dean's (Academic affairs /Law/Science & Humanities).
3. Controller of Examinations.
4. Director's (Admission/ IR and Administration).
5. HR Department- For Record
6. University Web Portal

## CRIME AGAINST WOMAN: GENDER SENSITISATION POLICY AGAINST SEXUAL HARASSMENT :-

(The Supreme Court of India in 1997 in the case of Vishakha vs The State of Rajasthan in the complaint of sexual harassment held and ordered that each Department/public sector/ private sector etc. must constitute a Gender Sanitation Committee to deal with all the complaints of sexual harassment).

The Gender Sensitisation Committee against sexual harassment which shall be fully responsible to sensitise the campus against any sexual harassment.

## SECURITY OF THE WOMAN EMPLOYEE AGAINST SEXUAL HARASSMENT:-

Each employee who is bound to observe all rules of conduct is expected to show due respect, manner and courtesy to women employee of SRM University, Haryana and should not indulge himself in harassment of a woman employee.

Each employee holding any supervisory or position of an officer must take appropriate steps to advise those working under him not to indulge in any such activity which amounts to sexual harassment.

## WHAT CONSTITUTES SEXUAL HARASSMENT:-

- Creating an intimidation hostile or offensive work environment.
- Unwelcome sexual advances.
- Request for sexual favours.
- Other verbal or physical conduct of sexual nature that takes place.
- In any of the following conditions.
- Submission to such conduct is made either explicitly or implicitly in return of admission or individual employment.
- Unwelcome physical contact and advances.
- Sexually coloured remarks.
- Showing any pornography
- Submission or rejection to such conduct by an individual is used as the basis for employment decision affecting such an & individual.
- Rejecting supervisor's advances in return of benefits in exam or connection with promotion of the individual.



- Hostile environment created by supervisors; and
- Hostile environment created by co-workers or non-workers.
- Inappropriate touching of any part of a female
- Any obscene act of nature whether from mobile, land line & phone, sms, magazine pages, books, written or oral.

**THE POWERS AND FUNCTIONS OF THE COMMITTEE :-**

On receipt of any complaint and even suomoto from any student, in writing, which shall be examined by the committee to ascertain whether there is any prima facie case to proceed further in the complaint"





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DELHI-NCR, SONEPAT

### CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 09th July, 2021 (Monday) at 2.00pm in Mini Conference room of Administrative Block.

#### **Agenda:**

1. Report on cases relating to Sexual harassment with students, teaching & non-teaching staff for the academic year 2019- 20 & 2020-21.
2. To Create awareness about POSH Act.
3. Events and programs for 2020-21
4. Any other point with the permission of chair.

  
Dr. Neelu Chaudhary

Assistant Professor

(Member Secretary, ICC)



### **SRM UNIVERSITY DELHI-NCR, SONEPAT**

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Tel : 0130-2203700-01 | Tollfree : 1800 180 1216 | Website : [www.srmuniversity.ac.in](http://www.srmuniversity.ac.in)





## Internal Complaints Committee Meeting

### MINUTES OF MEETING

Day: Monday

Date: 09.07.2021

Venue: Mini Conference Room

Time: 02:00 P.M.

As per instructions and guidelines of competent authority & University Grant Commission, The Internal Complaints Committee (ICC) shall conduct a meeting and review the cases related to sexual harassment if any.

Following are the Composition & Attendance sheet of ICC members:

Sr. No	Name	Designation	Signature
1	Prof. Komal Audichya	Professor (Law) – Chairman	K. Audichya
2	Mr. Manoj Madhavan Kutty	Admissions & Outreach/ IR and Administration – Member	of
3	Dr. Poornima	Senior Medical Officer - PRIMSR Hospital	Poornima
4	Dr. P. C. Kishore Raja	Professor (ECE) – Member	P. C. Kishore Raja
5	Dr. Surjeet Dalal	Associate Professor (CSE) - Member	S. Dalal
6	Dr. Neelu Chaudhary	Assistant Professor (Mathematics) – Member Secretary	Neelu C.
7	Ms. Sunita	Admission Counselor - Member	Sunita
8	Ms. Vishnupriya Arora	Student Representative – Member	Vishnupriya
9	Ms. Nivedita Tiwari	Student Representative – Member	Nivedita Tiwari
10	Mr. Virender Duhan (Advocate)	Abhiyan Foundation Trust, NGO Representative Sonapat – Member	ABSENT

## SRM UNIVERSITY DELHI-NCR, SONEPAT

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UNIVERSITY  
DELHI-NCR, SONEPAT

Prof. Komal Audichya welcomed the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2019- 20 & 2020-21.

#### **Agenda 1:**

Prof. Komal Audichya informed to members that there were no cases relating to sexual harassment in the university during the last academic year 2019-20 & 2020-21. University did not receive any complaint either offline or online. There is no complaint registered during the COVID period when we were working on ONLINE mode.

#### **Agenda 2:**

Awareness to be created about the Internal Complaints committee by putting posters and notices around the campus by organizing online and offline webinars in camps for the students.

ICC decided to conduct webinars in the month of July on Gender Sensitization.

As per the Acts, the complaint to be recorded in writing within three months of occurrence of the incident, investigation to be conducted and the steps has to be taken. Even a person who is in process of taking admission will be considered as the student of SRM University.

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**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

**Agenda 3:**

University will celebrate International Women day, Orange day and other gender sensitization events.

Since there was no other points to discuss the meeting ended at 3:30 pm. with NIL report of sexual harassment cases.

*Neelu c.*

Dr. Neelu Chaudhary  
Assistant Professor  
(Member Secretary, ICC)

*K. Audichya*

Prof. Komal Audichya  
Professor & HoD - Law  
(Chairman-ICC)



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# SRM University Delhi-NCR, Sonapat

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**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

**Ref No: SRMUH/RO/IMO/1247**

**Date: - 6<sup>th</sup> July 2022**

## Office order

From: The Registrar	To: All the Concerned Members
------------------------	----------------------------------

**Subject:- Reconstitution of Internal Complaints Committee to prevent Sexual Harassment at workplace.**

This is in continuation of earlier order no SRMUH/RO/IMO/1023 dated 10<sup>th</sup> February, 2021.

With reference to the subject above, the Hon'ble Vice Chancellor, SRM University Delhi-NCR, Sonapat has reconstituted Internal Complaints Committee for three years from the date of notification as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 with the following members:-

Sr. No	Name	Designation
1	Prof. Komal Audichya	Professor (Law) - Chairman
2	Mr. Manoj Madhavan Kutty	Admissions & Outreach/ IR and Administration - Member
3	Dr. Poornima	Senior Medical Officer - PRIMSR Hospital
4	Dr. P. C. Kishore Raja	Professor (ECE) - Member
5	Dr. M. Mohan	Associate Professor (CSE) - Member
6	Dr. Neelu Chaudhary	Assistant Professor (Mathematics) - Member Secretary
7	Ms. Preeti Dabas	Assistant Professor (Economics) - Member
8	Ms. Vishnupriya Arora	Student Representative - Member
9	Ms. Nivedita Tiwari	Student Representative - Member
10	Mr. Virender Duhan (Advocate)	Abhiyan Foundation Trust, NGO Representative Sonapat - Member

  
**Prof. V. Samuel Raj**  
Registrar

Copy for information:-

1. Office of the Hon'ble Vice Chancellor
2. Office of the Dean (Academic Affairs)
3. All Deans (Engineering & Technology / Basic Science, Humanities and Social Sciences)
4. Controller of Examinations
5. Director (Admissions & Outreach/ IR and Administration)
6. All Associate Deans (Engg. & Tech. / Students Welfare)
7. All the Concerned Members
8. University Web Portal



**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

## CIRCULAR

All the members of Internal Complaints Committee (ICC) are requested to attend a meeting on 19th August, 2022 (Friday) at 3.00pm in Mini Conference room of Administrative Block.

### **Agenda:**

1. Report on cases relating to Sexual harassment with students, teaching & non-teaching staff for the academic year 2021-22.
2. Steps to be taken to ensure safety in campus
3. Events and programs for 2020-21
4. Any other point with the permission of chair.

*Neelu*  
Dr. Neelu Chaudhary

Assistant Professor

(Member Secretary ICC)



## **SRM UNIVERSITY DELHI-NCR, SONEPAT**

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## Internal Complaints Committee Meeting

### MINUTES OF MEETING

**Day: Friday**

**Date: 19.08.2022**

**Venue: Mini Conference Room**

**Time: 03:00 P.M.**

As per instructions and guidelines of competent authority, Internal Complaints Committee (ICC) shall conduct a meeting and review the cases related to sexual harassment if any.

Following are the Composition & Attendance sheet of ICC members:

Sr. No	Name	Designation	Signature
1	Prof. Komal Audichya	Professor (Law) – Chairman	K. Audichya
2	Mr. Manoj Madhavan Kutty	Admissions & Outreach/ IR and Administration – Member	OL
3	Dr. Poornima	Senior Medical Officer - PRIMSR Hospital	Poornima
4	Dr. P. C. Kishore Raja	Professor (ECE) – Member	P. C. Kishore Raja
5	Dr. M. Mohan	Associate Professor (CSE) - Member	M. Mohan
6	Dr. Neelu Chaudhary	Assistant Professor (Mathematics) – Member Secretary	Neelu C.
7	Ms. Preeti Dabas	Assistant Professor (Economics) - Member	Preeti
8	Ms. Vishnupriya Arora	Student Representative – Member	Vishnupriya
9	Ms. Nivedita Tiwari	Student Representative – Member	Nivedita Tiwari
10	Mr. Virender Duhan (Advocate)	Abhiyan Foundation Trust, NGO Representative Sonapat – Member	ABSENT



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**SRM**  
UNIVERSITY  
DELHI-NCR, SONEPAT

Prof. Komal Audichya welcomed the members and thanked them for their cooperation and valuable suggestions for the successful functioning of the ICC during the last academic year 2021-22

**Agenda 1:**

Prof. Komal Audichya informed to members that there were no incidence relating to sexual harassment in the university campus during the last academic year 2021-22.

**Agenda 2:**

Awareness to be created about the Internal Complaints committee by putting posters and notices around the campus by organizing online and offline webinars in camps for the students.

**Agenda 3:**


University will celebrate International Women day, Orange day and other gender sensitization events in the academic year.

Since there was no other points to discuss the meeting ended at 4:30 pm. with NIL report of sexual harassment cases.

  
Dr. Neelu Chaudhary

Assistant Professor

(Member Secretary, ICC)

  
Prof. Komal Audichya

Professor & HoD - Law

(Chairman ICC)

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**Internal Committee**  
**(To prevent sexual harassment at workplace)**  
**SRM University Delhi-NCR**

**MINUTES OF MEETING**

The meeting was held in mini conference hall on 28/01/2023, Saturday at 10:30 am.

**Members Present:**

1. Dr. Komal Audichya
2. Dr. Poornima
3. Dr. M Mohan
4. Dr. Neelu Chaudhary
5. Mr. Virendra Duhan (Advocate).
6. Ms. Nivedita Tiwari
7. Ms. Vishnupriya Arora

**Special invitee:**

Prof. Dr. Shivani Batra

**Members absent:**

1. Mr. Manoj Madhavan Kutty
2. Ms. Preeti Dabas

**Agenda:**

1. For the words “Internal Complaints Committee”, “Internal Committee” to be substituted
2. Create awareness about POSH Act.
3. Steps to be taken to ensure safety in the campus.
4. Complaint of Sexual harassment in campus.
5. Nomination of Gender Champion.

### **Discussed points:**

Above mentioned points were discussed with each members present in the meeting.

### **Agenda 1**

- As per the Repealing and Amending Act, 2016 (Published in the Gazette of India on May 9, 2016), under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, for the words “**Internal Complaints Committee**” wherever they occur, the words “**Internal Committee**” shall be substituted
- Awareness programs are going to be organized in the University by Internal Complaints Committee.
- ICC has recommended to conduct seminar in the month of July 2023 on POSH Act.

### **Agenda 2**

Major steps will be taken to ensure safety and spread awareness in the campus through:

1. Discipline committee.
2. Anti-Ragging committee.
3. Sports activities
4. Other activities like NSS, NCC, Red Cross Society and Yoga.

### **Agenda 3**

- No incident of sexual harassment was found in the Campus.

### **Agenda 4**

- It is decided that there will be two gender champions appointed from each department. They will take care of the safety female students in the respective departments and they will report to ICC from time to time.

### **Action taken report:**

- Nomination of gender is in process.
- No incident of sexual harassment had taken place.
- Discipline was maintained in the campus through strict surveillance.

The meeting concluded at 12:10 pm by vote of thanks by member Secretary to the Chair and other members.



Dr. Neelu Chaudhary  
Member Secretary  
SRM University Delhi-NCR

# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 26]

नई दिल्ली, सोमवार, मई 9, 2016/वैशाख 19, 1938 (शक)

No. 26]

NEW DELHI, MONDAY, MAY 9, 2016/VAISAKHA 19, 1938 (SAKA)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।  
Separate paging is given to this Part in order that it may be filed as a separate compilation.

## MINISTRY OF LAW AND JUSTICE

(Legislative Department)

*New Delhi, the 9th May, 2016/Vaisakha 19, 1938 (Saka)*

The following Act of Parliament received the assent of the President on the 6th May, 2016, and is hereby published for general information:—

### THE REPEALING AND AMENDING ACT, 2016

No. 23 OF 2016

[6th May, 2016.]

An Act to repeal certain enactments and to amend certain other enactments.

BE it enacted by Parliament in the Sixty-seventh Year of the Republic of India as follows:—

1. This Act may be called the Repealing and Amending Act, 2016. Short title.
2. The enactments specified in the First Schedule are hereby repealed to the extent mentioned in the fourth column thereof. Repeal of certain enactments.
3. The enactments specified in the Second Schedule are hereby amended to the extent and in the manner mentioned in the fourth column thereof. Amendment of certain enactments.
4. The repeal by this Act of any enactment shall not affect any other enactment in which the repealed enactment has been applied, incorporated or referred to; Savings.



and this Act shall not affect the validity, invalidity, effect or consequences of anything already done or suffered, or any right, title, obligation or liability already acquired, accrued or incurred, or any remedy or proceeding in respect thereof, or any release or discharge of or from any debt, penalty, obligation, liability, claim or demand, or any indemnity already granted, or the proof of any past act or thing;

nor shall this Act affect any principle or rule of law, or established jurisdiction, form or course of pleading, practice or procedure, or existing usage, custom, privilege, restriction, exemption, office or appointment, notwithstanding that the same respectively may have been in any manner affirmed or recognised or derived by, in or from any enactment hereby repealed;

nor shall the repeal by this Act of any enactment revive or restore any jurisdiction, office, custom, liability, right, title, privilege, restriction, exemption, usage, practice, procedure or other matter or thing not now existing or in force.

### THE FIRST SCHEDULE

(See section 2)

#### REPEALS

Year	No.	Short title	Extent of repeal
1	2	3	4
1863	16	The Excise (Spirits) Act, 1863	So much as is not repealed.
1874	4	The Foreign Recruiting Act, 1874	So much as is not repealed.
1875	18	The Indian Law Reports Act, 1875	So much as is not repealed.
1879	6	The Elephants Preservation Act, 1879	So much as is not repealed.
1890	13	The Excise (Malt Liquors) Act, 1890	The whole.
1898	3	The Lepers Act, 1898	The whole.
1902	4	The Indian Tramways Act, 1902	The whole.
1912	8	The Wild Birds and Animals Protection Act, 1912	So much as is not repealed.
1913	6	The Mussalman Wakf Validating Act, 1913	The whole.
1916	7	The Indian Medical Degrees Act, 1916	The whole.
1919	1	The Local Authorities Pensions and Gratuities Act, 1919	The whole.
1930	32	The Mussalman Wakf Validating Act, 1930	The whole.
1933	2	The Children (Pledging of Labour) Act, 1933	The whole.
1936	18	The Red Cross Society (Allocation of Property) Act, 1936	The whole.
1936	22	The Indian Companies (Amendment) Act, 1936	The whole.
1938	24	The Employers' Liability Act, 1938	The whole.
1940	12	The Income-tax Law Amendment Act, 1940	So much as is not repealed.

## THE SECOND SCHEDULE

(See section 3)

## AMENDMENTS

Year	No.	Short title	Amendments
2013	14	The Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013	<p>In sections 6, 7 and 24,—</p> <p>(i) for the words "Local Complaints Committee", wherever they occur, the words "Local Committee" shall be substituted;</p> <p>(ii) for the words "Internal Complaints Committee", wherever they occur, the words "Internal Committee" shall be substituted.</p>
2014	8	The Governors (Emoluments, Allowances and Privileges) Amendment Act, 2014	<p>In section 2,—</p> <p>(i) the words and figure "section 2 of" shall be omitted;</p> <p>(ii) after the brackets and words "(hereinafter referred to as the principal Act)", insert the words and figure "in section 2".</p>

DR. G. NARAYANA RAJU,  
Secretary to the Govt. of India.