

**KURUKSHETRA UNIVERSITY
KURUKSHETRA**



Policy Against Sexual Harassment of Women, 2015

**The Internal Complaints Committee Against Sexual
Harassment of Women at Workplace
(Prevention, Prohibition and Redressal):
Rules and Procedures**

(ICCASH)

2015

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 14.10.2015 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
- (iii) 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.

(Details of KUK policy against sexual harassment are available at kuk.ac.in)

Whom to report / contact

- Chairpersons/Directors/Principals/Wardens/Office-In charge

- Chairperson or any member of ICCASH

For any further information/help, contact the following-

Chairperson, ICCASH

AQAR-2020-21

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**Relevant Pages
from
K.U. Calendar Volume-I,**

as may be referred to it from time to time by the Executive Council or the Vice-Chancellor for opinion and advice.

- (c) To make recommendations to the Executive Council on the appointment of Director, Distance Education, Principals of University maintained Colleges (viz. University College, College of Education and any other College to be set up and maintained in future), the posts being administrative.

Ordinance X—Residence, Health and Discipline.

1. (1) Every student on joining one of the University Departments/Colleges on the campus of the University will as far as possible, be accommodated in one of the University Hostels. Only bonafide students admitted to a programme of studies of the University and admitted to a Hostel will be permitted to reside therein. Unless otherwise exempted on medical or other grounds, every resident student shall be required to join the Hostel Mess.

Residents shall not accommodate any person in their rooms without the written permission of the Warden of the Hostel. Any violation of this rule may result in the expulsion of the concerned resident from the hostel by the Chief Warden as also liable to any other punishment provided for in the Rules of the University and approved by the Vice-Chancellor on the recommendation of the Proctorial Committee.

All the students, especially the Resident Students and Hostel Staff, shall compulsorily have the following vaccination/inoculation :-

- (i) Typhoid/Paratyphoid every year;
- (ii) Small-pox every 3 to 5 years;
- (iii) Cholera during epidemics.

(2) (a) Every student, exempted from residence in the Hall, shall live either with a parent or some person accepted by the Principal of his College or the Chairperson of the Department concerned, as the case may be, to be his Guardian.

- (b) The lodgings of such non-resident students shall be subject to the approval of the Principal of his College or the Chairperson of the Department concerned.

2. (1) Subject to the control of the Academic Council/Executive Council there shall be a Board of Residence, Health and **Discipline**

constituted as follows :

1. **Proctor (*Chairman and Convener*);**
2. Dean of Students' Welfare;
3. Chief Warden;
4. Deputy Proctor to be appointed by the Vice-Chancellor from amongst the Teachers of University.
5. Principals of Colleges on the Campus;
6. One Medical Officer to be nominated by the Vice-Chancellor;
7. Two persons, including a woman, appointed by the Academic Council not necessarily from among their own members;
8. Two teachers of the University other than the Chairpersons of the Departments to be nominated by the Vice-Chancellor;
9. President, Kurukshetra University Students' Union.

Provided that the Chairman of the Board may associate any Chairperson/Chairpersons of the University Teaching Department(s) with the proceedings of the Board.

Provided further that in the absence of the Proctor, the Dean of Students' Welfare, and in his absence, the Chief Warden will act as Chairman and Convener of the Board.

Subject to Clause 4, this Board shall operate so far as Departments and Institutions on the Campus are concerned.

(2) The members of the Board, other than ex-officio members, shall hold office for a period of two years. Three members will form the quorum.

(3) The Board shall inspect, once in every Academic year, each College and such buildings as may be occupied or used by students and shall submit a report to the Academic Council/Executive Council with such recommendations as it may think fit, regarding compliance with conditions of residence as laid down by the Ordinances.

(4) As soon as possible in the first Academic term of each Session, the Chief Warden/Principals of Colleges in-charge of the Halls of Residences shall submit to the Board the following information :-

- (a) The number of Halls under their control and the names of Wardens.
- (b) The number of resident students in each Hall.
- (c) The number of non-resident students living with their parents.
- (d) The number of non-resident students living with their guardians.

(5) (a) The Board shall be an advisory body for making, modifying or suggesting policy matters placed before it by the Vice-Chancellor.

(b) The recommendations of the Board shall be implemented after due examination, modification or amendment, if necessary, and approval of the Vice-Chancellor.

(c) For dealing with day-to-day disciplinary matters concerning students a 'Proctorial Committee' as under shall be formed : —

- (i) Proctor (*Convener*)
- (ii) Dean, Students' Welfare
- (iii) Chief Warden
- (iv) Two senior lady teachers as nominated by the Vice-Chancellor (to sit on the Committee only when a girl student is involved in a disciplinary case).
- (v) The Principals of the colleges on the Campus (to sit on the Committee only when the case of a student of his/her college is referred by him/her to the Vice-Chancellor and is placed before the Proctorial Committee of the University Campus).

(d) If the Head of the Institution mentioned in sub-clause 4(a) thinks that the student should be expelled from the University, he will refer the case to the Vice-Chancellor who will have the matter enquired by the Proctorial Committee and pass such orders as he deems fit on a report submitted by the said Committee.

(e) The decision of the Proctorial Committee shall be binding on all concerned in the absence of the Vice-Chancellor. The Vice-Chancellor may, however, review or modify the recommendations of the Committee and his decision shall be final.

(6) The Colleges shall provide, if necessary, in co-operation with the University, facilities for the physical exercise of their students. The Board shall satisfy itself that suitable facilities in such respect exist and

submit a report to the Academic Council/Executive Council, once every year, with such recommendations as it thinks fit.

3. (a) Subject to the general control of the Academic Council/Executive Council, the Vice-Chancellor shall have, vested in him, all powers relating to discipline and disciplinary action. He may delegate such of his powers as he deems proper to the Proctor, Dean of Students' Welfare, the Chief Warden, the Chairpersons of the University Departments/Principals of the Colleges and to such other persons as he may specify in this behalf. The powers shall include expulsion, rustication, ban on entry into the University Campus, ban/cancellation of admission to course of study/University Examinations, imposition of fine up to Rs.500/-, issuance of warnings etc., as deemed proper by the concerned authority.

(b) The Board shall deal with any matter concerning Health or Residence which is referred to it by the Vice-Chancellor.

4. (a) Without prejudice to the powers of the Vice-Chancellor, Principals of the colleges affiliated to the University and the Principals of the two Colleges in the University Campus shall have authority to exercise all such disciplinary powers over the students in their respective colleges as may be necessary for the maintenance of proper discipline. Besides other penalties indicated in Clause 3(a) above, such a Principal can expel a student from his college for any period considered appropriate after observing rules of natural justice. The Principal shall appoint a Proctorial Committee to enquire into cases of indiscipline, misbehaviour or any other matters committed by students which are prejudicial to the proper management of the College. The College Proctorial Committee shall make suitable recommendations for consideration and decision by the Principal.

(b) The Principals of all colleges mentioned in Clause 4(a) above may make such supplementary rules of discipline and proper conduct, not inconsistent with the rules contained in this Ordinance, as they think necessary.

5 (a) At the time of admission, every candidate shall be required to give an undertaking of good behaviour and not to indulge in any kind of ragging, duly endorsed by his parents/guardian as specified by the University authorities. This will imply his/her conforming to the rules and regulations of the College and of the University (including the Hostel regulations if he/she is residing in a Hostel), as prevailing/modified from time to time.

Ragging shall include any act of omission or commission by any person indulging directly or indirectly in any kind of teasing, indecent behaviour including hooliganism, causing annoyance or inconvenience to the students or the outsiders on the campus and/or to the residents on the campus, as the case may be.

(b) Acts of indiscipline/misbehaviour shall include all such actions on the part of a student or a group of students, which in the opinion of the Vice-Chancellor/other authorities of the College/University are violative of any Statute, Ordinance and Rules and Regulations of the College/University, orders passed by the authorities of the College/University and are unbecoming of a student or may cause or have already resulted in disturbing the academic atmosphere, peace and tranquillity in the College/University Campus as well as outside.

Students' Grievance Redressal Committee

6.1 There shall be a Students' Grievance Redressal Committee to deal with grievances of the students admitted at various University Departments, Institutes, Schools and maintained Colleges on the Campus:

- (i) Dean Academic Affairs (Chairman)
- (ii) Dean, Students' Welfare (Convener)
- (iii) Proctor
- (iv) Chief Wardens (Men & Women)
- (v) Principal, University College (in case the grievance relates to University College).
- (vi) Principal, University College of Education (in case the grievance relates to University College of Education).
- (vii) A student representative from each of the Faculties on the Campus.

6.2 The members of the Committee at (vii) above shall be nominated by the concerned Dean of the Faculty on the Campus in the month of August in every academic year.

6.3 Meeting of the Committee shall be convened at least once in each semester, preferably in the month of September and February of the academic year.

6.4 Six members will constitute the quorum out of which three should be student members

6.5 The Committee shall be an Advisory body to redress the grievances of the students.

6.6 The recommendations of the Committee shall be considered by the Vice-Chancellor/Competent Authority, as deemed fit.

Ordinance XI—Colleges and Halls Maintained by the University.

1. The University may maintain such and so many Halls as it may determine from time to time for the residence of students.

2. The internal administration and discipline of the Halls of Residence or Hostels shall vest in the Chief Warden.

3. The Chief Warden administering a Hall or Halls of Residence shall have the following powers :—

- (a) to admit students to residence;
- (b) to guide or supervise their academic progress;
- (c) to organise extra-curricular activities for them; and
- (d) to deal with all such matters as may be necessary in the exercise of the above mentioned functions.

4. The Chief Warden shall be assisted by one or more Warden and Resident Tutors who shall be appointed by the Vice-Chancellor, on the recommendation of the Chief Warden and he shall also have such administrative staff under him as the University may provide.

Ordinance XII—Honorary Professors.

1. Distinguished persons, having special competence in one or the other of the fields of study, covered by the University, may, with the approval of the Executive Council be invited by the Vice-Chancellor to function as Honorary Professors in the University.

2. Persons invited to join the University as Honorary Professors may be paid travelling expenses, accorded hospitality, etc., in the manner to be decided by the Vice-Chancellor.

Ordinance XIII—The University Library.

1. Subject to the control of the Academic Council the general management of the University Library shall be the responsibility of the Library Committee which shall be constituted as follows :-

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Annexure-I

ACR-2

KURUKSHETRA UNIVERSITY
(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)



CALENDAR
2009
VOLUME - I

THE ORDINANCES
(OTHER THAN EXAMINATION ORDINANCES)
(As amended upto 27-3-2009)

KURUKSHETRA
HARYANA (INDIA)

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5. Principals of Colleges on the Campus;
6. One Medical Officer to be nominated by the Vice-Chancellor;
7. Two persons, including a woman, appointed by the Academic Council not necessarily from among their own members;
8. Two teachers of the University other than the Chairpersons of the Departments to be nominated by the Vice-Chancellor;
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Provided that the Chairman of the Board may associate any Chairperson/Chairpersons of the University Teaching Department(s) with the proceedings of the Board.

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(3) The Board shall inspect, once in every Academic year, each College and such buildings as may be occupied or used by students and shall submit a report to the Academic Council/Executive Council with such recommendations as it may think fit, regarding compliance with conditions of residence as laid down by the Ordinances.

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- (d) The number of non-resident students living with their guardians.
- (5) (a) The Board shall be an advisory body for making, modifying or suggesting policy matters placed before it by the Vice-Chancellor.
- (b) The recommendations of the Board shall be implemented after due examination, modification or amendment, if necessary, and approval of the Vice-Chancellor.
- (c) For dealing with day-to-day disciplinary matters concerning students a 'Proctorial Committee' as under shall be formed : —
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- (d) If the Head of the Institution mentioned in sub-clause 4(a) thinks that the student should be expelled from the University, he will refer the case to the Vice-Chancellor who will have the matter enquired by the Proctorial Committee and pass such orders as he deems fit on a report submitted by the said Committee.
- (e) The decision of the Proctorial Committee shall be binding on all concerned in the absence of the Vice-Chancellor. The Vice-Chancellor may, however, review or modify the recommendations of the Committee and his decision shall be final.
- (6) The Colleges shall provide, if necessary, in co-operation with the University, facilities for the physical exercise of their students. The Board shall satisfy itself that suitable facilities in such respect exist and

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- (i) Dean Academic Affairs(Chairman)
- (ii) Dean,Students'Welfare(Convener)
- (iii) Proctor
- (iv) Chief Wardens(Men & Women)
- (v) Principal, Institute of Integrated and Honors Studies (in case the grievance relates to University College).
- (vi) Principal, Institute of Teacher Training & Research (in case the grievance relates to University College of Education).
- (vii) A student representative from each of the Faculties on the Campus.

6.2 The members of the Committee at (vii) above shall be nominated by the concerned Dean of the Faculty on the Campus in the month of August in every academic year.

6.3 Meeting of the Committee shall be convened at least once in each semester, preferably in the month of September and February of the academic year.

6.4 Six members will constitute the quorum out of which three should be student members

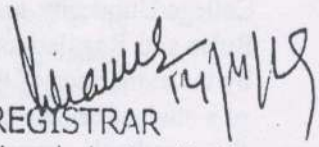
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6.5 The Committee shall be an Advisory body to redress the grievances of the students.

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