

## **RAM LAL ANAND COLLEGE, UNIVERSITY OF DELHI**

### **Policy on Sexual Harassment of Women at Workplace**

(Prevention, Prohibition and Redressal)

#### **1. Policy Statement**

Ram Lal Anand College is committed to providing a safe, respectful, and dignified environment for women students, women employees, and all women associated with the College. The College recognises that women have the right to study, work, and participate in academic and institutional life without fear, discomfort, or unfair treatment. This Policy is intended to protect the dignity, well-being, and confidence of women and to provide a clear and supportive system for addressing concerns in a fair, sensitive, and lawful manner.

This Policy is framed in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, the applicable Ordinances and directions of the University of Delhi, and relevant judicial pronouncements.

The College acknowledges that inappropriate or unwelcome behaviour often arises due to unequal power relationships and may be expressed through words, actions, gestures, messages, or conduct. Such behaviour can negatively affect a woman's sense of safety, health, academic progress, work performance, and participation in College life. This Policy aims to ensure that women are able to pursue their academic and professional goals freely and confidently.

#### **2. Commitment of the College**

The College commits to the following practical and feasible measures:

- To maintain a respectful and gender-sensitive campus environment through clear behavioural expectations and institutional conduct rules.
- To provide well-defined procedures for prevention, reporting, inquiry, and redressal of complaints.
- To conduct regular awareness programmes, orientations, and sensitisation sessions for students, faculty, and staff regarding this Policy and available complaint mechanisms.
- To constitute and support an Internal Complaints Committee (ICC) as mandated under law, ensuring that it functions independently, fairly, and sensitively.
- To provide reasonable support to complainants and witnesses, including academic or work-related adjustments recommended by the ICC, and to ensure protection against retaliation.
- To ensure that inquiries are conducted in a timely, impartial, and confidential manner and that recommendations are implemented by the competent authority.

### 3. Applicability

This Policy applies to:

- Women students of the College, including undergraduate, postgraduate, and research scholars;
- Women employees, including teaching, non-teaching, contractual, and temporary staff;
- Any woman associated with the College through academic, administrative, training, internship, consultancy, or other College-related engagements.

The Policy applies to conduct occurring both on campus and off campus. For the purpose of this Policy, *off campus* means any location outside the physical premises of the College where a College-related activity takes place. This includes, but is not limited to, fieldwork locations, internship or training sites, study tours, conferences, workshops, cultural or sports events, official travel, and any other place where a woman is present in connection with College activities or responsibilities.

### 4. Scope

This Policy applies to complaints relating to inappropriate or unwelcome conduct affecting women in the following situations:

- Within College premises, including classrooms, laboratories, hostels, offices, libraries, common areas, sports facilities, and any digital or online platforms officially administered by the College.
- At off-campus locations where College-related academic, research, cultural, training, or administrative activities are being undertaken.
- In situations where the behaviour of any person connected with the College results in an uncomfortable, unsafe, or discouraging environment for a woman associated with the College.
- Conduct occurring outside the campus by a member of the College community or by an external person, if such conduct has a direct and identifiable impact on the safety, participation, academic progress, or work-related rights of a woman connected with the College.

For clarity, this includes situations where the effects of the conduct are felt within the College environment, even if the incident itself occurred outside the physical campus.

### 5. Definitions

**Sexual Harassment:** Sexual harassment shall have the meaning assigned to it under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**Complainant:** A woman who alleges that she has been subjected to sexual harassment or on whose behalf a complaint is filed.

**Respondent:** A person against whom a complaint of sexual harassment is made.

**Internal Complaints Committee (ICC):** The statutory committee constituted by the College to receive, inquire into, and redress complaints of sexual harassment.

**Third Party:** Any person who is not a student or employee of the College but interacts with the College or its members in connection with College-related activities. This

includes visitors, contractors, service providers, vendors, external trainers, internship supervisors, event organisers, or any other individual present on campus or involved in College activities.

## **6. Prohibition**

All forms of sexual harassment are strictly prohibited. Any complaint received shall be addressed promptly, sensitively, and confidentially and may result in disciplinary, administrative, or legal action in accordance with applicable laws and University regulations.

## **7. Internal Complaints Committee (ICC)**

### **7.1 Constitution**

The Principal shall constitute the Internal Complaints Committee in accordance with the POSH Act, 2013 and the UGC Regulations, 2015. The ICC shall include:

- A senior woman faculty member as the Presiding Officer;
- Faculty and staff members with experience in social work, legal knowledge, or gender sensitisation;
- One external member from an NGO or association committed to women's issues or familiar with matters of gender justice;
- Student representatives, as permitted under UGC Regulations.

### **7.2 Composition and Tenure**

- At least 50% of the members of the ICC shall be women, as mandated under the POSH Act.
- Student representatives shall not participate in inquiries involving complaints against faculty members or non-teaching staff, in accordance with UGC Regulations.
- Members of the ICC shall hold office for a term of three years from the date of notification of the Committee.
- In the case of student members, the tenure shall be limited to the remaining period of their enrolment as students of the College. Upon completion of such tenure or cessation of student status, a new student representative shall be inducted based on the subsequent election or nomination process for ICC student members, as applicable.
- All ICC members shall undergo mandatory orientation and gender sensitisation training to ensure informed, lawful, and sensitive handling of complaints.

### **7.3 Powers**

The ICC shall have the powers of a civil court for the purposes of summoning persons, examining witnesses, and requiring the production of documents, as provided under the POSH Act.

The ICC shall also be empowered to seek and call for relevant evidence necessary for a proper and effective inquiry. This may include emails, messages, WhatsApp chats, call records, phone conversations, electronic records, documents, or any other material relevant to the complaint from the concerned parties or witnesses. Where required for the purposes of inquiry, access to electronic devices such as laptops, mobile phones, or other digital devices shall be provided strictly to the extent necessary for examination of relevant material, in accordance with law and principles of confidentiality.

## **8. Complaint Procedure**

- Complaints shall be made in writing in the prescribed format (Annexure-A) and submitted within three months from the date of the incident. The ICC may extend this period up to six months for reasons recorded in writing.
- Assistance shall be provided to complainants in drafting the complaint, where required.
- Complaints may be submitted physically, by email, or through online channels notified by the College.
- Where academic schedules, examinations, institutional holidays, emergencies, festivals, or major College events affect normal functioning, the ICC may allow reasonable flexibility in procedural timelines while ensuring fairness to all parties.
- The ICC shall ordinarily issue notice to the respondent within seven working days of receipt of the complaint, and the respondent shall submit a response within ten working days.
- The ICC shall endeavour to complete the inquiry within ninety days and submit its report to the Principal within ten days thereafter.
- Interim relief measures such as academic leave, change of section, workplace adjustments, contact restrictions, or other measures recommended by the ICC may be provided during the pendency of the inquiry.

Complaints shall ordinarily be filed in writing. However, where a complainant does not have sufficient written or documentary material, oral or incidental submissions made before the ICC may be recorded and considered for further action, in accordance with applicable law and principles of natural justice.

## **9. Inquiry and Redressal**

- The ICC shall provide a fair opportunity of hearing to all parties and witnesses and shall maintain strict confidentiality throughout the process.
- Legal representation shall not be permitted during the inquiry proceedings.
- Conciliation, without monetary settlement, may be considered at the request of the complainant before the commencement of the inquiry.
- All proceedings, statements, and findings shall be properly documented.
- Upon completion of the inquiry, the ICC shall submit its recommendations to the Principal for appropriate action.

## **10. Parental or Guardian Involvement**

- In serious complaints, including those involving offences under applicable law, the Principal may inform or involve parents or guardians of the concerned student(s), while respecting confidentiality and the wishes of the complainant.
- In cases involving minors, parental or guardian involvement shall be mandatory as per law.
- For adult students, such involvement shall be undertaken only where it is necessary for safety or welfare or where legally required, and preferably with the consent of the complainant.
- The ICC and College counsellors shall be consulted before involving parents or guardians.

## **11. Appeals**

Any person aggrieved by the recommendations of the ICC may prefer an appeal within ninety days to the appropriate appellate authority as prescribed under University or statutory regulations.

## **12. Awareness and Capacity Building**

The College shall undertake regular orientation programmes, awareness campaigns, and sensitisation workshops for students, faculty, and staff. Information regarding the ICC and complaint procedures shall be widely disseminated.

## **13. Confidentiality and Safeguarding**

- The identity of the complainant, respondent, witnesses, and details of proceedings shall be kept strictly confidential.
- Any breach of confidentiality shall invite disciplinary action.
- The College shall ensure protection against retaliation or victimisation of complainants and witnesses.

No member of the ICC, complainant, respondent, witness, or any other person associated with the inquiry shall disclose, publish, communicate, or circulate any information relating to the complaint, proceedings, evidence, statements, or findings of the ICC to any unauthorised person, platform, or forum. Any dissemination of information in violation of this Policy may attract disciplinary action under applicable service rules, student disciplinary regulations, or other relevant laws, in addition to any legal consequences prescribed under the POSH Act.

## **14. Disciplinary Action**

Disciplinary action may include warnings, reprimand, suspension, expulsion, termination of service, withholding of results or privileges, or initiation of legal proceedings, depending on the gravity of the misconduct and the status of the respondent.

## **15. Annual Reporting and Compliance**

The Internal Complaints Committee shall prepare an annual report summarising the number of complaints received, disposed of, and pending, along with preventive measures undertaken. The report shall be submitted to the Principal, who shall be the competent authority for statutory and administrative compliance.

## **16. False or Malicious Complaints**

If a complaint is found to be false or malicious after due inquiry, appropriate action may be taken in accordance with law. Mere inability to substantiate a complaint shall not attract action against the complainant.

## **Annexure-A**

### **Format for Complaint of Sexual Harassment**

1. Name of the Complainant:
2. Age:
3. Gender:
4. Status at the College (Student / Faculty / Staff / Other):
5. Enrollment Number / Employee ID (if applicable):
6. Department / Section:
7. Contact Details:
  - Postal Address:
  - Mobile Number:
  - Email ID:
8. Name of the Respondent:
9. Status and Designation of the Respondent:
10. Department / Organisation of the Respondent:
11. Relationship with the Complainant (faculty / peer / supervisor / stranger / other):
12. Date(s) and Time(s) of the Incident(s):
13. Place(s) where the Incident(s) occurred:
14. Detailed description of the incident(s): (Please provide a factual and chronological account. Additional sheets may be attached if required.)
15. Whether the complaint is filed within three months of the incident:
  - If not, please provide reasons for the delay:
16. List of Witnesses (if any):
  - Name:
  - Designation / Relationship:
  - Contact Details:
17. Details of any prior complaint or representation made in relation to this matter (if any):
18. Whether a complaint has been lodged with any other authority (Police / Court / Any other body):
  - If yes, provide details and attach copies, if available:

19. Nature of the complaint (tick as applicable):

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other unwelcome conduct (please specify):

20. Mode of filing the complaint (hand-delivered / email / online):

21. Whether the complaint is handwritten or typed:

22. Any other information the complainant wishes to share:

**Declaration**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature of the Complainant:

Date: