

ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय,
लखनऊ

**KHWAJA MOINUDDIN CHISHTI
LANGUAGE UNIVERSITY,
LUCKNOW**

U.P. STATE GOVERNMENT UNIVERSITY



Internal Complaint Committee Policy

PREAMBLE

Gender equality, including protection from sexual harassment and right to work with dignity is a universally recognized human right. In compliance with the instructions of National Commission for Women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgment dated 13th August, 1997 in the case of Visakha and others v/s State of Rajasthan and Others on the subject of sexual harassment of women in the workplace.

Khwaja Moinuddin Chishti Language University has duly constituted an Internal Complaint Cell for considering complaints of sexual harassment of women working in the University. This cell is dedicated towards creating a congenial environment in the campus where every woman feels safe and confident to work with dignity. The members of the cell also conduct regular meetings and organize activities to create awareness towards prevention of harassment and violence against women. The University is committed to create and maintain a community in which students,, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation.

OBJECTIVES OF THE POLICY

The University has set up an Internal Complaints Committee (ICC) under the Sexual Harassment Act. The goal of the Sexual Harassment Policy is to end the problem faced by the student and employee through an internal system of relief that is easy to access, and thereby provides an effective remedy to the aggrieved complainant as quickly as possible so that she can continue to study and develop without further impediments. This is very important to recognize for two reasons: First, in relation to how cases are


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resolved, in that redressal does not necessarily have to be punitive and instead may be educational, (depending it is openly discussed at forums which are attended by both teachers and students; second, female students are encouraged to speak up freely in Class or elsewhere. In this background the University's Sexual harassment policy has the following objectives:

1. To fulfill the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
2. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the University.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To uphold the commitment of the University to provide an environment free of Gender based discrimination.
5. To create a safe physical and social environment that prevents sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

The following constitute sexual harassment:

1. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, Made a term or condition of teaching/guidance, employment, participation or evaluation of a person's engagement in any University activity.
2. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of


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pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/ or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.

3. When a person/s uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against that person's will, such conduct will amount to sexual assault.
4. When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/ discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.

JURISDICTION

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the University against any other member of the University irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the University or by a member of the University against an outsider if the sexual harassment is alleged to have taken place within the campus.
3. By a member of the University against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the University authorities initiate action by making a complaint with the appropriate authority. Further the Committee will actively assist and provide available resources to the complainant in pursuing the complaint.



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In the above the following definitions will apply:

- **Members of the University** includes students, teachers and non-teaching staff of the University.
- **Students** includes regular students as well as current ex-students of **Khwaja Moinuddin Chishti Language University**.
- **Teachers** includes any person on the staff of the University who has been appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include employees employed on a casual or project basis.
- **Non-Teaching Staff** includes any person on the staff of the University who is not included in the category of teacher. It shall also include contract workers and daily wagers.
- **Resident** includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the *Khwaja Moinuddin Chishti Language University*.
- **Outsider** includes any person who is not a member of the University or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of University.
- **Campus** includes all places of work and residence in the Khwaja Moinuddin Chishti Language University. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters, public places (including parks, streets and lanes) and canteens, etc. on the University campus.

CONSTITUTION OF ICC


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- The Chairperson shall be a woman faculty member employed at the middle or senior level at the University.
- Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- Not less than three students, who shall be enrolled at the Undergraduate, Postgraduate, and research levels respectively.

ETHICS FOR RESEARCH SUPERVISION

The perspective that should guide ethics for research supervision is to maintain clear norms in the relationship such that neither is the student violated nor does her research suffer. Time spent with supervisors is professionally oriented and not be personal. Unnecessary requests to spend time with the supervisors should be avoided. All meetings should be during office hours in office space. Doors should either have glass, and this should also include laboratory doors which usually must be kept opened or else doors should be kept open during meeting times. Any complaint made by a student about a supervisor must be forwarded to the Sexual Harassment Committee and officially acknowledged. Following this the supervisor must be suspended and another faculty member assigned in consultation with the student.

POWER AND DUTIES OF ICC

Preventive

1. To create and ensure a safe environment that is free of sexual harassment.
2. To create an atmosphere promoting equality and gender justice.
3. To publicize the policy in Hindi and English widely, especially through website and notice boards.


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4. To publicize in English and in Hindi the names and phone numbers of members of the Committee.
5. To plan and carry out programmes for gender sensitization (through workshops, seminars, posters, film shows, debates, skits) either independently or with the assistance of the Gender Sensitizing Committee.



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