



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ भारत रैंकिंग :2016नं05 .
- Visitor's Best University Award, 2016 and NIRF India Ranking 2016: No. 05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर 784028-: असम / TEZPUR-784028 :: ASSAM

अधिसूचना / Notification

दिनांक/Dated: 20-05-2026

तेजपुर विश्वविद्यालय के प्रबंधन मंडल के संकल्प संख्या B.126/2026/1/5.2, दिनांक 20.04.2026 द्वारा अनुमोदित तेजपुर विश्वविद्यालय कार्यस्थल पर यौन उत्पीड़न रोधी नीति 2022 का संशोधित रूप सभी संबंधितों के सूचनार्थ परिचालित किया जाता है।

The Amended Tezpur University Policy against Sexual Harassment at Workplace 2022, approved by the Board of Management *vide* Resolution No. B.126/2026/1/5.2, dated 20.04.2026 is notified for information of all concerned.

प्रभारी कुलसचिव / Registrar i/c

दिनांक / Dated: 20.05.2026

मेमो संख्या / Memo No. F.13-1/97(GA-I)(Vol. IV)/ 579

प्रति सूचनार्थ (केवल मेल द्वारा) / Copy for information to (through mail only)

1. सभी संकायाध्यक्ष / All Deans
2. अध्यक्ष, तेजपुर विश्वविद्यालय आंतरिक शिकायत समिति / Chairperson TU ICC
3. सभी विभागों/ केंद्रों/ कार्यालयों के अध्यक्ष / Heads of all Departments/Centres/Cells/Offices.
4. विश्वविद्यालय के सभी शिक्षण / गैर शिक्षण अधिकारी/ कर्मचारी
All teaching and Non-Teaching employees of the University.
5. वेबमास्टर को इस अनुरोध के साथ प्रेषित कि वे इस नीति को विश्वविद्यालय के वेबसाइट में अपलोड करें।
Webmaster with a request to upload the Policy in TU website.
6. सम कुलपति के निजी सहायक को सम कुलपति महोदय के सूचनार्थ / PA to PVC for kind information of PVC.
7. संबंधित फाइल Concerned File.

प्रभारी कुलसचिव / Registrar i/c



Tezpur University

**Policy against Sexual Harassment at
Workplace**

2022

*(Amended and approved by the Board of Management
vide Resolution No. B.126/2026/1/5.2, dated 20.04.2026)*

1. OBJECTIVES & SCOPE

- a) This Policy reiterates the commitment of Tezpur University to creating and maintaining a community and environment in which students, researchers, faculty members, non-teaching staff, other Employees, campus dwellers and service providers (herein after *TU Community*), can work together in an environment free of all forms of sexual harassment.
- b) This Policy has been framed with the purpose of bringing it in consonance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, The Sexual Harassment of Women at Workplace Rules, 2013 and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment) Regulations, 2015. While the Policy seeks to address the specific requirements of an academic institution and may extend to a wider spectrum of sexual harassment, it shall be guided at all times by the letter and spirit of the aforesaid Act and Regulations.

In matters where this Policy is silent, the provisions of the Act, 2013, Rules, 2013, and the UGC Regulations, 2015 shall apply.

- c) The Policy applies to the TU Community who may be within the workplace of TU as defined under Section 2 (q) at the time of the commission of the act/behaviour within the purview of this policy.

2. DEFINITIONS

- a) Academic staff includes such categories of staff which are defined in the ordinance.
- b) "Aggrieved Person" in relation to the workplace, a person of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.
- c) "Appropriate Authority" shall refer to the Vice-Chancellor who is the principal executive and academic officer of the University and exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University as per Section 12 (2) of The Tezpur University Act, 1993.
- d) "Campus" means the location of the land on which Tezpur University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, park-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the

University including transportation provided for the purpose of commuting to and from the institution.

- e) "Campus Dweller" means any person who is residing in the Tezpur University campus.
- f) "Consent" means an unequivocal voluntary agreement when the person by words, gestures or any form of verbal or non-verbal communication, communicates a willingness to participate in the specific sexual act.

Provided that when consent is not communicated it shall be deemed that no consent was given.

Provided further that a person below the age of 18 years is presumed to be incapable of giving consent.

Provided further also that a person who does not physically resist to the act of sexual nature shall not by the reason only of that fact, be regarded as consenting to the sexual activity.

Provided further that where a person is a subordinate or lower in the hierarchy and there is a distinct power structure, non-resistance cannot be regarded as consent.

Explanation 1: A consent is not valid if the consent is given by a person under fear of injury, or under a misconception of fact, and if the person doing the act knows, or has reason to believe, that the consent was given in consequence of such fear or misconception.

Explanation 2: A consent obtained by putting a person or any other person in fear of injury is not valid consent.

The word "Injury" has same meaning as given in Section 44 of Indian Penal Code, 1860.

Explanation 3: Consent given by a person under influence of intoxication or any stupefying or unwholesome substance, if administered by force or without the knowledge and consent of the aggrieved person shall be presumed to be no consent.

- g) "Respondent" means a person against whom the aggrieved person has made a complaint under the Act of 2013 and this policy.
- h) "Student" means any person under Rule 2(l) of the UGC Regulation, 2015.
- i) "Service provider" includes any person or entity who provides services to TU community.

- j) "The UGC Regulation, 2025" means University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
- k) "The Act, 2013" means The Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act, 2013.
- l) "Third party" includes any person who is not a member of the TU community.
- m) ICC means the Internal Complaints Committee, as constituted under Section 4 of The Sexual Harassment of Women at the Workplace Act 2013.
- n) "TU Employee" means any person appointed by the TU, and includes faculty non-teaching staff, and project staff; permanent, temporary, part-time, visiting, ad-hoc and honorary employees by whatever name called and would include persons employed on a casual basis and also those employed through contractors. It includes any person employed at the University for any work on a regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principle employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name.

It shall also include interns, volunteers, teacher assistants, and research assistants, whether employed or not, including those involved in field studies, projects, short visits and camps.

- o) "TU" means Tezpur University.
- p) "TU Community" includes students, researchers, faculty members, non-teaching staff, other Employees, project staff, campus dwellers and service providers.
- q) "Visitors" includes all persons who are not a member of TU community. The visitor is any other person who is a visitor to the TU Campus in some capacity or for some purpose or reason. It includes "service providers", participants in academic events such as conferences, seminars, workshops, training programmes, or participants in social, sports and cultural events at TU. Relatives of students and employees, alumni or students from another institution will also be termed as 'visitors'.
- r) "Workplace" includes campus as defined under 2 (d) and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution

on field trips, internships, study tours, excursions, short- term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee, student or a representative of the University.

CHAPTER I

TEZPUR UNIVERSITY COMMITTEE AGAINST SEXUAL HARASSMENT (ICC)

3. COMPOSITION

- (1) ICC shall have up to 9 members. More than half of the members of ICC shall be women.
- (2) The ICC shall have the following composition:
 - a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below the designation of a Professor);
 - b) Two faculty members, preferably committed to the cause of women or who have had experience in social work or have legal knowledge. Equal representation of all schools should be considered;
 - c) Two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
 - d) Three students who are enrolled at the undergraduate, postgraduate, and research scholar levels respectively; and
 - e) 1 external member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.
- (3) Persons in senior administrative positions in the HEI, such as Vice-Chancellor, Pro Vice-Chancellors, Proctors, Registrar, Deans, Heads of Departments etc., shall not be members of ICCs in order to ensure autonomy of the Committee's functioning.

4. SELECTION PROCEDURE

- a) The Presiding Officer, faculty, non-teaching and external members of the ICC shall be nominated by the Vice-Chancellor TU in consultation with the existing ICC.
- b) The students will be elected through the transparent democratic procedure along with the annual election of the Student's Council/Body/Union.

5. TIME FRAME OF SELECTION

The new ICC shall be selected according to the procedures outlined above at least two months before the end of the tenure of the existing ICC.

6. REMOVAL OF PRESIDING OFFICER OR ANY MEMBER OF ICC

Where the Presiding Officer or any member of the Internal Committee:

- a) contravenes the provisions of section 16 of the Act, 2013; or
- b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him/her; or
- c) he/she has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- d) has so abused his/her position as to render his/her continuance in office prejudicial to the public interest;

such 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 the provisions of this section.

7. TENURE

- a) The Presiding Officer and every Member of ICC other than the student members shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.
- b) The student members of ICC shall hold office for a period of one year. Research Scholars shall hold office for a maximum of two years.

8. FUNCTIONS

- a) Members of ICC shall be sensitive to the issue of sexual harassment and shall not let personal biases and prejudices (whether based on gender, caste, class, sexuality) and stereotypes (e.g., pre-determined notions of how a "victim" or "accused" should dress or behave) to affect their functioning as members.
- b) ICC shall have the following functions:
 - i. Gender sensitization and awareness generation under Chapter 11 of the Policy.
 - ii. Dealing with complaints of sexual harassment, including receipt of complaints, screening, informal mediation, conducting the formal inquiry, redressal, and recommendation of suitable remedial measures to the appropriate authority.

- iii. Provide assistance to the aggrieved person if they choose to file a complaint with the police.
- iv. Take up Suo-moto matters when deemed fit by the committee by informing the Aggrieved Person about the existence of the ICC and assisting the person in filing a complaint with the ICC, if the person so consents.
- v. Take suitable measures to protect the aggrieved person against Victim shaming.
- vi. Advise the Appropriate Authority on preventive measures to be adopted.
- vii. Follow up on sexual harassment cases.

9. MEETINGS

- a) ICC shall meet every quarter in a year in addition to a meeting for reporting/audit purposes. Additional meetings could be held as necessary to deal with issues or complaints that may arise.
- b) Members shall be intimated of meetings in writing or by electronic communication at least three working days in advance except in the case of an Emergency Meeting mentioned in clause (c) below.
- c) Any member of ICC may request the Presiding Officer to call an Emergency Meeting. A notice of at least one working day shall be required for such a meeting to be called.
- d) The quorum for all meetings shall be 2/3rd of the existing members of ICC.
- e) If the required quorum is not there at any meeting, such a meeting shall be adjourned for not more than seven working days. For an adjourned meeting, the required quorum shall be the same as in a regular meeting except in the case of an adjourned Emergency Meeting where there shall be no requirement of quorum.
- f) Minutes of all meetings shall be recorded, confirmed and adopted. ICC shall hold at least a meeting every year where all members are present.
- g) ICC shall report about its activities and present its Annual Report to its members.

CHAPTER II

COMPLAINTS MECHANISM

10.COMPLAINT FILING PROCESS

- a) Any member of the TU community member, visitor or any other person may lodge a complaint of sexual harassment. Provided that at least one of the parties is a member of the TU community or a visitor and the alleged act takes place at campus/workplace as defined under sections 2 (d) and 2 (r) respectively.
- b) Complaints should be lodged by the concerned person directly with any member of ICC (who will then facilitate the filing process) or by signing up on the official website of ICC.
- c) Third-Party complaints and witness complaints shall be entertained in the following circumstances until the aggrieved person approaches ICC directly.
 - i. the aggrieved person has been forcibly prevented from making a complaint
 - ii. ICC has sufficient reasons to pursue the case.
 - iii. The aggrieved person is hesitant to approach ICC
- d) Complaints may be oral or in writing. If the complaint is oral, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing.
- e) Complaints received anonymously shall be taken cognizance of by ICC wherein efforts shall be made to identify the aggrieved person and encourage the person to lodge the complaint as per the procedure.
- f) The complaint should have the details of the incident(s) of harassment, date, time, witnesses, and place.
- g) Complaints must be filed within three months from the date of the incident and in case of a series of incidents, within a period of three months from the date of last incident.

Provided that the ICC, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such that prevented the woman from filing a complaint within the said period.
- h) The history of whom the complainant approached (family, friends, teachers etc.) before making a formal complaint must also be recorded.
- i) Upon receipt of the complaint, the ICC member to whom the complaint is made shall forward the same to the Presiding Officer of ICC.

11. COMPLAINTS SCREENING PROCESS

- a) The ICC shall meet within three working days of the complaint being lodged.
- b) ICC shall carefully study the complaint and determine the jurisdiction of the Committee.
- c) The entire screening process shall not take more than 07 days from the date of the initial complaint.
- d) The Committee will also examine the options available for either formal inquiry or conciliation if opted by the aggrieved person.

12. INTERIM MEASURES

- a) ICC may issue an order of restraint to the respondent(s) in accordance with the procedure outlined below:

During the pendency of an enquiry on a written request made by the aggrieved person, ICC may recommend to the appropriate authority to

- i) transfer the aggrieved person or the respondent to any other workplace; or
- ii) grant leave to the aggrieved person upto a period of three months; or
- iii) grant such other relief to the aggrieved person as may be prescribed.

Explanation 1: The leave granted to the aggrieved person shall be in addition to the leave the person would otherwise be entitled.

Explanation 2: A restraint order shall provide a summary of the complaint, the date(s), time(s), and location(s), of the alleged incident(s). It shall warn the respondent(s) that any attempt on the respondent's part or any other person acting on the respondent's behalf, to contact, influence, intimidate, or exert pressure on the complainant or any person in the complainant's confidence may prove prejudicial to the respondent's case.

- b) The complainant or any other person shall intimate in writing to the Presiding Officer of any violation of the order of restraint by the respondent(s), or any persons acting on the respondent's behalf.
- c) Should the ICC be convinced of the truth of such allegations, the Presiding Officer of ICC may summon the respondent(s) in person and issue a written warning that such behaviour may lead to an adverse inference being drawn against the respondent. ICC shall retain the right to close the inquiry proceedings and to give an ex parte decision on the complaint.
- d) The ICC shall consider all violations of the restraint order when determining the nature of the offence of the respondent.

- e) ICC may recommend counselling while the matter is pending, for both parties. It shall be responsible for taking the necessary steps to ensure that both the complainant as well as the respondent are informed about and provided access to counselling services at least once; further, the follow-up would be left to the discretion of the concerned party.
- f) The ICC shall also take note of the inherent power asymmetry and/or the vulnerability of the aggrieved person in such cases and take measures to ensure that the aggrieved person is not subject to a hostile environment during the investigation. Accordingly, the ICC may request the Vice- Chancellor to take any measures to address such issue and such a request shall be considered by the Vice-Chancellor without delay.

CHAPTER III

MEDIATION AND CONCILIATION

- 13.** In the event that the Aggrieved Person, after consultation with the ICC, requests mediation and conciliation under Section 10 of The Act, 2013, the Committee shall inform the Respondent about the nature of the concern.
- 14.** The ICC shall initiate Conciliation proceedings only upon obtaining the consent of both parties.
- 15.** If the act complained does not involve any physical contact between the aggrieved person and respondent and where after the making of complaint and during any stage of the inquiry or appeal, the respondent wants to plead guilty and apologise to the aggrieved person and repair the harm as may be desired by the aggrieved party, then the ICC shall stop the inquiry proceedings and examine the respondent.
- 16.** If the parties are unable to agree on whether to have a mediation or on the proceeding/result of the mediation, they may, at any point prefer and request for a formal inquiry.
- 17.** No monetary settlement shall be made as a basis for mediation.
- 18.** Where a settlement has been arrived at under subsection (1) of section 10 of The Act, 2013, the ICC shall record the settlement so arrived at and forward the same to the appropriate authority of the University to take action as specified in the recommendation.
- 19.** Where a settlement is arrived at under sub-section (1) of section 10 of The Act, 2013, no further inquiry shall be conducted by the ICC.
- 20.** If the respondent is an employee of the University, considering the power equation, if there is a prima facie case, the ICC may recommend the University to take cognizance of the matter.

CHAPTER IV

INQUIRY PROCESS

21. PROCEDURE FOR INQUIRY

- a) A copy of the complaint has to be given to the respondent within 7 days from the date of receipt of the complaint.
- b) Within 10 days of receiving a copy of the complaint, the respondent has to respond along with supporting documents and names and addresses of witnesses if any.
- c) The ICC shall fix a day for the hearing and inform both parties at least 48 hours prior to the hearing.
- d) The preliminary hearings shall be held separately first with the aggrieved person and thereafter with the respondent. At later stages, the parties shall have the right to cross-examine each other or witness, as the case may be.
- e) The ICC must adhere to the principles of natural justice when inquiring into a complaint.
- f) Any member of ICC charged with sexual harassment in a complaint must step down as a member during the screening and inquiry into that complaint.
- g) The inquiry can proceed ex parte when the respondent does not cooperate or if either of the party does not present themselves for three consecutive hearings and no reasonable cause has been offered.

Provided that proceeding with the inquiry ex parte, may not be done without serving a written notice to the party in question. Such notice must be served at least 15 days before the relevant decision is to be made.

- h) No lawyer is allowed to represent either party in the ICC enquiry.
- i) The ICC shall have the power to call upon any witnesses and record their statements. The ICC shall question the relevant persons and inspect the necessary documents and records. The ICC may call upon any additional witnesses as it deems necessary.

Explanation: The cross-examination will not be direct and will be done by submitting questions in writing to the ICC. The ICC has the discretion to ask only those questions as it deems relevant.

- j) During both the complaints screening process as well as the Formal Inquiry process, the following principles and procedures shall be followed:

- i. If the aggrieved woman requests, during the cross examination, the respondent(s) and the complainant shall not be placed face to face, or put in a situation where they may be face to face (e.g., they shall not be called at the same time and be made to wait in the same place), keeping strictly in view the need to protect the complainant from facing any serious health and/or safety issues.
 - ii. At no time in the complaints receiving and screening procedure shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.
 - iii. At all points in the complaints receiving and screening procedure, the confidentiality of both parties shall be maintained. The names of the complainant and respondent should be anonymized. If any member of the ICC violates this norm, the member will be automatically disqualified.
- k) All notes, statements and documents are to be kept strictly confidential. Members shall be given the documents for perusal during the inquiry meetings only.
- l) All proceedings of the ICC shall be recorded in writing. All virtual /on camera proceedings shall be recorded. The record of the proceedings and the statements of witnesses shall be endorsed and authenticated by the members of ICC present in that meeting. The statements of witnesses and the parties shall be endorsed and authenticated by the persons concerned and members of ICC present in that meeting.
- m) The ICC may consider as relevant any earlier complaints against the respondent.
- n) The identities of all witnesses shall be protected by the Committee.
- o) All persons heard by the Committee shall take and observe an oath of secrecy about the proceedings. Any violations of the oath of secrecy would invite action by the appropriate authority as per the recommendation of ICC.
- p) The inquiry by ICC has to be completed within a period of 90 days from the receipt of the complaint.

CHAPTER V

WITHDRAWAL OF COMPLAINTS

22. WITHDRAWAL OF COMPLAINTS

- a) The complainant may withdraw the complaint in writing at any time during the complaints receiving and/or inquiry procedure. However, ICC must ascertain the reasons for withdrawal of the complaint, record the same in writing and get it countersigned by the complainant.
- b) The Complaints Screening/Inquiry procedure shall, on such withdrawal, be terminated, save in instances in which the Committee is informed, knows, or has reason to believe, that the reasons for such withdrawal are the consequences or effect of coercion and intimidation exerted by the respondent(s), or any person on the respondent's behalf, on the complainant. In such an instance, the Complaints Screening/Inquiry proceedings shall continue in accordance with the procedure outlined in the Rules.

CHAPTER VI

FINDINGS AND REPORTING TO APPROPRIATE AUTHORITY

23. COMMUNICATION OF FINDINGS OF THE COMMITTEE

- a) The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of TU.
- b) Copy of the findings or recommendations shall also be served on both parties to the complaint.
- c) The Executive Authority of TU shall act on the recommendations of the committee within period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- d) For the purpose of ensuring due process and informed decision-making, whenever any sexual harassment-related matter is considered by the Board of Management of the University, the Presiding Officer of the Internal Complaints Committee (ICC), or her nominee, shall be invited as a special invitee.

CHAPTER VII

PUNISHMENTS

24. PUNISHMENTS

The penalties listed below are indicative and shall not constrain the ICC from considering others, in accordance with the rules governing the conduct of employees and students in practice at the time.

a) Penalties in Case of TU employees

Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University.

b) Penalties in Case of TU Students

i) mandatory counselling

ii) performance of community services

iii) reformative punishments

iv) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

v) suspend or restrict entry into the campus for a specific period;

vi) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.

c) Penalties in Case of visitors or other campus dwellers

i) A letter communicating the misconduct to the person's place of education, employment or residence.

ii) Declaration of the campus as out of bounds for the person, and/or a bar on appearing for the entrance examination/interview to any programme of study or employment offered by TU.

iii) Any other action may be necessary.

d) Penalties in Case of Service Providers

i) A letter communicating the misconduct to the person's place of employment.

ii) Declaration of the campus as out of bounds for the persons.

iii) Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.

iv) Any other action may be necessary.

e) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by

the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of

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

CHAPTER VIII

APPEAL

25. APPEAL

Any person aggrieved from the recommendations of ICC or non-implementation of such recommendations may prefer an appeal in accordance and within the time period specified in the UGC Regulation, 2015.

CHAPTER IX

CRIMINAL COMPLAINT

26. CRIMINAL COMPLAINT

- a) Wherever the aggrieved person is below the age of eighteen years of age, the ICC shall report the complaint to the Police regarding the commission of an offence as per provisions of the Protection of Children from Sexual Offences Act, 2012.
- b) Where the complaint indicates the commission of a criminal offense and the investigation of the ICC leads to prima facie evidence supporting the complaint, it shall be the duty of the ICC to inform the aggrieved person of their right to initiate action in accordance with the law with an appropriate authority.
- c) The ICC shall provide assistance to the aggrieved person if they so choose to file a complaint in relation to the offence under the Bharatiya Nyaya Sanhita, 2023 or any other law for the time being in force.

CHAPTER X
FALSE COMPLAINTS

27. FALSE COMPLAINTS/DEPOSITIONS

Where the ICC arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved person or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the Appropriate Authority to take action against the aggrieved person or the person who has made the complaint under The Act, 2013 and this policy, in accordance with the provisions of the service rules applicable to the person or where no such service rules exist, in such manner as may be prescribed.

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action under this rule.

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed before any action is recommended.

CHAPTER XI
AWARENESS AND PREVENTIVE MEASURES

28. ICC shall conduct an awareness programme during the orientation programme for newly admitted students at the beginning of the academic session and for all students school wise annually on the following:

- i) identifying an act of sexual harassment,
- ii) right to complain and
- iii) mechanism for seeking redressal for students during the orientation programme.

29. Awareness programmes shall be conducted for TU employees and service providers once a year.

30. ICC will generate Information Education and Communication (IEC) material to create awareness on issues of Sexual Harassment regularly.

31. Make recommendations to the Appropriate Authority on safety issues from time to time.

32. Adopt student-friendly procedures for complaint mechanisms and settle the complaints in a speedy manner.

33. The ICC, through Appropriate Authority, shall recommend the Heads of the Departments to nominate a Gender Sensitization Coordinator to help facilitate Awareness and Preventive Measures.

CHAPTER XII
MISCELLANEOUS

34. AMENDMENT TO THE RULES AND PROCEDURES OF ICC

Amendments to the Rules and procedures of ICC shall have effect only if these are compatible with the letter and spirit of The Act 2013, Rules 2013 and UGC Regulations, 2015. Amendments shall be affected by decisions taken in a special meeting of ICC called for this purpose. Proposed amendments by a member(s) of the committee shall be circulated at least five working days prior to the special meeting. Amendments should be deliberated prior to adoption, in a meeting where at least 2/3rd of the members are present.

35. OBLIGATIONS OF TU AUTHORITIES

The University shall:

- a) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- 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, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act, 2013 and under UGC Regulation, 2015;
- c) publicly commit itself to a zero tolerance policy towards sexual harassment;
- d) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on;
- e) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- f) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- g) monitor the timely submission of reports by the ICC;
- h) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.