


**Policy on Sexual Harassment**  
**of Women at Workplace**  
**(Prevention, Prohibition and**  
**Redressal**



**SHRI LAL BAHADUR SHASTRI  
NATIONAL SANSKRIT UNIVERSITY**

पित  
VERIFIED

*(A Central University established by an Act of Parliament)*  
*Ministry of Education, Govt. of India*

  
Manjit Singh

Assistant Registrar Admn. Estt. (N.T)  
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कुलसचिव / Registrar

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Shri Lal Bahadur Shastri National Sanskrit University  
बी-4, कुतुब सांस्थानिक क्षेत्र, नई दिल्ली-110016.  
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SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

(CENTRAL UNIVERSITY)

B-4, QUTAB INSTITUTIONAL AREA,  
NEW DELHI-110016



POLICY

ON SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL  
HARASSMENT

सत्यापित  
VERIFIED

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**SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY, NEW DELHI  
(CENTRAL UNIVERSITY)**

**POLICY ON SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL  
HARASSMENT (As per Ordinance No.30)**

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized policy for basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the Elimination forms of discrimination against women." Resultantly, the Shri Lal Bahadur Shastri National Sanskrit University, New Delhi hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual harassment." (Ordinance No.30)

In accordance with the Ordinance No.30 duly approved by the Executive Council, the provisions/guidelines as laid down in the POSH ACT, 2013 and the Ministry of Human Resource Development (University Grants Commission) Notification No.91-1/2013(TFGS) dated 2nd May, 2016 along with the instructions as issued by the Ministry of Education, Government of India and UGC from time to time regarding Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, shall be followed in Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.

**SPARSH:**

SPARSH shall include the Apex body of SPARSH (ABS) and the Internal Complaints Committee (ICC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The ICC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

**Functions, Powers and duties of ABS:**

- i. To uphold the commitment of the Shri Lal Bahadur Shastri National Sanskrit University, New Delhi to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. To promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

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### Functions, powers and Duties of ICC:

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

**Sexual harassment: This shall include such unwelcome sexual behaviour (Whether directly or by implication) as:**

- a. Unwanted physical contact and advances.
- b. A demand or request for sexual favours.
- c. Sexually-coloured remarks
- d. Displaying pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### Constitution of ABS:

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The chairperson, a women nominated by the Vice- Chancellor, Shri Lal Bahadur Shastri National Sanskrit University, New Delhi from amongst the faculty members.
- ii. Five members representing various faculties/centers of the University, of which at least three shall be women.
- iii. Two student's representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counsellor.

### Constitution of ICC:

The Internal Complaints Committee (ICC) shall be constituted by the Vice-Chancellor as per the UGC Notification, 2016 as referred above, as under:-

(a) A Woman Faculty Member at the level of Professor - Presiding Officer

(b) Two faculty members and two non-teaching employees- Members

(c) Three students, if the matter involves students at the undergraduate, master's and research scholar levels - Members

(d) One 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, member

(2) At least one-half of the total members of the ICC shall be women .

(3) Persons in senior administrative positions of the University such as Vice-Chancellor, Registrar, Finance Officer, Controller of Examination, Librarian, Deans, Heads of Departments, etc, shall not be nominated as members of the ICC.

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(4) The term of the office of the members of the ICC is for a period of three years as per the provision of UGC Notification as referred above.

(5) The member appointed from amongst the non-government organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Complaint Committee

**Term of office of chairperson and members of ABS:**

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provide that no chairperson or any member shall hold office for more than two terms.

**Procedure for Filing Complaints with the ICC:**

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the ICC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. The person may lodge a complaint directly to the Vice- Chancellor/Presiding Officer, or to any member of the ICC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The ICC may hear both the parties(Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The ICC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case, on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the UGC/University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within 90 days from the date of its reference. If the ICC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.

**Penalties:**

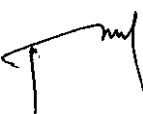
These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- i. Warning
- ii. Debarring entry into hostel/campus
- iii. Withholding results
- iv. Expulsion from the university
- v. Denial of re-admission
- vi. Written apology
- vii. Bond of good behaviour

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Any further amendment/modification in the relevant rules/notification/act, as notified by the Govt. of India/UGC. from from time time shall be followed in SLBSNSU, New Delhi, wherever applicable.

  
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No.F.1(5)LBSNU/Admn./Estt./NT/2023/486

Dated: 02.08.2024

**NOTIFICATION**

In partial modification to this office order No.F.1(5)LBSNU/Admn./Estt./NT/2023/212 dated 18.06.2024, the following Internal Complaint Committee of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi has been reconstituted for prevention, prohibition and redressal of Sexual Harassment of women employees and students of the University.

1. Prof. Minakshi Mishra  
Professor (Education)  
SLBSNS University  
New Delhi-110016  
Phone No.9650040618  
Email id-minakshi@slbsrsv.ac.in
2. Ms. Jyoti Rana  
Advocate  
Manan NGO  
Phone No.9718247794  
Email id-jyotirana12@gmail.com
3. Prof. Bhagirathi Nanda  
Professor (Sahitya)  
SLBSNS University  
New Delhi-110016  
Phone No.9911333950  
Email id-bhagirathi@slbsrsv.ac.in
4. Dr. Savita Rai  
Assistant Professor (Education)  
SLBSNS University  
New Delhi-110016  
Phone No.9911903939  
Email id-savita@slbsrsv.ac.in
5. Shri Manjit Singh,  
Assistant Registrar (Admn-II)  
SLBSNS University  
New Delhi-110016  
Phone No.9999277009  
Email id-manjit@slbsrsv.ac.in

Presiding Officer

Member

Member

Member

Member

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Assistant Registrar Admn. Estt. (II)  
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6. Smt.Bharti Tripathi  
Assistant Registrar(Admn-I)  
SLBSNS University  
New Delhi-110016  
Phone No.9650031122  
Email id-bharti@slbsrsv.ac.in

Member

7. Ms.Ishta Jain  
PG Student(M.A)  
Block-17,AtrNo.881, Lodhi Colony  
Lodhi Road, New Delhi-11003  
Phone No.8882177160

Member

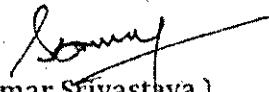
8. Ms.Sanskriti Chaturvedi  
Ph.D Student(Sahitya)  
H.No-65, Katwaria Sarai  
New Delhi-110016  
Phone No.8765926293

Member

9. Ms.Kanchan  
UG Student(Puraneitihās)  
72, Near Desu Office, Jonapur,  
New Delhi-1100047  
Phone No.9871557871


Member

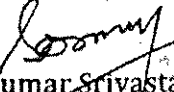
Anomaly, if any will be rectified as per rule.

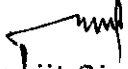
  
(Santosh Kumar Srivastava )  
Registrar(i/c)

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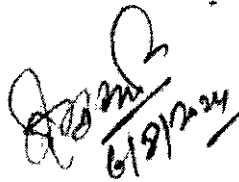
1. All concerned members of the Committee
2. All Deans -School of Studies/Head of the Departments
3. Dean of Students Welfare
4. Proctor
5. Hostel Warden
6. System Administrator (Computer Centre) with a request to place this notification on the website
7. All Unit In-charges/Sectional Heads of the University
8. OSD to V.C & Research-cum-Statistical Officer-SC/ST Cell
9. P.S to V.C/Registrar(i/c)/Finance Officer
10. Concerned File

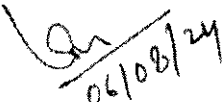
  
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(Santosh Kumar Srivastava )  
Registrar(i/c)

  
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Sh. Anjan  
Sh. Sachin

  
06/08/24