

# **JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY**

## **The Sexual Harassment of Women at Workplace**

### **Prevention of Sexual Harassment**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) has come into effect (as published in the Gazette of India, dated 9 Prevention of Sexual Harassment on 9th December, 2013) .

The ICC, **Jaypee Institute of Information Technology** is constituted for the University and includes its Faculties, Departments, Centres and Halls etc.

### **Procedure for Complaint**

- The complainant should approach the office of the ICC, ....., **Jaypee Institute Of Information Technology**, Noida to initiate the complaint or send an email to – [icc@jiit.ac.in](mailto:icc@jiit.ac.in)
- On receipt of the complaint, the ICC will ask for 6 copies of the complaint with supporting documents.
- The complaint committee will send one copy to the respondent within 7 working days to get a reply.
- The respondent has to file his reply within 10 working days.
- The complaint committee inquires into the complaint, with principles of natural justice.

### **Sexual Harassment**

Sexual Harassment includes unwelcome sexual behaviour of direct or implied nature such as:

- Physical contact & advances
- Request for sexual favours
- Sexually coloured remarks
- Showing pornography &
- Unwelcome physical, verbal or non-verbal sexual conduct
- Physical and/or verbal or non verbal or conduct, such as loaded comments, remarks or jokes, letters, phone calls, sms or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of .....

### **Preparation of Complaint**

- Be specific about the incident/incidents.
- Tell exactly what happened with details, dates, witnesses & documents.
- Be honest, as the complainant can be penalized for any false complaint.

### **Time limit for Filing a complaint**

- A complaint of sexual harassment needs to be filed within 3 months.
- The period may extend to another 3 months, in grave circumstances that may have prevented the complainant from filing the complaint in time.

### **Provision for Pacification**

- The ICC can take steps to settle the matter between the aggrieved woman & the respondent.
- This option will be used only at the request of the woman.
- Monetary settlement shall not be the basis of pacification.
- If the settlement is not reached, the complainant can go back to the Committee & initiate an inquiry

### **Time period for making complaint & Inquiry**

- The Committee is required to complete the inquiry within 90 days.
- On completion of the inquiry, the report will be sent to the employer.

### **Action against Frolic/Frivolous Complaints**

- If a complaint is false with malicious intent, the complainant can be penalized as per the Service Rules.

### **Identity Disclosure clause**

- The identity & address of the aggrieved woman, respondent and the witness cannot be disclosed.
- Anyone who discloses the name or identity of the aggrieved woman or witnesses will be liable to pay a penalty of Rs. 5,000. •
- But information regarding the justice secured to any victim, without disclosing the identity can be publicised.

### **Ex party decision**

- The complaints committee can terminate the inquiry proceedings or give an ex-parte decision if the complainant or the respondent fails, without sufficient cause, to present her or himself for three consecutive hearings. However Exparte or termination order will not be passed without giving the complainant/respondent a 15 –day notice in writing.

## **ICC Constitution Guidelines**

At the level of College, all complaints of these nature, are to be routed through the Internal Complaints Committee, to be comprised of:

1. A Presiding Officer - a woman employed at a senior level at the workplace from amongst the employees.
2. Not less than two Members - from amongst the employees preferably committed to the cause of women OR who have had experience in social work OR have legal knowledge.
3. One Member - from amongst NGOs OR associations committed to the cause of women OR a person familiar with issues relating to sexual harassment.
4. One half of the total Members nominated should be women.
5. Under the UGC guidelines of May 2016, as directed by the University of Delhi, the membership has extended to include three elected student members and two nominated non-teaching members.
6. The Presiding officers and Members will hold office for a period not exceeding three years.
7. There will be nine members on ICC: a Presiding Officer, two faculty members and two non-teaching employees, one member from amongst non-government organisations or association and three students.
8. Three students will be elected through transparent democratic procedure.

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**FORM I**

**Proforma for Filing of Complaints of Sexual Harassment**

*The processing of this complaint by the ICC is subject to physical validation through signature in the ICC office (Room No....., .....Block) by the complainant(s) within 24 hours of online submission.*

*\*In order to ensure accessibility and confidentiality for the VH/PH complainant(s), the ICC will arrange for the signature to be collected from them at their place of residence/work inside the campus.*

**I. Complainant(s):**

Student/resident/academic staff/ non-teaching staff/outsider/service provider

Name	
Age	
Sex	
Address	
Centre/Department	
Phone number	
Email	

**II. Person(s) against whom the complaint is being lodged:**

Student/resident/academic staff/ non-teaching staff/outsider/service provider

Name(s)	
Age	
Sex	
Address	
Centre/School	
Phone number	
Email	

**III. The Complaint:**

1. Is the defendant known to the complainant?	
2. Is this the first incident of this kind? If yes, skip 3 and 4.	
3. Were exactly the same person(s) involved? If no, specify further.	
4. Was the first incident reported? To whom? When? What action, if any was taken?	
5. Approximate date(s), time(s) and location(s) of incident(s), starting from the most recent.	

**Additional details of the complaint may be recorded here:**

**Complaint filed by**

Signature:

Date:

Name:

Place:

## JIIT NOIDA

### **Policy for Prevention of Sexual Harassment of Women at Workplace**

#### **Internal Complaints Committee (ICC). Composition is as under:**

1. Prof. Alka Sharma--- Presiding Officer  
Dean HSS  
E4 PMSE HSS, JIIT 62  
Contact No. 01202594380
2. Col. Sharad Rastogi(Retd)----Secretary  
Registrar, JIIT  
Contact No. 0120-2400973-975
3. Dr. Sangeeta Mittal—Faculty Member  
Associate Professor CSE & IT  
CS Block, JIIT 62  
Contact No. 01202594262
4. Dr. Ekta Srivastava –Faculty Member.  
Assistant Professor HSS  
Cabin No. 2 HSS Block, II Floor, JIIT128  
Contact No. 01204195931
5. Dr. Geeta Malhotra  
Country Director  
READ INDIA , Gurgoan  
Contact No. +91 124 4014312
6. Ms Meenakshi Sharma--Non-Teaching Member  
Junior Coordinator, Registry, JIIT 128  
Contact No. 01204195814
7. Ms Shilpi Gaur--Non-Teaching Member  
Accounts, JIIT 62  
Contact No. ---9810794654
8. Rahul Raparia(Enrolment: 9917102058)—Student Member  
JIIT 128  
Contact No. 7291962387
9. Alina Hota(Enrolment No: 9918102023)—Student Member  
JIIT 128  
Contact No. 9971371410
10. Swapnil Saxena(Enrolment No 07103277) —Student Member  
JIIT62  
Contact No: 9811815429
11. Aditi Ganguly (Enrolment No. 17101005)---Student Member  
JIIT 62  
Contact No. 7004557966