

**Jamia Hamdard**  
(Academic Section)  
Hamdard Nagar, New Delhi-110062

No.: AS/BoM (1)/JH-1/2013

18<sup>th</sup> June, 2013

**UNIVERSITY ORDER**

In pursuance to the resolution adopted by the Board of Management of Jamia Hamdard in its 1<sup>st</sup> meeting held on 25/05/2013, the Vice Chancellor has been pleased to constitute the 'Sensitization and Prevention of Sexual Harassment (SPOSH) Committee for Jamia Hamdard comprising of following persons for a period of two years with immediate effect.

| SN | Categories   | Nominated Persons  |
|----|--|--|
| 1. | Chairperson  | Prof. Swaraj Batra,<br>HoD, Gynecology,<br>HIMSR   |
| 2. | Four (at least three women) teacher representatives        | 1. Prof. Mridu Dudeja,<br>HoD, Para Medical Sciences<br>HIMSR<br>Jamia Hamdard<br><br>2. Dr. Sanjula Baboota,<br>Assistant Professor,<br>D/o Pharmaceutics<br>Faculty of Pharmacy<br>Jamia Hamdard<br><br>3. Dr. Rana Zaidi,<br>Associate Professor,<br>Department of Biochemistry<br>Faculty of Science<br>Jamia Hamdard<br><br>4. Dr. Seeja K.R.<br>Assistant Professor<br>Department of Computer Science<br>Faculty of Management & IT<br>Jamia Hamdard |
| 3. | Two non-teaching staff representative (at least one women) | 1. Mr. Samad Rafiq Khan,<br>PRO<br>Jamia Hamdard<br><br>2. Mrs. Tarvinder Khurana,<br>Sr. PA to Finance Officer  |

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| 4. | One person from outside Jamia Hamdard with known contribution to women's issues, who could be a NGO representative or social activist (preferably woman) | Prof. Azra Razzack<br>Director, Centre for Dalit and Minorities Studies,<br>Jamia Millia Islamia<br>New Delhi-110025 |
| 5. | One Women advocate   | Ms. Ekta Kalra, High Court of Delhi  |
| 6. | Proctor  | Prof. Javed Ahmad,<br>Department of Botany   |
| 7. | Two student representatives (at least one girl representative)   | 1. Ms. Farhat Fatima, MBBS 1 <sup>st</sup> Year<br>2. Ms. Harveen Baxi, B.Pharm. 1 <sup>st</sup> Year                |

Warden of the hostel, in case the complaint is lodged by the student of hostel or the complaint is against the hostler.

#### Functions, Powers and duties of Committee;

1. To uphold the commitment of Jamia Hamdard to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
2. 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.
3. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
4. To evolve a permanent mechanism for prevention of gender based discrimination, sexual harassment and other acts of gender based violence.
5. To ensure that the provisions are implemented in letter and spirit through proper reporting and redress of the complaints.

#### Operational definitions:

- **Sexual harassment:** This shall include such unwelcome sexual behavior (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.
- **Academic Staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting honorary, or on special duty or employees on a casual, contract or project basis.
- **Campus:** This includes all the places, vested, controlled and/or administrated by Jamia Hamdard.

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- **Non-governmental organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.
- **Counselor:** This shall include any women from among the staff, who has expertise in social and personal counseling on matters arising out of incidents of sexual harassment.
- **Non-Teaching Staff:** This shall include any person on the staff of the university who is not appointed to a teaching and / or research post, whether full time, temporary, ad hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual, contract or project basis.
- **Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by Jamia Hamdard and his family, friend or relative, in case living with him at the time of complaint.
- **Service provider:** This shall include and person who runs or manages commercial enterprises, or provides services on the campus.

**Term of office of chairperson and members of University Complaint Committee:**

- I. The Chairperson and members shall hold office 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 Transaction of Business Committee.**

- I. The committee will hold at least four meetings/programmes in the academic year, with not more than 3 months gap between the two meetings.
- II. Proceedings of all the meetings shall be recorded, confirmed and adopted by members and to be placed before Board of Management for record report.
- III. The Chairperson may call an emergent meeting of the committee on any relevant request for which at least 24 hours advance notice shall be given otherwise seven days notice may be required for regular meeting. The quorum for the meeting shall be one third members of the Committee.

**Procedure for filing complaint:**

- 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 University Complaint Committee 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 be complaint of sexual harassment against a student, resident, service provider, outsider, faculty members or non teaching staff.
- v. The party may lodge a complaint directly to the Chairman of University Complaint Committee.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the University Complaint Committee.

- vii. The University Complaint Committee 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 University Complaint Committee 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 Jamia Hamdard for conducting enquiry and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within 10 days and shall be completed within two months from the date of its reference. If the University Complaint Committee 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 on the merit of the case.
- xi. During the pendency of complaint/enquiry with the University Complaint Committee, the complainant shall not approach any other authority/agency in Jamia Hamdard or outside, for redressal. In case the complainant approaches, it will be misconduct and will be dealt with under Jamia Hamdard Rules applicable to.

**Penalties:**


These shall be awarded as per Jamia Hamdard rules for employees.

In case of students/service providers, the following shall include:

- i. Warning
- ii. Written apology
- iii. Bond of good behavior
- iv. Debarring entry into hostel/campus
- v. Withholding results (in case of students)
- vi. Expulsion from the University
- vii. Denial of re-admission

**Note:** In case of harassment by an outsider, that is, a person unconnected with Jamia Hamdard, the University authorities shall initiate action by making a complaint with the appropriate authority in Delhi.

All concerned are requested to kindly take necessary actions and give wide publicity to this University Order in order to ensure full proof safety measures for women as per the above directives under intimation to the undersigned.

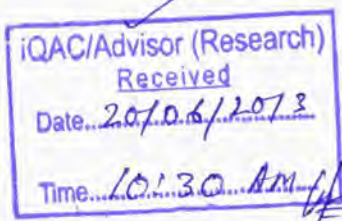
  
(Dr. Firdous A. Wani)  
Registrar

Copy to:

- All Deans of Faculties
- Dean, Students' Welfare



- Dean, HIMSR
- All Heads of the Departments/Centres
- Head, Jamia Hamdard – Ranbaxy Clinical Pharmacology Research Project
- Head, Hillman Laboratories, Jamia Hamdard
- Head, JH-BD Science Centre at Jamia Hamdard
- Finance Officer
- Controller of Examinations & Admissions
- Librarian, Hakeem Mohd. Sayeed Central Library
- Proctor
- Provost
- Director, IQAC
- Advisor (Research)
- Director, DODL
- M.S. HAHC Hospital
- In charge, Horticulture
- In charge, Scholars' House & Convention Centre
- In charge, University Press
- In charge, Computer Centre
- In charge, Web Cell – with a request to upload on University Website
- Law Officer
- PRO
- Estate Officer
- Assistant Engineer (Civil) – with a request to inform all contractors engaged in ongoing construction projects at Jamia Hamdard
- Assistant Engineer (Electrical)
- Assistant Registrar (Establishment)
- Assistant Registrar (General Administration)
- Assistant Registrar (Academic)
- Assistant Registrar (Purchase)
- Assistant Registrar (Admission)
- All Wardens of Hostel
- Security Officer
- Manager, Bank of India, JH Extn. Counter, Nehru Place Branch
- Manager, AMUL Outlet, Jamia Hamdard
- Manager, Kendriya Bhandar, Jamia Hamdard
- Secretary to the Vice Chancellor
- P.A. to the Registrar
- All Notice Boards – Through Dean/HoD



  
 REGISTRAR