GLA UNIVERSITY, MATHURA
INTERNAL COMMITTEE (IC)

1. Institution

The Internal Committee (IC) at GLA University was established on 24 September 2014 under Section 4 of the POSH Act, 2013. GLA University, Mathura ("the University") is committed to maintaining a safe, inclusive, and dignified environment for work, study, research, and engagement, free from sexual and gender-based harassment, intimidation, discrimination, and exploitation. This Policy is framed in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act") and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

The University recognizes that sexual harassment violates the fundamental rights to equality, dignity, and freedom guaranteed under the Constitution of India. Accordingly, this Policy seeks to prevent incidents of sexual harassment, encourage reporting, ensure fair and confidential inquiry, and provide timely and effective redressal.

While the University values academic freedom, free inquiry, and freedom of expression, sexual harassment can never be justified as an exercise of free speech or academic autonomy. Such conduct undermines individual dignity and the University's commitment to intellectual integrity, inclusiveness, and constitutional values.

Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic -Box (She-Box) on 24th July, 2017 for registering complaints related to Sexual Harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

Once a complaint is submitted to She-Box, it will be directly sent to the Internal Committee (IC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the Internal Committee (IC).

2. Scope

The Policy shall apply to all students, faculty, staff or employees of the GLA, or third parties whenever the sexual misconduct occurs in connection with a University activity or routine teaching or administrative work or programme organized by on and off GLA Campus and/or related to the conduct, which may have the effect of creating an intimidating or offensive or hostile work environment for one or more member(s) of the University community.

3. Functions of The Internal Committee (IC)

a. To prevent any form of sexual harassment at the workplace and within the campus.
b. To create awareness and promote gender sensitivity among all stakeholders in collaboration with Gender Champion Cell (GCC).
c. To investigate complaints of sexual harassment in a fair and unbiased manner.
d. To recommend appropriate action in cases of proven misconduct, in line with University rules and the POSH Act.
e. To organise sensitisation and training programs, workshops, and seminars on gender equality, women empowerment, and legal rights in collaboration with Gender Champion Cell (GCC).
f. To ensure a safe, inclusive, and supportive environment for all women.

4. Definitions

Following terms may be defined as follows:

a. **'Complainant'** shall mean any person alleging an incident of sexual harassment, or on whose behalf such complaint has been filed.
b. **Defendant** means a person against whom a complaint of sexual harassment is made under this Policy and who is alleged to have committed the act of sexual harassment. The Defendant may include, but is not limited to:

    i. An **employee** of GLA University, as defined under this Policy;
    ii. A **student** of GLA University;
    iii. Any person working, visiting, or associated with the University in any capacity, including contractual staff, consultants, researchers, interns, service providers, or visitors, provided the alleged act occurred within the scope of the **workplace** as defined under the POSH Act and UGC Regulations.

c. **Employee"** means a person employed at a workplace for any work on a regular, temporary, ad-hoc or daily-wage basis**,** either directly or through an agent**,** including a contractor**,** whether for remuneration or not**,** and regardless of whether their terms of engagement are express or implied**.** It includes, but is not limited to:
    i. Teaching faculty and academic staff;
    ii. Non-teaching and administrative staff;
    iii. Contract workers, consultants, and advisors;
    iv. Probationers, trainees, apprentices, interns;
    v. Co-workers and persons engaged through outsourcing or agency arrangements;

vi. Persons working with or without remuneration, including voluntary, honorary, temporary
vii. or part-time roles.

d. **Sexual Harassment Means:**
   i- "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely; -
      - any unwelcome physical, verbal or non-verbal conduct of sexual nature;
      - demand or request for sexual favours;
      - making sexually coloured remarks
      - physical contact and advances
      - showing pornography

   ii. any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-

      - implied or explicit promise of preferential treatment as quid pro quo for sexual favours
      - implied or explicit threat of detrimental treatment in the conduct of work;
      - implied or explicit threat about the present or future status of the person concerned;
      - creating an intimidating offensive or hostile learning environment;
      - humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.

e. **Student** -Any Female student who is properly admitted and is enrolled in a programme of study, whether regular or distance learning, including short-term training courses offered by the university, is considered a student at GLA University.

f. **Third Party Harassment:** This is a circumstance in which sexual harassment happens as a result of an act by any outsider or third party, who is not a student or employee of the university but is there as a visitor in a different capacity.

g. **Workplace:** For the purposes of this policy, **"workplace"** shall mean all premises of the University and shall include, but not be limited to, the following:

- Any department, institution, organization, undertaking, establishment, office, branch, unit, or enterprise established, owned, controlled, or wholly or substantially financed, directly or indirectly, by the University;
- Any sports institute, stadium, sports complex, competition venue, or games facility, whether residential or non-residential, used for training, sporting activities, or any activity connected with the University;
- Any place visited by a student or employee in the course of, or arising out of, academic, administrative, or employment-related activities of the University, including transportation provided or arranged by the University or its authorities for such purposes.

h. Prohibition of Sexual Harassment– All instances of sexual harassment at workplace are prohibited and shall be dealt as per the Act, UGC Regulations and this Policy.

5. Constitution of The Internal Committee (IC)

The Internal Committee (IC) at GLA University functions as an independent and unbiased body, adhering to a fair, confidential, and legally compliant inquiry process. In compliance with the amendment notified in the Gazette of India, Ministry of Law and Justice (Legislative Department), the University substituted the term ***"Internal Complaints Committee" with "Internal Committee" with effect from 10th November 2025***. Gla University shall annually notify the names and contact details of the members of the IC.

a. Membership

As per the 2015 UGC Regulations, the constitution of the IC in Gla University will be as follows:

i. A woman faculty member, not below the level of Professor, in the role of Presiding Officerperson or Presiding Officer nominated by the Executive Authority.
ii. Minimum three faculty members nominated by the Executive Authority.
iii. Minimum two staff representatives nominated by the Executive Authority.
iv. A minimum of three students enrolled at the undergraduate level and one each from the masters and research scholar level, selected through interactions/ association with the IC and appointed by the Executive Authority.
v. One member, a lawyer or a member of an NGO, another University or educational institution, or a member of women's organization or a social association, nominated by the Executive Authority for an external member.
vi. At least **one-half of the members shall be women**. Senior administrative authorities such as the Vice-Chancellor, Registrar, Deans, and Heads of Departments shall not be members of the IC.

b. Terms of Office

The selection and terms of the members shall be as follows:

i. The term of each member shall be three years.
ii. The term of office for the member secretary will be three years' maximum.
iii. One-third of the members of the IC may change annually
iv. The IC will have a panel of transcribers and the University shall bear the cost of transcription of all proceedings.

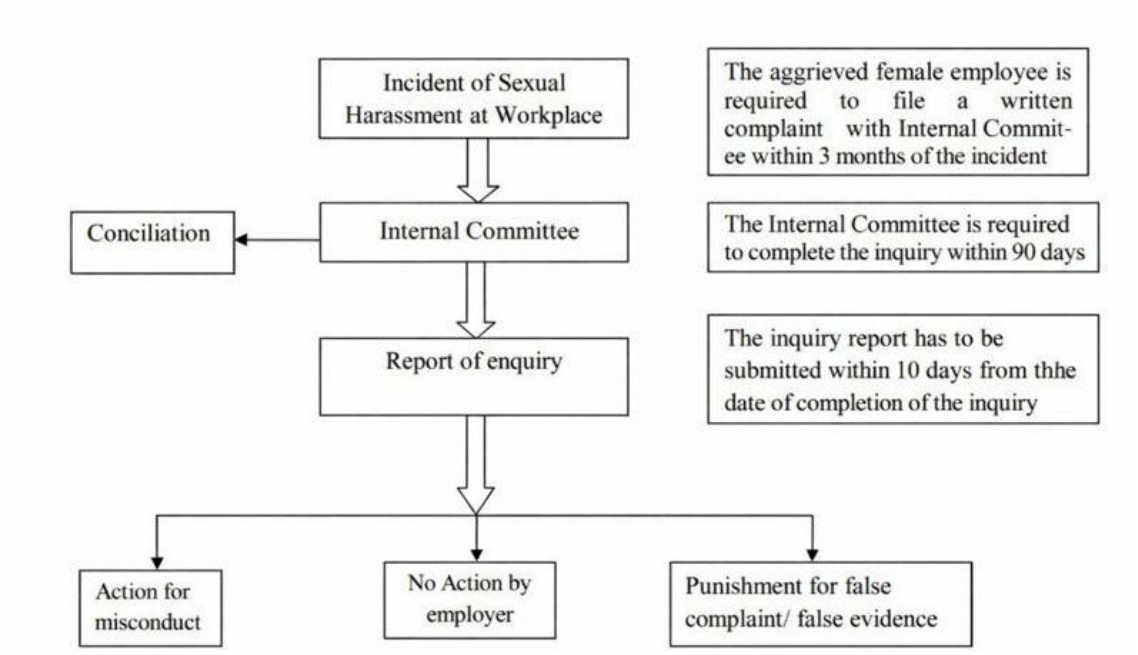
6. Persons Entitled to File a Complaint Before the Internal Committee (IC)

In keeping with GLA University's, aggrieved Female Student or Employee who has experienced sexual harassment in the course of, or arising out of, their association with the University may submit a written complaint to the Internal Committee (IC).

Provided that if the complainant is unable to submit the complaint in writing by herself, the IC may allow any other person to file a complaint on her behalf if it considers it reasonable and appropriate.

7. Procedure for Filing a Complaint

a. The complainant shall file a complaint in writing before IC in the given format (Annexure 1) at the earliest point of time or within 3 months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The IC, for the reasons to be recorded in writing, may extend the time limit not exceeding three months.
b. The complaint may be given by hand or through mail to the Presiding Officer/Chairperson of IC.
c. IC shall extend all reasonable assistance to the aggrieved person for making the complaint in writing, if required.
d. The complaint should be specific and shall include the list of witnesses and evidence, if any.
e. Before initiating the inquiry, the IC at the request of the complainant, may take steps to settle the matter between the complainant and the Defendant.



I- Inquiry into the Complaint

a. The Complainant will be required to fill out the GLA University Complaint Form (Annexure 1) and submit the same to the IC Presiding Officer.
b. The IC shall provide reasonable assistance to the Complainant in filing the complaint, where required.
c. Before initiating the inquiry, the Internal Committee (IC) may, at the written request of the Complainant, initiate conciliation proceedings to settle the matter. Such conciliation shall be conducted fairly and impartially, and no monetary settlement shall be permitted as a basis of conciliation. Where a settlement is reached, the IC shall record the terms of settlement, provide copies to both parties, and forward the same to the Executive Authority of GLA University for implementation. Upon successful conciliation, no further inquiry shall be conducted by the IC.
d. In case conciliation is not requested, or where conciliation fails, the IC Presiding Officer shall initiate a formal inquiry and send a copy of the complaint to the Defendant within seven working days.
e. Upon receiving the case information and the copy of the complaint from the Inquiry Committee, the Defendant will acknowledge the receipt within 24 hours. The Defendant will then file his or her written reply to the Inquiry Committee, along with a list of documents, names and addresses of witnesses in the Defendant Response Form and submit it within 10 days. (Annexure 2)
f. During the inquiry the Complainant and the Defendant will not be brought face-to-face, or any situation created where they may be brought face-to-face.

g. The IC will organize the hearings, giving a fair hearing to both the Complainant and the Defendant.
h. Besides the witnesses named by both parties, IC may call any other person as Independent witness. It may also summon any official documents or records pertaining to the Complainant and Defendant, and the site or location of the incident(s) of harassment, if needed.
i. Following the hearing, the Complainant and the Defendant may examine the transcripts of the each other's depositions (with the exclusion of the identities of the witnesses and witness transcripts), which will be made available within ten working days of the last hearing.
j. Both parties are allowed two days to respond to the IC Presiding Officer with clarifications or specific questions (if any) based on the transcripts.
k. The IC will mediate cross-questioning between the Complainant and the Defendant until such time as all questions are asked.
l. All parties and witnesses involved in the proceedings shall be bound by confidentiality obligations in accordance with applicable laws and institutional policy.
m. The Inquiry will be completed within ninety working days from the date of receiving the complaint.
n. On concluding the Inquiry, the IC Presiding Officer, along with other members of the Inquiry committee, will prepare a recommended report (all names anonymous). In case of a guilty verdict, the report shall also recommend the nature of disciplinary action to be taken. (The range of possible disciplinary action is described in the Penalties section below.)
o. Within three working days of the receipt of the final report of the Inquiry Committee, the Presiding Officer of the IC shall convene an emergency meeting of the IC. Each member of the IC may access the full report of the Inquiry Committee.
p. If the report is accepted by the IC members, the Presiding Officer will submit the report to the Executive Authority. The Executive Authority will be given the names of the Complainant, the Defendant, all the witnesses, which will be anonymized in the final report.
q. The final report has to be submitted to the Executive Authority within ten working days of the completion of the inquiry report, as accessed by all the IC members. In case of Faculty vs Faculty cases and Faculty vs Staff cases, student members may not have access to the report.
r. The Complainant or the Defendant may file an appeal against the recommendations of the IC to the Executive Authority within thirty working days from the date of receipt of the findings or recommendations. The Executive Authority may also constitute an appropriate committee to oversee the appeal in the event of the Defendant or the Complainant filing one.
s. The Executive Authority will act on the recommendations of the IC within a period of thirty working days from the date of receiving the final report with the recommendations.

t. The Vice-Chancellor shall forward the Presiding Officer's final report submission to the appropriate university authorities, who will if needed, meet with the IC to discuss and facilitate implementation of the recommendations. At least three members of the inquiry Committee must be present in this meeting.
u. The Complainant or the Defendant may file an appeal against the recommendations of the IC before the Executive Authority within ninety (90) days from the date of receipt of the findings, in accordance with applicable rules. The Executive Authority may constitute an appropriate committee to examine the appeal.

II-Penalties

Disciplinary action against a person found guilty of sexual harassment may take various forms. An indicative list is provided below:

A. Penalties for Faculty and Staff Members

1. Warning or censure
2. Withholding of increments
3. Removal from an administrative position
4. Disbarment from holding an administrative position
5. Suspension from service
6. Compulsory retirement
7. Dismissal from service
8. Transfer

B. Penalties for Students

1. Warning or censure
2. Withdrawal of the right to an official Character Certificate from the University
3. Rustication from the University for one or two semesters
4. Expulsion from the university
5. Bar on future admission to the University
6. Withholding of a degree awarded by the university
7. Award reformative punishments like mandatory counselling and/or, performance of community service
8. Written apology

9. Bond of good behaviour
10. Withdrawal of hostel accommodation
11. Debarring from exams and/or placement activities
12. Withhold privileges of the student such as access to the library, auditoria, transportation, scholarships, allowances, and identity card
13. Suspend or restrict entry into the campus for a specific period
14. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants
15. Withholding of a degree awarded by the University
16. Any other suitable punishment approved by the competent authority.

Penalties for Third Party Vendors or any other individuals in the University can be a combination of these above.

A hand written apology from the guilty party to the victim is mandatory, as a penalty and self-reflection and learning experience. In addition to the above, the IC in the University recommends gender sensitization trainings, reading or assignments, for all the above parties involved when found guilty of sexual harassment in any case that the IC handles.

For details refer "Handbook of Sexual Harassment of Women at Workplace" released by Ministry of Women and Child Development, Govt. of India