

दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Sector 9, Dwarka, New Delhi – 110077

SENSITIZATION, PREVENTION AND REDRESSAL OF
SEXUAL HARASSMENT (SPARSH)

1. The DSEU shall be committed to the elimination of all forms of discrimination against women and shall take proactive steps towards gender sensitisation and elimination of sexual harassment.
2. In order to take proactive steps and sustained efforts towards gender sensitisation and prevention of workplace harassment of all kinds, the University shall have an Apex Committee consisting of the following:
 - a) Three persons, of whom at least two shall be women, from amongst the academic staff of the University, to be appointed by the Vice-Chancellor, the senior most of the woman members shall be the Chairperson.
 - b) Two persons, of whom at least one shall be a woman, from amongst the non-teaching staff of the University, to be nominated by the Registrar.
 - c) Two persons, of whom at least one shall be a woman, from amongst the Students of the University, to be nominated by the Dean of Students' Welfare (DSW).
 - d) One representative of an NGO engaged in women rights, gender issues and social development etc. to be appointed by the Vice-Chancellor.
 - e) One person to be appointed by the Vice-Chancellor from the Students' Council.
3. The Chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice-Chancellor may decide from time to time.
4. The Apex Committee shall, with the approval of the Vice-Chancellor of the University:
 - a) evolve a permanent mechanism for prevention and redressal of gender-based discrimination, sexual harassment and other acts of gender-based violence;
 - b) promote gender equity, obliterate gender-bias, eliminate discrimination against women, prevent and protect women from sexual harassment and gender-based violence;
 - c) take measures necessary for creating a social and psychological environment for harmonious and healthy relationship at the workplace;
 - d) shall design and organise awareness campaigns, gender-sensitisation programmes, orientation

and training for sensitising the students, staff and academic staff of the University about gender-based discrimination and workplace harassment;

- e) organise counselling, guidance and help centres aimed at preventing and protecting women against discrimination and sexual harassment;
 - f) frame and issue policies and guidelines of good conduct and behaviour amongst the students, staff, and academic staff of the university;
 - g) ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints;
 - h) fulfil the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace; and take suo-motu cognizance of any act of gender discrimination, gender bias and sexual harassment on the campus and direct the Complaint Committee to look into the matter and make their recommendations for their redressal.
5. For effective and efficient discharge of the complaints against sexual harassment, the University shall have a Internal Complaint Committee (ICC) consisting of the following members:
- a) One of the Members of Apex Committee, a senior woman employee, who shall be the Chairperson.
 - b) Three persons to be appointed by the Vice-Chancellor from amongst the women academic staff of the University.
 - c) One person to be nominated by the Registrar from amongst the women non-teaching staff of the University.
 - d) The Apex Committee member, who is the representative of an NGO engaged in women rights, gender issues and social development etc.

Provided that at least one-half of the total Members so nominated shall be women

6. The Chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office or till such time as the Vice-Chancellor may decide from time to time.
7. The Internal Complaint Committee shall have the rights and duties to:
- a) receive and register, in strict confidentiality, complaints from students, staff and academic staff of the University and/or from any other person from outside the university against sexual harassment by a student, staff, academic staff, service provider of the University;
 - b) request the University authorities to initiate necessary action for lodging complaint with the appropriate authorities, in case of sexual harassment by an outsider, i.e., by a person or persons unconnected with the University;
 - c) take cognizance of complaints about sexual harassment, and conduct enquiries, provide

assistance and redressal to the victims and recommend penalties and other action to be taken;
and

- d) conduct a formal enquiry against the student / academic staff / non-teaching staff / service provider of the University allegedly involved in a case on the basis of its findings during the preliminary enquiry maintaining strict confidentiality.
8. Sexual harassment 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) Making a sexually coloured remark;
 - d) Exhibiting / displaying / showing pornography; and/or
 - e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
 9. The aggrieved party may lodge complaint of sexual harassment, either in writing or orally, directly to the Vice-Chancellor, or to the Chairperson or to any Member of the Internal Complaint Committee.
 10. In case the complaint is made orally, the same shall be recorded in writing by one of the Members of the Internal Complaint Committee and shall be read out to the complainant and signed by the complainant and countersigned by the member. The complaint received as such or as recorded in writing shall be forwarded to the Internal Complaint Committee for conducting enquiry.
 11. The Internal Complaint Committee shall hear both the parties involved, i.e., the complainant and the accused in a manner as it may deem appropriate and determine the course of action that the situation merits.
 12. The enquiry shall be conducted under the rules and procedures already laid down by the University and will be in conformity with the principles of natural justice.
 13. The formal enquiry shall commence within a week and shall be completed within two months from the date of its reference. If the ICC (Internal Complaint Committee) finds it impractical to dispose of the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-Chancellor.
 14. Depending upon the severity of the case, the Internal Complaint Committee may:
 - a) In case of employees of the University, recommend disciplinary action including penalty and punishment as per University rules;
 - b) In case of outsiders/service providers to the University, request the University authorities to initiate necessary action for lodging complaint with the appropriate authorities; and
 - c) In case of students, the penalty, punishment and disciplinary action against the offender may include:

- (i) Warning
- (ii) Written apology
- (iii) Fine in cash
- (iv) Bond of good behaviour
- (v) Debarring entry into hostel/campus
- (vi) Withholding examination results
- (vii) Expulsion from the university
- (viii) Denial of re-admission

Details of the members of the Internal Complaint Committee can be found in the 'Circular and Order' column of Administration tab on the DSEU website.