

This file has been cleaned of potential threats.

If you confirm that the file is coming from a trusted source, you can send the following SHA-256 hash value to your admin for the original file.

9547b64d887757949848e1ef64a30f3488f7cbe8e07840480f8aeae1612b9282

To view the reconstructed contents, please SCROLL DOWN to next page.

Karunya Institute of Technology and Sciences

(Declared as deemed-to-be University under Section 3 of the UGC Act, 1956)

Karunya Nagar, Coimbatore – 641114, www.karunya.edu

Internal Complaint Committee (ICC)

Sexual Harassment Prevention, Prohibition & Redressal Mechanism

1. PREAMBLE

Sexual harassment results in violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India and her right to life; and to live with dignity under Article 21 of the Constitution. Prevention of sexual harassment is a key component in attaining high ethical standards and ensuring excellence in all academic activities, and enhances the ability of students and staff to reach their full potential in a safe, quality focused learning and working environment.

Karunya Institute of Technology and Sciences (KITS) is committed for creating a safe environment for women students and employees – a gender-just environment free of violence, harassment, exploitation, intimidation and stress. Internal Complaint Committee (ICC) at KITS was set up in pursuance of the guidelines of UGC and directives of the Hon'ble Supreme Court in the judgement of Vishaka & Others v/s. State of Rajasthan & Others reported in 1997 (6) SCC 241, and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The Internal Complaint Committee at KITS is an instrument for addressing the issues of sexual harassment and recommending their redressal in a time-bound manner. When an incident of sexual harassment occurs, the victim or third-party may submit a written complainant in person at Internal Complaint Committee, or send via email at "shpc@karunya.edu" or register complaint online.

2. OBJECTIVES

- To fulfil the directives of the Hon'ble Supreme Court of India, and concerns expressed by the University Grants Commission (UGC) about ensuring safe environment for women students and employees in educational institutions.

- To promote an environment free of sexual harassment and other acts of gender based discrimination at the Institution that ensures gender equality and equal opportunities.
- To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the Institution

3. DEFINITIONS

3.1. **Sexual harassment:** Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) – Verbal, physical, visual and psychological harassment:

- physical contact and advances
- a demand or request for sexual favours
- making sexually coloured remarks
- any unwelcome messages through telephone or internet
- showing pornography
- any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

3.2. Other Definitions:

- Academic staff** includes Professors, Associate Professors, Assistant Professors and such other persons as may be designated as such for imparting education/instructions or for giving guidance or rendering assistance to students for pursuing any course of study. It includes any person who is appointed to a teaching and/or research position, whether full time, temporary, ad-hoc, part-time, visiting, honorary, guest, consultancy, or on special duty. It also includes persons employed on a casual or project basis. Persons participating in any workshop/seminar/training/ conference/ consultancies are also covered during their stay/official stay with Karunya Institute of Technology and Sciences.
- Non-Academic Staff** includes any person who is not included in the category of academic staff. It shall also include administrative staff, technical staff, officers, consultants, support staff, contractual staff and daily wagers only to the extent that they are performing KITS related activities.
- Student** includes any person who is enrolled for any course, whether full-

time or part-time course with KITS, and includes Research Scholar.

- iv. **Campus** includes all places of work at KITS. It includes all places of instruction, research and administration, as well as student residences, health centre, sports grounds, auditoriums, streets, lanes and canteens, etc. on the University campus.
- v. **Outsider** includes any person who may be an old student, who is not a student, resident, or member of the academic or non-academic staff of KITS.
- vi. **Resident** includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted by KITS, irrespective of whether he/she is the person to whom the accommodation is officially allotted.
- vii. **University functionaries** includes any person appointed, designated or nominated by the University administration to a position of service in KITS, and includes, but is not limited only to Deans, Directors, HoDs, Controlling Officers, wardens, security personnel, etc.

4. INTERNAL COMPLAINT COMMITTEE (ICC):

- The Vice-Chancellor shall nominate members for the Cell – appoint Chairperson and a Secretary from amongst the members of the Cell. The Chairperson shall be a woman.
- While constituting the Committee, representation shall be given to the representatives of teaching staff and non-teaching staff of the University, and two external members – one representing NGO's and one legal expert.
- In absence of the Chairperson, Vice-Chancellor shall suggest Acting Chairperson of the particular meeting.

COMPOSITION OF THE COMMITTEE:

- i. Two women directors nominated by the Vice-Chancellor.
- ii. Two faculty members –one of these shall be woman
- iii. One woman representative of an NGO (psychological expert)
- iv. One external Legal expert
- v. Chief Warden (Ladies Hostel)
- vi. Director Campus Life
- vii. Officer-in-Charge of Grievance Redressal Cell
- viii. Three students - one Research Scholar, one Masters student/and one UG student –two of these students shall be women

5. FUNCTIONS OF THE COMMITTEE:

- To ensure that the women students and employees are not subjected to discrimination of sexual harassment on the campus.
- To derive a complaint mechanism to ensure time bound redressal of complaints.
- To promote and facilitate suitable measures in respect of the prevention of sexual harassment.
- To deal with individual grievances concerning gender discrimination and sexual harassment and to recommend suitable action in the manner and mode particularly provided hereafter.
- To raise awareness about sexual harassment in its various forms and evolve a permanent mechanism for prevention of sexual harassment.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the University.

6. APPLICABILITY:

Applicable to all students, academic staff, and non-academic staff on active rolls of KITS, also residents, service providers, workers and outsiders who may be within the vicinity of the Institution – applicable to all complaints of sexual harassment made:

- i) by a student against a member of the academic/non-teaching staff/a co-student/ resident/service provider/worker;
- ii) by a member of the academic/non-teaching staff/family member against a student/ another member of the academic or non-teaching staff/resident in either case,

irrespective of whether sexual harassment is alleged to have taken place within or outside the campus;

- iii) by a resident against a student/member of the academic/non-teaching staff/service provider;
- iv) By a service provider/worker against a student/member of academic/non-teaching staff/resident/outsider;
- v) by an outsider against a student/member of the academic/non-teaching staff/resident/ service provider if the sexual harassment is alleged to have taken place within the campus;
- vi) by a student/academic/non-teaching staff/ resident/service provider/worker against an outsider if it occurs on the campus

7. STANDARD OPERATING PROCEDURE (SOP)

7.1. GENERAL: When an incident of sexual harassment occurs, the victim can bring her concern to the attention of the Internal Complaint Committee (ICC) for redressal.

- i) Informal: The victim can communicate her disapproval and objections immediately to the harasser and request the harasser to behave decently.
- ii) Formal: If the harassment does not stop or if victim is not comfortable with addressing the harasser directly. If attempts to resolve the situation informally are not successful, the complainant may pursue a formal complaint.
- iii) Appeal: A decision of ICC may be appealed in writing to the Board of Management (BoM) within 10 working days of receipt of ICC's decision. Any party may appeal a decision based on discovery of new evidence previously unavailable or a significant irregularity in the procedural process which could affect the outcome of finding. The appellant should be as specific as possible in setting out basis for appeal; general dissatisfaction with the decision will not be sufficient. The determination/decision of the Board of Management is final.

- 7.2. CHANNELS FOR MAKING A FORMAL COMPLAINT: The victim or third-party may make formal complainant in writing in the form of a letter, preferably within 15 days from the date of occurrence of the alleged incident through any of the following modes/channels:
- i) Submit a written complaint in person or through a third party at Internal Complaint Committee or to any of the committee members.
 - ii) Send the complaint through email on shpc@karunya.edu – an email ID earmarked for this purpose.
 - iii) Submitting/registering complaint online, using the online registration system.
 - iv) If the complaint is oral, it shall be documented in writing by the respective committee member and the same shall be authenticated by the complainant under her dated signature.
- 7.3. TIME LINES: ICC will complete its investigations as expeditiously as possible. The investigation shall normally be completed within 30 working days from the date of registering/filing of a formal complaint, including notification of the parties of the outcome of the investigation. In extraordinary circumstances, ICC reserves the right to extend this time to a reasonable period. All parties will be notified if such an extension is necessary.
- 7.4. INVESTIGATION/ENQUIRY PROCESS: Within ten days of receipt of a complaint, the Committee will determine whether a prima facie case of sexual harassment is made out. The Committee shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether a special enquiry is to be instituted. If the Committee considers it necessary to hear the defendant at the preliminary stage it shall issue a notice to him in the prescribed format. The Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.
- i) The complainant will be allowed to be accompanied by one representative during the enquiry. They shall communicate to the Chairperson of the Committee the name of that person. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.

- ii) During the enquiry proceedings the complainant and/or their witnesses and the defendant shall be called separately so as to ensure freedom of expression and an atmosphere free of intimidation.
- iii) Prior to the institution of enquiry the Committee shall prepare a document containing a summary of the complaint such as the location, date and time on which the incident is alleged to have occurred and shall hand over the same to the complainant and the defendant. All records of complaints, including contents of meetings, results of investigations and other relevant material will be kept confidential except where disclosure is required under disciplinary or other remedial processes.

7.4.1. INFORMATION TO DEFENDENT: The defendant shall be given the information in writing of the charges made against him, and he shall be given a period of 5 days to respond. The Committee shall provide reasonable opportunity to the complainant and defendant for presenting and defending her/his case.

7.4.2. PRESENTING THE WITNESS: Both complainant and defendant shall be responsible for presenting their witnesses before the Committee. However, if the Committee believes that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.

7.4.3. EXAMINING WITNESS SCRIPTS: The complainant and the defendant, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings once prepared with the exclusion of witnesses' names and identities.

7.4.4. NOMINEE: Any person nominated by the complainant and/or the defendant on her/his behalf shall be only a member of KITS. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/defendant should inform the Committee specifically if they wish to exercise this right.

- 7.4.5. **CROSS EXAMINATION:** The complainant and the defendant shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses through the Committee only. The defendant shall have no right to directly cross examine the complainant or her witnesses. The defendant/complainant may submit to the Committee, a written list of questions that he/she desires to pose to the complainant/witness. The Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive. Any behaviour, verbal or otherwise, on the part of the defendant or his nominee, that is designed to intimidate or subject the complainant or her witnesses to mental and physical trauma, can lead the Committee to recommend disciplinary action against the defendant.
- 7.4.6. **TAKING COGNIZANCE OF EVIDENCE:** Nothing precludes the Committee from taking cognizance of any new fact or evidence, which may arise or be brought before it during the pendency of the enquiry proceedings. If a new fact or evidence is brought to the notice of the Committee after submission of the Enquiry Report to the university authorities, then in the event of the constitution of the reconvened Committee, at least half of the members of the present Committee shall be those who originally enquired into the said complaint. The Committee shall be sensitive to the covert, private and insidious nature of Sexual Harassment and shall take into account that often the aggrieved woman may not be able to submit/ present direct or corroborative evidence. The Committee shall not permit any evidence or examination based on the aggrieved woman's character, personal life, conduct, personal history. The Committee shall take note of the respective socio-economic positions of the parties, their hierarchy in the organization / workplace, and other differences while appreciating the evidence.
- 7.4.7. **TERMINATION OF PROCEEDINGS:** The Committee shall have the right to terminate the enquiry proceedings and to give an ex-parte decision on the complaint, should the defendant fail, without valid ground, to present himself for three consecutive hearings convened by the Committee. The venue of the enquiry should take into consideration the convenience and security of the complainant. The identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Committee.

After concluding its investigation/enquiry, the Committee shall prepare a detailed report of its findings. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Committee. No observations regarding the work and behaviour of either the complainant or defendant shall be made which are not related to the alleged act of sexual harassment. However, the Committee may consider as relevant any earlier complaints of sexual harassment against the defendant. An opportunity shall be given to the parties to be heard on the findings before a recommendation is made.

- 7.5. ENQUIRY/INVESTIGATION REPORT: Within five working days of the preparation of the report, the Chairperson of the Committee shall convene a meeting. Each member of the Committee shall have the right to access the entire enquiry proceedings, or any part thereof. The Committee shall discuss the report and recommendations for disciplinary action, if any, and the Chairperson of the committee shall forward the same, together with a summary of the opinions to the University Authorities.

Upon receipt of the Enquiry Report the University Authorities shall promptly act on the Enquiry report. If the University authorities disagrees with or wishes to modify the recommendations made by the Committee it may do so by recording the reasons in writing. The same shall also be communicated in writing to the Committee. The University Authorities shall take disciplinary action within 1 month of receipt of the Report from the Committee.

- 7.6. REDRESSAL: The Committee may in a detailed and reasoned manner pass any of the following:
- If the Committee finds no merit in the complaint, it shall write to the university authorities giving reasons for its conclusions.
 - In the event that the Committee finds the defendant guilty of sexual harassment, it shall recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. The disciplinary action will commensurate with the nature and impact of the sexual harassment.

- It shall also recommend whether after disciplinary action has been taken, the University authorities should publicize the identity of the offender, the misconduct and the disciplinary action taken.
- The penalties listed below are indicative, and shall not constrain KITS administration from considering others, in accordance with the rules governing the conduct of all members of the KITS.

RECOMMENDED DISCIPLINARY ACTIONS:

IN THE CASE OF STAFF	IN THE CASE OF STUDENTS	IN THE CASE OF OUTSIDERS
• Warning • Written apology • Bond of good behaviour • Gender sensitization • Counselling • Adverse remarks in the Confidential Report • Debarring from supervisory duties • Suspension • Denial of membership of statutory bodies • Stopping of increments/ promotion • Reverting, demotion • Transfer • Dismissal • Withdrawal of residential facilities and prohibition from entry on the campus • Any other relevant mechanism.	• Warning • Written apology • Bond of good behaviour • Gender sensitization • Counselling • Debarring entry into a hostel/ campus • Withholding results • Debarring from exams • Suspension for a specified period • Expulsion/ Rustication • Denial of admission • Declaring the harasser as "persona non grata" for a stipulated period of time • Any other relevant mechanism.	• Warning • Declaration of the campus as out of bounds for her/him, and/or a bar on appearing for the entrance examination/interview to any programme of study offered by KITS. • Any other action as may be necessary: In addition to the penalties specified above, the person may be advised to undergo counselling and gender sensitisation, and to give a written and/or public apology to the complainant.

The Institution may also direct that the person against whom a complaint of sexual harassment is made, be prohibited from entering the premises of the Institution during the pendency of the matter before the ICC.

7.7. GENERAL GUIDELINES:

- 7.7.1. **CONFIDENTIALITY:** The University authorities and members of the committee shall maintain full confidentiality with respect to matters pertaining to enquiries into complaints of sexual harassment. To protect the interests of the victim, the accused person and others who may report incidents of sexual harassment, confidentiality will

be maintained throughout any investigatory process to the extent practicable and appropriate under the circumstances.

- 7.7.2. NETWORKING: Each School/Department/Office shall have a two member sub-committee of elected/nominated faculty and students. Sexual Harassment Prevention Committee will liaison with the concerned sub-committees for awareness, orientation, sensitization and other preventive measures, as and when deemed necessary. Committees shall have the referral support of empathetic legal, psycho-therapy and health experts for ready first aid, consultation and guidance. Committee shall also establish networks with legal experts, legal aid centres, counselling centres, health centres, police stations, Crimes against Women cells, women's groups in the vicinity and other organisations such as the National/State Commission for Women and National/State Human Rights Commission.
- 7.7.3. EXCEPTIONS: All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee and the same shall not be made available pursuant to an application under the Right to Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee in a fiduciary relationship and the non- disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.
- 7.7.4. PROTECTION AGAINST VICTIMISATION: Karunya Institute of Technology and Sciences will not tolerate victimisation under any circumstances, but take disciplinary action in response to any victimisation.
- a) Any person who is found to have victimised the person who has made or intends to make a complaint, or to have victimised a witness or associate of the person who has made, or intends to make a complaint, will be subject to the consequences of breaching of Sexual Harassment Prevention rules.
 - b) Karunya Institute of Technology and Sciences has an obligation to ensure that a person who registers a complaint in good faith and without malice is protected, and shall not allow a person raising a concern to be victimized for doing so. In the unfortunate event where, despite the best of precautions, the complainant would be victimized, KITS shall treat this as a serious matter

and take disciplinary action against the perpetrator(s).

- 7.7.5. RETALIATION: Retaliation is a negative action taken against an individual as a result of a complaint being filed or after an individual has cooperated with an investigative process. Retaliation is prohibited whether or not the charging party prevails in the original charge. No employee or student of the university may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be treated as separate and distinct from the original charges and allegations, and will be investigated by the ICC.

Any student, staff member who knowingly and intentionally retaliates in any way against an individual who has brought a complaint, participated in an investigation or disciplinary process of such a complaint, or opposed any unlawful practice, is subject to disciplinary action up to and including dismissal from the Institution.

- 7.7.6. FALSE COMPLAINTS: Any person who knowingly and intentionally files a false complaint is subject to disciplinary action up to and including dismissal from the University. In other words, if ICC arrives at the conclusion that the allegation/complaint against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or any other person making the complaint has produced any forged or misleading documents, it may recommend to the university authorities to take action.

- 7.7.7. INTERFERENCE WITH AN INVESTIGATION: Any person who knowingly and intentionally interferes with an ongoing investigation conducted is subject to disciplinary action up to and including dismissal from the Institution.

Interference with an ongoing investigation may include, but is not limited to:

- Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information;
 - Removing, destroying, or altering documentation relevant to the investigation;
 - or
 - Providing false or misleading information to the investigator, or encouraging others to do so.

8. APPENDICES:

SUGGESTED FORMS

APPENDIX I

REGISTERING A COMPLAINT OF SEXUAL HARASSMENT

1. COMPLAINANT PARTICULARS:

Name:.....			
Student	Parent	Teaching Staff	Non-Teaching Staff University
ID:.....		School/Dept./Office:.....	
Phone:.....		Email:.....	

2. DEFENDANT PARTICULARS:

Name:.....			
Student	Teaching Staff	Non-Teaching Staff	Outsider
University ID:.....		School/Dept./Office:.....	
Address:.....			
Phone:.....		Email:.....	

3. DESCRIPTION OF THE COMPLAINT

(Approximate Details like Date(s), Time(s), Location(s), etc.

--

Complaint recorded by:

Signature:.....

Name:.....

Designation:

Date:.....

Place:.....

LETTER TO THE COMPLAINANT

To:

.....

.....

Dear,

The Internal Complaint Committee (ICC) is examining the complaint of Sexual Harassment against.....lodged by you on

The Complaint refers to an incident(s) that allegedly took place on..... /in....., where the defendant allegedly.....

In this connection, the ICC would like to meet with you on, ata.m. / p.m. in theOffice to decide further action on the Complaint.

Further, in order to ensure the safety of the Complainant and impartiality of the redressal process, ICC issues an order of restraint to the person against whom the complaint is lodged. Any violation of the restraint order must be reported to the ICC immediately.

For any clarifications in this regard, or for a change in the time or date of your appointment with the ICC, please contact the undersigned.

Yours sincerely,

Signature:

Name:.....

Designation:

Date:.....

Place:.....

LETTER TO THE DEFENDANT

To:

.....
.....

Dear,

This is to inform that a complaint of sexual harassment has been made against you by Ms/Mrs.....on.....

The complaint refers to incidents (s) that allegedly took place on/ between.....in.....where you allegedly.....

The Internal Complaint Committee (ICC) is examining the complaint, and would like to meet you onat.....a.m/p.m in the Office.

You are requested to submit a written statement in this regard to the ICC. If in the opinion of the ICC a prima facie case is made out against you, an enquiry shall be instituted into the complaint. In such an event, you shall be informed in writing.

For any change in the time or date of your appointment with the ICC, please contact the undersigned.

Yours sincerely,

Signature:.....

Name:.....

Designation:

Date:.....

Place:.....

SUMMONS TO THE DEFENDANT

To

.....

.....

Dear,

This is with reference to the complaint of sexual harassment made against you by Ms/Mrs.....with the Internal Complaint Committee (ICC) on

The ICC has determined that a prima facie case of sexual harassment is made out against you and has instituted enquiry proceedings under the Karunya Institute Technology and Sciences's Policy & Procedures for prevention of sexual harassment.

The ICC has designated a five-member committee, and the names and contact details of whom are listed below, and the Committee has prepared a charge sheet against you.

You are requested to meet the above Committee on.....at a.m/p.m, at the.....Office. You are also requested to submit a written statement to the above Committee.

If you wish to be accompanied by a person known to you in this hearing, and/or to have any witness examined with regard to this complaint, please provide in writing the contact details of such person (s) to the ICC.

Any request for a change in time or date of your deposition must also be addressed to the Chairperson of the ICC.

Enquiry Committee

Sl.No	Name	Contact number
1.		
2.		
3.		

Yours sincerely,

Encl:

Copy of complaint

LETTER TO WITNESSES NAMED BY THE COMPLAINANT

To

.....

.....

Dear,

A Complainant of Sexual Harassment against.....has been lodged with the Internal Complaint Committee (ICC) by Ms./Mrs. on

The Complainant refers to an incident that allegedly took place on..... in, where the person against whom the complaint is lodged allegedly.....

The Sexual Harassment Prevention Committee (ICC) is examining the complaint of sexual harassment, where in you are named as a witness to certain event(s).

In this connection, we solicit your co-operation to corroborate / clarify certain aspects of the said testimony. We also would therefore like to meet with you on, ata.m. / p.m. at

We further request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Yours sincerely,

Signature:.....

Name:.....

Designation:

Date:.....

Place:.....

SUMMONS TO THE COMPLAINANT

To

.....

.....

Dear,

This is with reference to the complaint of Sexual Harassment against....., lodged by you on

The Internal Complaint Committee (ICC) has recommended the institution of a formal enquiry into your complaint.

Based on your testimony before the ICC on....., the ICC has prepared summons to the defendant. A copy of this summons along with true a copy of your original complaint has been made available to the defendant, and we enclose a copy for your records.

This is to request you to meet with the ICC on..... ata.m. / p.m., at Should you desire to be accompanied during your testimony by a person known to you, and/or to have any witnesses examined, please inform the Chairperson-SHPC (in writing) the names, contact details of such person(s).

We also request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Any requests for a change in time or date of your deposition must also be directed to the Chairperson-ICC.

Sl. No.	Name	Contact number
---------	------	----------------

1		
---	--	--

2		
---	--	--

3		
---	--	--

Signature of Receiver:.....

Name of Receiver:.....

Yours sincerely,

SUMMONS TO WITNESSES

To

.....
.....

Dear,

This is with reference to a complaint of Sexual Harassment against..... lodged by Ms./Mrs with the Internal Complaint Committee (ICC) on

The ICC has instituted a formal enquiry proceeding against the defendant. In the course of its proceedings, the ICC has formed the impression that you may be in possession of information that may prove relevant to the ICC's deliberations on the complaint, and this is to solicit your co-operation in this regard.

In particular, the ICC would like to ascertain your information of the following matter(s):

1.
2.
3.

The ICC would also be appreciative if you could arrange to meet with the Committee on, at.....a.m. / p.m. at.....

We further request you to bring along any documents, or other evidence, that you may feel to be relevant to some aspect of the case.

Yours sincerely,

Signature:.....

Name:.....

Designation:

Date:.....

Place:.....

APOLOGY–TO BE HAND-WRITTEN BY THE DEFENDANT

To:

Ms/Mrs ,

This is to place on record my understanding that my misbehaviour towards you on in....., constitutes an act of Sexual Harassment, which violates your right to dignity, equality, and security in the University campus. Although I am aware that an apology for my unwelcome and gender-insensitive misconduct cannot redress the insecurity that my actions have visited upon you, I wish nevertheless to apologise for my actions.

I,, undertake that henceforth, I shall not commit any act (either directly or by implication) that invades your privacy, threatens your security, violates human rights, Karunya University policy on Prevention Sexual Harassment, or adversely affects your living, working, and/or educational environment.

I,, undertake that henceforth, I (or any person on my behalf) shall not make any attempt to contact you, or any person known to you, with the purpose of influencing, intimidating, or exerting pressure upon you on all matters, especially those which pertain to your complaint of Sexual Harassment against me.

I,, undertake that henceforth, I, or any person acting on my behalf, shall respect your right to full confidentiality on all matters pertaining to your complaint of Sexual Harassment against me. I, or any person acting on my behalf, shall not publicise, or cause to become publicly known, any fact, conjecture, or speculation about your personality, character, or motivations in any of your actions, including your lodging a complaint of Sexual Harassment against me.

I,, undertake that I shall make every effort to ensure that I shall never again commit an act of Sexual Harassment, and shall do everything in my powers to deter Sexual Harassment by others.

Signature:.....

Name:.....

Date:.....

Place:.....

\

ORDER OF RESTRAINT

(To the defendant)

To

.....

Dear.....,

This is with reference to a complaint of Sexual Harassment lodged against you by Ms./Mrs.....alleging onat

During the pendency of Internal Complaint Committee (ICC) investigative and enquiry procedures into the complaint against you, you are enjoined to respect the human rights and the confidentiality of the Complainant, her family, friends and witnesses.

In order to ensure the confidentiality and the impartiality of the formal redressal procedures, the ICC issues an order of restraint to ensure that,

- You shall not commit any act (either directly or by implication) that invades the privacy of the Complainant/ her family, friends and witnesses that threatens her / their security, violates her / their human rights, or adversely affects her / their living, working, and/or educational environment.
- You (or any person on your behalf) shall not make any attempt to contact the Complainant, or any person in her confidence, with the purpose of influencing, intimidating, or exerting pressure upon the Complainant on any matter.
- You (or any person on your behalf) shall respect the right of the Complainant to full confidentiality on all matters, especially those pertaining to her complaint of sexual harassment against you.
- You (or any person on your behalf), shall not publicise in any way any fact, or speculation about the Complainant's personality, character, or motivations in any of her actions, including those involved in her lodging the complaint of Sexual Harassment against you.

Any violation of this order may prove prejudicial to your case and it may also induce the ICC to recommend immediate disciplinary action against you.

Please affix your signature in the space provided below to confirm that you have received the above restraint order and are informed of its provisions.

Signature of Receiver:.....

Name of Receiver:.....

Yours sincerely,