SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

Official Publication of Sant Gadge Baba Amravati University

PART- ONE

(Extra Ordinary)

Tuesday, the 11th August, 2026

Ordinance No. 02 of 2026

No. 02 /2026 Date: 11/08/2026

Sub. :- **Prevention, prohibition and redressal of sexual harassment of women employees and students in University Departments/ Conducted Colleges and /or its affiliated colleges, Ordinance, 2026.**

Whereas,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 and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment;

AND

Whereas,Ministry of Law and Justice, Government of India has issued the sexual harassment of women at workplace (Prevention, prohibition and redressal) Act, 2013 (14 of 2013) as an act of Parliament on 22/04/2013, to protect the fundamental rights of women;

AND

Whereas, in exercise of the powers conferred by clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, and in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act No. 14 of 2013), the University Grants Commission has issued the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, vide Notification No. F.91-1/2013(TFGS) dated 2nd May, 2015.

AND

Whereas, The Maharashtra Public Universities Act, 2016 received the assent of the Governor on the 10th January, 2017; the assent was first published in the Maharashtra Government Gazette, Part IV, on the 11th January, 2017, and the Act has been implemented by the Government of Maharashtra;

AND

Whereas, The Maharashtra Public Universities Act, 2016, under Section 73(10), mandates the establishment of a mechanism for the prevention of sexual harassment of teachers, employees, and students of the university and its affiliated colleges, as well as for the redressal of grievances related to sexual harassment, and prescribes penalties for those who engage in such acts, in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013;

AND

Whereas, the Management Council has accepted the University Grants Commission(Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015*;*

AND

Whereas, the Council, vide Item No. 1 dated 22/04/2025, has resolved to prepare a **draft Ordinance** for regulating the matter in accordance with the provisions of the said Regulations and in line with the point of order raised therein;

AND

Whereas, it is expedient that an Ordinance be issued under Section 73(10) of The Maharashtra Public Universities Act, 2016, to regulate the matter;

AND

Now,Therefore,the Management Council of Sant Gadge Baba Amravati University,the following Ordinance is hereby enacted to regulate the mechanism for addressing sexual harassment in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Regulations, in exercise of powers conferred upon me under Sub-Section (10) of Section 73 of Maharashtra Public Universities Act, 2016 hereby direct as under : -

1. **Short title, application and commencement**:-
   i) This Ordinance may be called as "Prevention, prohibition and redressal of sexual harassment of women employees and students in University Departments/ Conducted Colleges and /or its affiliated colleges, Oridinance, 2026."

   ii) This shall apply to all University Departments/ Conducted Colleges and /or its affiliated colleges under Sant Gadge Baba Amravati University, Amravati.

   iii) This Ordinance shall come into force from the date of its issuance.
2. **Definitions**:- In these regulations, unless the context otherwise requires,-
   a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, whoalleges to have been subjected to any act of sexual harassment by the respondent;

   b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013 (14 of 2013);

   c) "campus" means the location or the land on which a Sant Gadge Baba Amravati University, Amravati and its relatedinstitutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres,hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres,canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scopeplaces visited as a student of the University including transportation provided for the purpose of commuting toand from the institution, the locations outside the institution on field trips, internships, study tours,excursions, short- term placements, places used for camps , cultural festivals, sports meets and such otheractivities where a person is participating in the capacity of an employee or a student of the University;

   d) "covered individuals" are persons who have engaged in protected activity such as filing a sexualharassment charge, or who are closely associated with an individual who has engaged in protected activityand such person can be an employee or a fellow student or guardian of the offended person;

e) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by anSant Gadge Baba Amravati University, Amravati under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioningwith the same objective (like the Gender Sensitization Committee Against Sexual Harassment(GSCASH)) should be reconstituted as the ICC;

f) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

g) "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 behavior (whether directly or by implication), namely:-
      i) any unwelcome physical, verbal or non-verbal conduct of sexual nature;
      ii) demand or request for sexual favors;
      iii) making sexually colored remarks
      iv) physical contact and advances; or
      v) 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 behavior that has explicit or implicit sexual undertones-
      i) implied or explicit promise of preferential treatment as quid pro quo for sexual favors;
      ii) implied or explicit threat of detrimental treatment in the conduct of work;
      iii) implied or explicit threat about the present or future status of the person concerned;
      iv) creating an intimidating offensive or hostile learning environment;
      v) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

h) "Student" means an individual who is admitted and registered for an academic programme of the University or affiliated, conducted, autonomous colleges and recognized, institutions of the University;

i) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the University, but a visitor to the University in some other capacity or for some other purpose or reason;

j) "victimization" means any unfavorable treatment meted out to a person with an implicit or explicit intention to obtain sexual favor;

k) "workplace" means the campus of a University including-
   i) Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University;
   ii) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in the University;

   iii) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the University for undertaking such journey for study or industrial visits or Field Visits or Institutional visits in University.'

3. This Ordinance may be called "Prevention, prohibition and redressal of sexual harassment of women employees and students in University Departments/ Conducted Colleges and /or its affiliated colleges, Ordinance, 2026"
4. It shall apply to all employees and students of the University and its affiliated colleges and recognized institutions.
5. This ordinance shall come into force from the date of its issuance.
6. **Scope:** This Ordinance applies to all campuses, affiliated colleges, hostels, libraries, sports complexes, and any place visited by the student or employee during their employment or study, including fieldwork, internships, study tours, etc.
7. **Short Title, Commencement and Applicability**
   a. This Ordinance shall be called "Ordinance for Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students – 2026."
   b. It shall come into force from the date of its issuance.
   c. It shall apply to all: Teachers, Officers, and Non-teaching Employees, Students of all categories (UG, PG, Diploma, Research), Contractual, temporary, visiting, part-time or outsourced staff, Any person present within the campus or associated with University activities.
   d. It shall apply to all University campuses, affiliated colleges, recognized institutions, hostels, libraries, sports complexes, NSS/NCC camps, fieldwork, study tours, and any place visited in connection with official duties.
   e. No woman shall be subjected to sexual harassment at any workplace. The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:
      i) Implied or explicit promise of preferential treatment in her employment; or
      ii) Implied or explicit threat of detrimental treatment in her employment; or
      iii) Implied or explicit threat about her present or future employment status; or
      iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
      v) Humiliating treatment likely to affect her health or safety.
8. **Role and responsibility of University:**
   a) Publicly notify the provisions against sexual harassment and ensure their wide dissemination;
   b) Organize training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013) and University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015;
   c) Act decisively against all gender-based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
   d) Publicly commit itself to a zero tolerance policy towards sexual harassment;
   e) Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
   f) Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;

g) Include in the prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on.
h) Inform employees and students of the recourse available to them if they are victims of sexual harassment;
i) Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
j) Proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within University / Constituent College/Affiliated Colleges or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the University;
k) Be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
l) Treat sexual harassment as a misconduct under 73 (10) of Maharashtra Public Universities Act, 2016 and initiate action for misconduct if the perpetrator is an employee;
m) Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
n) Ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of this Ordinance;
o) Monitor the timely submission of reports by the ICC;
p) Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Maharashtra State Commission for Women.

9. Authorities Under the Ordinance:

i) Internal Complaints Committee (ICC): The University shall constitute an Internal Complaints Committee (ICC) as the primary body to receive complaints and conduct inquiries.

ii) Responsibilities of Internal Complaints Committee (ICC):

a) Provide assistance if an employee or a student chooses to file a complaint with the police;
b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
c) Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

iii) Composition of ICC : At least one-half of the total members of the ICC shall be women. Persons in senior administrative positions in the University, such as Vice-Chancellor, Pro Vice-Chancellors, Registrar, Deans, Heads of Departments, etc. However, in colleges Principal, Registrar, Superintendent, Heads of Departments, etc. shall not be members of ICCs in order to ensure autonomy of their functioning.

a) **Presiding Officer:** A Presiding Officer who shall be a woman faculty member employed at a senior level appointed by the Vice-chancellor as per section 12 sub clause 9 and 10 of Maharashtra Public Universities Act, 2016 (not below a Professor in case of a University/ Constituent collage or institute run by the University, and not below an Associate Professor in case of a college) at the affiliated college/ institute, nominated by the Principal; Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the University/ Constituent College/ Institute run by the University/ Affiliated College/ Affiliated Institute.

b) Members:

i) Two faculty members committed to the cause of women or having legal knowledge, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Vice-chancellor and incase of college by the Principal/ Director.

ii) Two non-teaching employees with gender-sensitivity background, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Vice-chancellor and incase of college by the Principal/ Director.

iii) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, nominated amounts the member on student council;

iv) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Vice-chancellor and incase of college by the Principal/ Director.

v) ICC members shall hold office for **three years**.

vi) Any member violating confidentiality or facing conviction/disciplinary proceedings shall be removed from ICC.

vii) **Cessation of Membership:** Where the Presiding Officer or any member of the Internal Committee:

a) Has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

b) He/ She has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

c) Has so abused his position as to render his continuance in office prejudicial to the public interest,

d) Such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions under 9 (iii).

10. The process for making complaint:

i) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing;

ii) Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

iii) Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

11. Conciliation:

a) The ICC examines whether the complaint falls within its jurisdiction, scope, and definition of sexual harassment.
b) Confidentiality of identities of the complainant, respondent, and witnesses is strictly maintained.
c) If required, interim relief (leave, transfer, restriction on interaction, etc.) may be recommended to ensure the safety and dignity of the complainant.
d) The ICC, may, before initiating an inquiry, at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:
e) Provided that no monetary settlement shall be made as a basis of conciliation.
f) Where settlement has been arrived, the ICC shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation.
g) The ICC, shall provide the copies of the settlement as recorded to the aggrieved woman and the respondent.
h) Where a settlement is arrived, no further inquiry shall be conducted by the ICC.

12. Inquiry into complaint:

a) Aggrieved party shall file a complaint in Annexure-I or be formulated by the Presiding officer as and when information received through messenger or by the victim.

b) The ICC shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a Students or any other person, the ICC shall, if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under sections Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS), and any other relevant provisions of the BNSS where applicable; or

i) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt and issue notice to the respondent (Annexure-II).
ii) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days (Annexure-III).
iii) The inquiry has to be completed within a period of ninety days from the receipt of the complaint.
iv) The proceedings/ minutes are recorded in Annexure -IV.
v) Witness statement shall be taken as per Annexure-V.

vi) The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Vice-Chancellor/ Principal/ Director . Copy of the findings or recommendations shall also be served on both parties to the complaint (Annexure- VIII).The report of the Internal Complaints Committee (ICC) shall be concise and shall clearly record the statement of facts.

vii) The Vice-Chancellor shall place the report in front of Management Council for its approval in case of University. Whereas, for colleges the Principal/ Director is a Disciplinary authority.

viii) The Management Council in case of University shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

ix) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Vice-Chancellor/ Principal/ Director within a period of thirty days from the date of the recommendations.

x) If the Management Council in case of University and Principal/ Director for colleges decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Management Council in case of University and Principal/ Director for colleges shall proceed only after considering the reply or hearing the aggrieved person. The action take report shall be communicated to the Arrived, Respondent and to the authorities (Annexure-IX).

xi) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The University/ College/ Institute shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention (Annexure-VI).

xii) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

13. Interim redressal : The University / Constituent College/Affiliated Colleges may,

a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC;

b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment (Annexure VII).

14. Punishment and compensation:

I) If the offender is an employee and found guilty of sexual harassment shall be punished in accordance with the Statute/ Ordinance/ service rules.

II) Where the respondent is a student, depending upon the severity of the offence, the University/ College may,-

a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

b) suspend or restrict entry into the campus for a specific period;

c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

d) award reformative punishments like mandatory counseling and, or, performance of community services.

e) The aggrieved person is entitled to the payment of compensation. The University/ College shall issue direction for payment of the compensation recommended by the ICC and accepted by the Concern Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:

i) mental trauma, pain, suffering and distress caused to the aggrieved person;
ii) the loss of career opportunity due to the incident of sexual harassment;
iii) the medical expenses incurred by the victim for physical, psychiatric treatment;
iv) the income and status of the alleged perpetrator and victim; and
v) the feasibility of such payment in lump sum or in installments.

15. **Action against frivolous complaint:** To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicized by the University. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions under clause 14 (I) of this Ordinance. If the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended as per clause 14 (II) of this Ordinance.

16. **Annual Report:**
ICC shall submit an Annual Report to the Management Council for University and Principal for Affiliated Colleges University containing details of:
Number of complaints received, disposed cases, pending cases, Proceedings and actions taken

17. **Consequences of non-compliance:** As per the Para 12 of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 (No. F. 91-1/2013(TFGS).

18. **Repeal and Savings:** Any earlier Regulation or order pertaining to sexual harassment is hereby repealed to the extent of inconsistency and whereas, the actions taken under previous Regulation or order shall remain valid.

19. **Interpretation Clause:** In case of any doubt or dispute regarding interpretation of this Regulation, the decision of the Vice-Chancellor shall be final and binding.

*****

ANNEXURE – I

Sant Gadge Baba Amravati University
Amravati
Internal Complaints Committee (ICC)
Complaint Registration Form

1. Name of ICC:

   _____

2. Name of the Aggrieved Woman:

   _____

3. Category:Student/ Teacher/ Officer/ Non-teaching/ Contractual/ Other (Tick whatever applicable)

   If other then write in details:

   _____

4. Department / College / Institution:

   _____

5. Contact Details (Mobile / Email): Phone/ Mobile: _____

   E-mail:_____

6. Name of the Respondent:

   _____

7. Designation / Status of Respondent:

   _____

   _____

8. Relationship with Respondent (if any):

   _____

   _____

9. Date(s) of Incident(s):

   _____

10. Place(s) of Incident(s):

    _____

11. Detailed Description of the Incident(s):

_____

_____

_____

_____

12. Names of Witnesses (if any):

_____

_____

_____

13. Supporting Documents / Evidence (if any): Attach separate sheet)

14. Relief Sought (Interim / Final):

_____

_____

Declaration: I hereby declare that the information furnished above is true and correct to the best of my knowledge.

Signature of Complainant
Date:
Place:

Acknowledgement of Receipt of Complaint

This is to acknowledge receipt of the complaint dated _____ received from Ms. _____ by the Internal Complaints Committee (ICC).

The complaint has been registered under ICC Case No. _____ / 20 and shall be processed as per prescribed provisions.

Presiding Officer, ICC
Date:
Seal:

ANNEXURE – II

Sant Gadge Baba Amravati University
Amravati

Internal Complaints Committee (ICC)
Notice to the Respondent

To,

_____

_____

_____

You are hereby informed that a complaint alleging sexual harassment has been received against you by the Internal Complaints Committee (ICC).

You are required to submit a written reply, along with supporting documents and list of witnesses, within 10 days from receipt of this notice.

Failure to respond within the stipulated period shall not stall the inquiry proceedings.

Presiding Officer, ICC

Date:
Seal:

ANNEXURE – III

Sant Gadge Baba Amravati University
Amravati

Internal Complaints Committee (ICC)
Reply Statement of the Respondent

1. Name of

   Respondent:_____

2. Case Reference No.

   _____

3. Point-wise Reply to Allegations: (Attach Separate Sheet)

4. List of Documents Submitted:

   _____

   _____

   _____

   _____

5. List of Witnesses (if any):

   _____

   _____

   _____

   _____

Declaration: I affirm that the above statement is true to the best of my knowledge.

Signature of Respondent

Date:
Place:

ANNEXURE – IV

Sant Gadge Baba Amravati University
Amravati

Internal Complaints Committee (ICC)
Proceedings Record / Hearing Minutes

Date of Hearing:

_____

Venue:

_____

Members Present:

_____

_____

_____

Parties Present:

_____

Witness Present:

_____

_____

Documents on Record (With Numbers):

_____

_____

Summary of Proceedings: (Attach Separate Sheet)

Statements Recorded: (Attach Separate Sheet)

Documents Produced:

_____

_____

Signatures of ICC Members

ANNEXURE – V

Sant Gadge Baba Amravati University
Amravati

Internal Complaints Committee (ICC)
Witness Statement Format

1. Name of Witness (Aggrieved Party/ Respondent):
   _____

   _____

2. Address & Contact Details:
   _____

   _____

   _____

3. Relationship with Parties:
   _____

   _____

   _____

4. Statement / Deposition: (Attach Separate Sheet)

Declaration : I declare that the statement given above is true and voluntarily made.

Signature of Witness

Date:

ANNEXURE – VI

Sant Gadge Baba Amravati University
Amravati

Internal Complaints Committee (ICC
Conciliation Settlement Record (If Applicable)

This is to record that on the request of the aggrieved woman, conciliation proceedings were conducted by the ICC on _____.

Terms of Settlement:

_____
_____
_____
_____

Undertakings by Respondent:

_____
_____
_____
_____

No monetary settlement has been made.

Signatures:

Aggrieved Woman Respondent Presiding Officer, ICC

Date:

ANNEXURE – VII

Sant Gadge Baba Amravati University
Amravati

Internal Complaints Committee (ICC)
Interim Relief Recommendation Format

Based on prima facie assessment, the ICC recommends the following interim measures:

1. Grant of leave (up to 3 months)
2. Transfer of complainant/respondent
3. Restriction on interaction
4. Any other protective measure:

_____
_____
_____
_____
_____

Presiding Officer, ICC_____

Date:

ANNEXURE – VIII

Sant Gadge Baba Amravati University
Amravati
Internal Complaints Committee (ICC)
Inquiry Report of ICC

1. Case Reference Number:
   _____

2. Brief Facts of the Case: (Attach Separate Sheet)

3. Issues for Determination:
   _____
   _____
   _____

4. Summary of Evidence: (Attach Separate Sheet)

5. Findings of the ICC: (Attach Separate Sheet)

6. Conclusion: (Attach Separate Sheet)

7. Recommendations (Shall be concise and clear) (Punitive / Reformative / Compensation): (Attach Separate Sheet)

Signed by all ICC Members

Date:

ANNEXURE – IX

Sant Gadge Baba Amravati University
Amravati
Internal Complaints Committee (ICC)
Final Action Taken Report

1) Authority Receiving Report:

_____
_____
_____
_____

2) Decision Taken:

_____
_____
_____
_____

3) Penalty / Relief Granted:

_____
_____
_____
_____
_____

4) Date of Implementation:

_____
_____

(Enclose the minutes of Management Council or College Development Committee)

Signature of Head of the institution

Date:

Seal