

Sensitisation, Prevention and Redressal of Sexual Harassment and Gender Discrimination Policy

PART ONE

1.1 PREAMBLE

The University of Bangalore (“**BU**”) is committed to having a work environment that is creative, productive and fulfilling. This includes ensuring that each student, teacher and non teaching staff works together, in an environment of mutual trust, freedom of expression and dignity, free from all forms of violence, harassment, exploitation, discrimination and intimidation.

The Sensitisation, Prevention and Redressal of Sexual Harassment and Gender Discrimination (“**SPARSH & GD Policy**”) strongly supports gender equality and opposes any form of gender discrimination and violence based on sexual orientation or sexual identity.

This SPARSH & GD Policy considers sexual harassment and on the basis of sex / gender as a violation of Human Rights and Life and **Right to** Liberty as defined in the Constitution of India. The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & Others vs. The State of Rajasthan & Others*) (AIR1997SC3011) stated that ‘Every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1) (g)’. Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Educational institutions are bound by the same directive. Following this, the University of Bangalore is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction.

These judgments confirm India’s international commitment to the International Covenant on Economic, Social and Cultural Rights (acceded to in 1979) and the Convention for the Elimination of Discrimination Against Women (CEDAW, ratified 1993). The Government of India was also a signatory to the Resolutions of the Fourth World Conference on Women in Beijing in 1995.

CEDAW to which India is a signatory, defines discrimination against women as “any discrimination, exclusion or restriction made on the basis of sex which has

the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field.” CEDAW also requires the governments to eliminate discrimination against women and sets forth their obligations to promote equality through constitutional, legal, and other appropriate means. It also requires the governments to take positive measures to ensure the full development and advancement of women. CEDAW recommends positive temporary (affirmative action) measures for women to accelerate de facto equality between men and women. With reference to education, CEDAW recommends that women and men should have equal access to literacy and education, type of education, scholarships, awards or grants, sports and physical education and so on. With reference to employment, CEDAW recommends that women and men should have equal access to type of employment, equal pay for equal work, same retirement age, right to old age benefits, disability benefits, job training, promotions, retirement, paid annual leave or vacation, paid paternity / maternity leave without loss of employment / seniority / allowances, child care facilities, nursing breaks for breast feeding and so on. Denial of these facilities at work place, amounts to gender discrimination at work place.

BU, in evolving this SPARSH & GD Policy, has borne in mind that the institution functions within a social context. Given the social stigma associated with sexual harassment, a majority of instances of sexual harassment go unreported or even unmentioned. The SPARSH & GD Policy, therefore, has evolved mechanisms that are accessible and will ensure confidentiality. It has also attempted to ensure fair, accountable and representative procedures for redressal and resolution and protection against retaliation.

This **policy document** includes the objectives and guidelines for composition of the Sensitisation, Prevention and Redressal of Sexual Harassment and Gender Discrimination Committees and Sub - Committees.

1.2 SCOPE OF REFERENCE FOR BU

SPARSH & GD Policy extends to all students, teachers and non teaching staff of all Departments and Faculties of BU, all its constituent colleges and all colleges and institutions affiliated to BU, whether such colleges are state owned or privately owned and whether they are aided or unaided and whether they enjoy the minority status or not.

1.3 OBJECTIVES OF THE SPARSH & GD POLICY

- (i) To fulfil the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
- (ii) To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the BU.
- (iii) To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.

- (iv) To ensure proper monitoring of all processes and recommendations in this policy.
- (v) To uphold the commitment of the BU to provide an environment free of gender-based discrimination.
- (vi) To create a secure physical and social environment, which will deter acts of sexual harassment.
- (vii) To promote a social and psychological environment, which will raise awareness about sexual harassment in its various forms.
- (viii) To generate public opinion against sexual harassment and all forms of gender - based violence.

PART TWO

2.1 DEFINITION OF SEXUAL HARASSMENT AND GENDER DISCRIMINATION

- (i) The following constitute “**Sexual Harassment**”:
 - (a) **Quid Pro Quo:** When submission to unwelcome sexual advances / conduct, requests for sexual favours, and verbal or physical conduct of a sexual nature are, implicitly or explicitly, made a term or condition or the basis for decisions of teaching / guidance, employment, participation or evaluation of a person’s engagement in any BU activity.
 - (b) **Hostile Work Environment:** When someone harasses solely because of a person’s gender or sexual orientation to the point that the conduct makes it more difficult for the person to perform his/her work or the conduct creates an intimidating, hostile or offensive working environment.
 - (c) **Sexual Advances:** When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual’s performance or of creating an intimidating, hostile, or offensive environment.
 - (d) **Sexual Assault:** When a person(s) uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter’s consent or against that person’s will, such conduct will amount to sexual assault.

- (ii) The following constitute “**Gender Discrimination**”:
- (a) When deprecatory comments, conduct or any such behaviour is based on the gender identity of the person and/or when the classroom or other public forum of BU is used to denigrate / discriminate against person(s), or create a hostile environment on the basis of a person’s gender identity.

2.2 JURISDICTION

- (i) The rules and regulations outlined in this SPARSH & GD Policy shall be applicable to all complaints of Sexual Harassment and Gender Discrimination made against any person with whom a member of BU has a work-based relationship.
- (a) By a member of BU against any other member of BU, irrespective of whether the harassment is alleged to have taken place within or outside the BU campus(es).
- (b) By a resident against a member of BU or made by a member against a resident, irrespective of whether Sexual Harassment is alleged to have taken place within or outside the BU campus(es).
- (c) By an outsider against a member of BU or by a member of BU against an outsider if the Sexual Harassment or Gender Discrimination is alleged to have taken place within the BU campus.
- (d) By a member of BU against an outsider, with whom there is a work-based relationship.
- (e) By a member of BU against an outsider with whom there is no work-based relationship, if the Sexual Harassment or Gender Discrimination is alleged to have taken place outside the BU campuses. In such cases, the Committee shall recommend that the BU / college authorities initiate action by making a complaint with the appropriate authority. Further, the Committee will actively assist and provide available resources to the complainant in pursuing the complaint.
- (ii) In the above, the following definitions will apply:
- (a) “**Campus(es)**” includes all places of work and residence in BU or any college or institutions affiliated to the BU. It includes all places of instruction, research and administration, as well as hostels, health centres, sports grounds, staff quarters, public places (including parks, streets and lanes) and canteens, etc. on BU campus(es) or the campus of any college or institution affiliated to BU.
- (b) “**College**” would mean all such of those institutions of higher learning offering graduate degree and post graduate degree under BU.

- (c) “**Members of BU**” includes students, teachers and non-teaching staff of BU.
- (d) “**Non-Teaching Staff**” includes any person on the staff of BU or any of the colleges / institutions affiliated to it, who is not included in the category of Teacher. It shall also include contract workers and daily wagers.
- (e) “**Outsider**” includes any person who is not a member of BU or a resident. It also includes but is not limited to any private person offering residential, food and other facilities to members of BU or any college / institution affiliated to BU. It also includes relatives of the employees staying on campus, agency supervisors and visitors to the BU campus(es) such as contractors / workers, participants of a seminar, workshop or a training programme, students’ relatives, alumni or students from another university.
- (f) “**Resident**” includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by BU or by any of the colleges / institutions affiliated to it.
- (g) “**Students**” includes any student who is enrolled for any course (full-time / part-time / short term / long term) with BU.
- (h) “**Teachers**” includes any person on the staff of BU or any of the colleges / institutions affiliated to it, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include employees employed on a casual or project basis.
- (i) “**Work**” (for the purpose of students) implies studies, research and extra - curricular and other related activities.
- (j) “**Work place**” implies any place where any person is present by virtue of their work. It includes not just the physical premises under the supervision of the BU system, but even areas in and outside, where BU members reside or travel to as part of their work as members of the BU. The jurisdiction will include fieldtrips, sports tournaments, conferences, college festivals and all other activities undertaken by any person as a member of BU.

2.3 THE COMPLAINTS MECHANISM AND THE SCOPE OF ITS FUNCTIONS

(i) GUIDING PRINCIPLES FOR CONSTITUTION OF COMMITTEES:

The SPARSH & GD Policy abides by the following principles:

- (a) In order to make the Complaints Committees accountable and democratic, a combined method of elections and nominations is used to constitute every committee.
- (b) In order to create autonomous institutional structures to look into complaints of Sexual Harassment and / or Gender Discrimination, members from outside the institution with a known contribution to gender issues have been included in each Committee.
- (c) To make the Committees representative, each category of BU members is given representation in the Committee.
- (d) As per the 1997 Supreme Court Judgment, it is mandatory for each committee to have a woman chairperson as well as at least 50 per cent women members.

(ii) STATUS:

The Complaints Committees and the Apex Complaints Committee shall have statutory status and be empowered to carry out the mandate of the SPARSH & GD Policy.

2.4 METHOD OF CONSTITUTING THE COMPLAINT COMMITTEES STRUCTURE

- (i) Implementation of the policy will be achieved through the following structures:
 - (a) College Complaints Committee (CCC): A complaints and redressal body to be set up in each college of BU.
 - (b) University Units Complaints Committee (UUCC): A complaints and redressal body to be set up in clusters of BU Departments / Centres.
 - (c) Apex Complaints Committee (ACC): An apex regulatory and appellate body of BU for redressal and resolution of complaints.

(ii) The various committees shall be **constituted** in the following manner:

(a) COLLEGE COMPLAINTS COMMITTEE (CCC)

1. *Two (2) teacher representatives (from the permanent staff pool) to be elected by all the teachers – temporary or permanent. A meeting of all teachers shall be called. Male and female teachers interested in taking up the position will put forth their

case in the meeting. This will be followed immediately by elections. Each teacher will vote for one male and one female representative.

2. *Two (2) non-teaching staff (from the permanent staff pool) representatives of the University [of which one (1) must be from Group D] to be elected. A meeting of all non – teaching staff shall be called. Male and female staff interested in taking up the position will put forth their case in the meeting. This will be followed immediately by elections. Each staff will vote for one (1) male and one (1) female representative.
3. *Two (2) student representatives to be elected from all second year students pursuing any degree course. A meeting of all students shall be called. Male and/or female students of 2nd year interested in taking up the position will put forth their case in the meeting. This will be followed immediately by elections. Each student will vote for one (1) male and one (1) female representative. In case it is a male / female only University, both students will be either male or female.
4. *One (1) woman with known contribution to women’s issues, to be co-opted by the CCC from outside the University.
5. The Chairperson (woman) to be from amongst the elected members.
6. The Member Secretary to be from amongst the elected members.
7. Wherever it is mentioned as ‘*’, at least 50% of the members in each of these categories should be women.
8. The term of each member shall be two (2) academic years. The previous CCC will continue till the new CCC is constituted. The University should ensure that the new CCC is constituted within one (1) month of the start of the academic year.
9. Complaints can be given to any member of the CCC. It will be incumbent on any teacher/head of an administrative unit to forward a complaint s/he receives to CCC immediately.

(b) UNIVERSITY UNITS COMPLAINTS COMMITTEE (UCC)

1. * Two (2) teacher representatives (from the permanent staff pool) to be elected by all the teachers – temporary or permanent. A meeting of all teachers shall be called. Male and female teachers interested in taking up the position will put forth their case in the meeting. This will be followed immediately by elections. Each teacher will vote for one (1) male and one (1) female representative.

2. * Two (2) non-teaching staff (from the permanent staff pool) representatives of the College (of which one must be from Group D) to be elected. A meeting of all non – teaching staff shall be called. Male and female staff interested in taking up the position will put forth their case in the meeting. This will be followed immediately by elections. Each staff will vote for one (1) male and one (1) female representative.
3. *Two (2) student representatives to be elected from all the first year students pursuing any post graduate course and or any research program. A meeting of all students shall be called. Male and/or female students of 1st year post graduate course and or any research program interested in taking up the position will put forth their case in the meeting. This will be followed immediately by elections. Each student will vote for one (1) male and one (1) female representative. In case it is a male / female only college, both students will be either male or female.
4. *One (1) woman with known contribution to women’s issues, to be co-opted by the UUCC from outside the College.
5. The Chairperson (woman) to be from amongst the elected members.
6. The Member Secretary to be from amongst the elected members.
7. Wherever it is mentioned as ‘*’, at least 50% of the members in each of these categories should be women.
8. The term of each member shall be two (2) academic years. The previous UUCC will continue till the new UUCC is constituted. The College should ensure that the new UUCC is constituted within one (1) month of the start of the academic year.
9. Complaints can be given to any member of the UUCC. It will be incumbent on the Principal or any teacher/head of an administrative unit to forward a complaint s/he receives to the UUCC immediately.

(c) APEX COMPLAINTS COMMITTEE (ACC)

1. One (1) permanent teacher from each of the following departments: Department of Women’s studies, Department of Law and Medical to be nominated by the Vice Chancellor. The Vice Chancellor should keep in mind that more than 50% of the nominees should be women.

2. *Two (2) non-teaching representatives (one male and one female) to be nominated from the pool of non-teacher by the Vice Chancellor.
 3. *Two (2) students (one male and one female) to be nominated by the head of the Students' Body from the pool of student. These should include one (1) each from the post graduate student and researcher student categories.
 4. *Two (2) persons to be nominated by the Vice Chancellor from a panel prepared by ACC. The panel will include names of five (5) persons [with at least three (3) women] from outside BU, who have made a known contribution to gender issues. One (1) of these may preferably have a legal background.
 5. Wherever it is mentioned as '*', at least 50% of the members in each of these categories should be women.
 6. The term of each member shall be two (2) academic years. The previous ACC will continue till the new ACC is constituted. The University should ensure that the new ACC is constituted within one (1) month of the start of the academic year.
 7. Complaints can be given to any member of ACC. It will be incumbent on any teacher/head of an administrative unit to forward a complaint s/he receives to ACC immediately.
- (iii) General - As soon as the complaint is received, the same shall be sent to the respective committee **within three (3) days** and the respective committee should **initiate the process of inquiry within a week of the date of receipt of the complaint by** the respective committee. The report of the respective committee shall be placed before the Principal / Vice Chancellor for further action.

2.5 PROCEDURE FOR REGISTERING COMPLAINTS

- (i) All complaints must be brought by the complainant in person / sent via email / post. In exceptional cases, third party / witness complaints may be entertained. In such cases, the respective committee will ascertain whether the person alleged to have been harassed, wishes to lodge a formal complaint. Once such a complaint is received, the respective committee shall proceed to investigate it as per the procedure specified.
- (ii) If the complainant wishes, s/he can be accompanied by a representative.
- (iii) Employees not covered by UUC and CCC can approach the ACC directly.
- (iv) A complainant can go directly to the ACC. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such a case, it is open to the ACC to refer the complaint back to the appropriate CCC or UUC.

- (v) If any party involved in the complaint is above Principal / Head of the Department level, then the investigation must be carried out by a committee of three (3) external members, two (2) of whom can be current external members in the ACC. This investigation team shall be constituted by the Chairperson of the ACC.

2.6 ENQUIRY PROCEDURES

- (i) Following are the milestones for receiving complaints from the aggrieved.

Milestones	Procedure step wise
Day 1.	Complaint received by any member of the respective committee.
Day 2 Within Day 1-3	Prima facie case established by sub committee – consisting of one (1) outside member, one (1) member of the complainants category and another member of the complaints committee – 50% or more should be women.
Day 7 Within Day 1-3	<ul style="list-style-type: none"> • Sub - committee will conduct the actual enquiry if the case is found to be genuine, interview `accuser` and `accused` and witnesses, if any and any other person/ persons the respective committee feels a need to interview to come to a conclusion about the complaint. • Prepare a report.
Day 15 Within/By	Sub - committee presents the report to the respective committee for action / suggestions
Day 20 Within/By	Respective committee send final report to the VC / Principal and recommends appropriate action.
Day 25 Within/By	Inform the accuser about broad steps taken and against any intimidation.
Day 30 Within/By	Initiate action against accuser, if found guilty.
Day 34 Within/By	Accuser / Aggrieved can file appeal if not satisfied to ACC

- (ii) Following are the **procedure details of receiving the complaints:**

- (a) All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn **shall call a meeting** of the committee, **within three (3) days** of receiving the complaint.

- (b) All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and **a notice of at least three (3) to five (5) working days must be given.**
- (c) The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
- (d) After the report has been finalised, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her / him. (Revealing the identity either in exceptional cases such as stalking, may put the complainant at greater risk or as a result of social prejudices the complainant may face additional adverse effects as a result of public circulation of the finished report.)
- (e) During an enquiry, the quorum for all committee meetings will be one-third of the total membership, and must include at least one (1) member from the complainant's category as well as, one (1) member co-opted from outside.
- (f) The UUCC / CCC will, **within ten (10) days of the receipt of a complaint,** establish a prima facie case of Sexual Harassment on the basis of both the definition of Sexual Harassment and the jurisdiction as given in SPARSH & GD Policy in Cl. 2.2 above. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
- (g) In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement), the complaint will be investigated in order to explore whether a prima facie case of Sexual Harassment exists and whether intervention or some other assistance is required.
- (h) In case a prima facie case is established, the UUCC / CCC shall **set up an enquiry committee within 3 days of receipt of complaint** of three (3) to five (5) members, with at least one (1) member of the complainant's category, as well as a member from outside BU.
- (i) The sub-committee must inform the accused in writing about the charges made against him / her and s/he should be **given a period of five (5) days from the date of receipt of the notification to respond to the charges.**
- (j) During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one (1) representative during the enquiry
- (k) The sub-committee **must submit** its report to the larger committee not later than **fifteen (15) working days.** The larger committee will discuss the report and make recommendations for punitive action if required.
- (l) The entire process of enquiry should be **completed within one (1) month.**
- (m) The **complainant or the accused may appeal** to the ACC if they are dissatisfied with the decision of the CCU / UUCC, **within seven (7) days.**

(iii) **Guidelines : of workability**

- (n) A complainant has the right to go public if s/he so desires. Going public before giving in the complaint to the committee by the complainant, should not prejudice the committee members. Once a complaint has been given to the committee, the complainant should preferably not go public till the enquiry is completed unless required.
- (o) Filing of a grievance / complaint shall not adversely affect the complainant's status / job, salary / promotion, grades, etc.
- (p) The UUCC / CCC / ACC should make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The respective committee shall take action against anyone who intimidates the complainant or members of the committee, during or after the enquiry.
- (q) Any committee member charged with Sexual Harassment in a written complaint, must step down as member during the enquiry into that complaint.
- (r) Each UUCC / CCC / ACC should form a small crisis intervention group comprising a group of committee members who should be readily accessible. At least 75 percent of the crisis intervention group should be women. The telephone numbers of members should be widely publicised. The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help.

2.7 REDRESSAL

- (i) UUCC / CCC / ACC can ask BU / College to temporarily suspend the alleged harasser from an administrative post / classes, if his/her presence is likely to interfere with the enquiry.
- (ii) The victim of sexual harassment and gender discrimination as per the Supreme Court judgment, will have the option to seek transfer of the perpetrator or their own transfer where applicable.
- (iii) The respective committees will make an effort to resolve complaints through counselling and mediation if commensurate with the nature of the violation.
- (iv) The Head of the institution upon receipt of the enquiry report, shall take appropriate action and institute disciplinary action on the basis of the recommendations of the respective committee under relevant service rules.
- (v) In cases where action has to be taken at the highest level, the Head of the College shall refer the same to its Governing Body / Executive Council (EC) and institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.

- (vi) The disciplinary action will be commensurate with the nature of the violation. The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurise the complainant in any way.
- (a) In the case of **BU / college employees**, disciplinary action could be in the form of:
1. Warning
 2. Written apology
 3. Undertaking of good behaviour
 4. Adverse remarks in the Confidential Report
 5. Debarring from supervisory duties
 6. Denial of membership of statutory bodies
 7. Denial of re-employment
 8. Stopping of increments / promotion
 9. Reverting, demotion
 10. Suspension
 11. Dismissal
 12. Any other relevant mechanism.
- (b) In case of Students, disciplinary action could be in the form of:
1. Warning
 2. Written apology
 3. Undertaking of good behaviour
 4. Debarring entry into a hostel / campus
 5. Suspension for a specific period of time
 6. Withholding results
 7. Debarring from exams
 8. Debarring from contesting elections
 9. Debarring from holding posts such as member of Committee of Courses, membership of college union, etc.
 10. Expulsion
 11. Denial of admission
 12. Declaring the harasser as "persona non grata" for a stipulated period of time
 13. Any other relevant mechanism.
- (c) In the case of third party harassment / outsider harassment, BU / College authorities shall initiate action by making a complaint with the appropriate authority.
- (vii) Enhancement of disciplinary action, by the respective committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence, etc.
- (viii) Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour, etc.

2.8 NETWORKING

- (i) Committees could work closely with the Women's Studies and Development Centre of BU and Women Development Cells functioning in the Colleges.
- (ii) If necessary, assistance may be sought from the Heads of the institution, departments, hostels and other similar persons in authority.
- (iii) Full time counsellors / social workers should be made available as support staff.
- (iv) Committees should also have the referral support of empathetic legal, psycho-therapy and health experts for ready first aid, consultation and guidance.
- (v) They should establish networks with legal experts, legal aid centres, counselling centres, health centres, police stations, Crimes against Women cells, women's groups in the city and other organisations such as the National / State Commission for Women and National / State Human Rights Commission.
- (vi) ACC / UUCC / CCC can identify persons as volunteers in the hostels, offices, colleges, institutions to help raise awareness.

2.9 MONITORING AND REVIEW

- (i) UUCC / CCC and will send six (6) monthly reports to ACC in the prescribed format.
- (ii) ACC will provide a brief six (6) monthly report to the EC on the cases monitored by them. In the above-mentioned reports, confidentiality of the complainants will be maintained.
- (iii) ACC will organise a meeting once every year for all members of CCC / UUCC to meet and discuss their experiences on the functioning of the committees.
- (iv) The Women's Studies and Development Centre will function as the Secretariat for ACC and should also be provided with a budget.
- (v) UUCC / CCC should function from the office of the chairperson of the committee and should also be provided with a budget.
- (v) All Support Staff must follow norms of confidentiality.

2.10 MEETINGS OF UUCC / CCC / ACC

- (i) UUCC, CCC and ACC shall discuss at least once every two (2) months to review working of the committee progress of awareness program and any difficulties.

- (ii) A notice should be issued at least seven (7) days prior to any meeting.
- (iii) There will be provision for a single agenda emergency meeting to be convened by the chairperson, on the basis of three (3) days notification.

2.11 AMENDMENTS TO THE POLICY

On the basis of their experience of the working of SPARSH & GD Policy, UUCCs and CCCs will have the power to make recommendations to the ACC about changes in SPARSH & GD Policy. ACC after adequate consultation with all UUCCs and CCCs, can make recommendations to BU / EC (as the case may be) about changes in SPARSH & GD Policy, as and when required in keeping with the preamble and objectives of SPARSH & GD Policy.

PART THREE

3.1 FINANCIAL ASSISTANCE

- (i) The University will raise a fund for the functioning of the Committees by having it **allocated in the yearly budget**.
- (ii) In the event there are specific funds allocated by the Government departments such as University Grants Commission, etc., a formal request may be made accordingly through proper channel.

PART FOUR

4.1 PREVENTIVE MEASURES

- (i) Awareness: All committees will ensure that regular Gender Sensitisation and Sexual Harassment prevention training are held for all students, teaching and non teaching staff on going or annually.
- (ii) Infrastructure: Effective lighting and traffic regulation of all roads, institutions and surrounding areas in BU and colleges. Due to inadequate lighting and lack of traffic regulation, it is easier for those who harass on the streets and other places to harass and get away.
- (iii) BU / College, in consultation and co-ordination with the ACC and other concerned agencies, will work towards achieving that:
 - 1. Roads in the entire compounds are adequately lit.
 - 2. Traffic within the Campus is regulated.
 - 3. Co-ordination with the Police is maintained in order to uphold the SPARSH & GD Policy on Sexual Harassment and Gender Discrimination.
 - 4. Transportation - to be taken up with the transport authority of Bangalore.
 - (a) Shuttle buses should be started to provide safe transportation to Students and other employees who work on Campus(es) after office hours and on holidays.

- (b) University specials should be increased.
 - (c) Co-ordination is reviewed with concerned bodies to sensitise drivers and conductors to deal with cases of Sexual Harassment and stalking.
5. Hostels:
- (a) Every hostel authority must act as per the policy measures.
 - (b) The complaints brought forth by the hostel residents under SPARSH & GD Policy, will be forwarded to the UCCC / CCC or if required, to ACC.
 - (c) BU / College should work towards ensuring safe off - campus accommodation.
