

7.1.1 Measures initiated by the institution for the promotion of gender equity during the last five years.

Other relevant Information

S.No	Particular	Page No.
1.	<u>Minutes-of-sexual-harassment-and-anti-ragging</u>	2
2.	<u>Handbook-on-sexual-harassment-of-women-at-workplace</u>	63
3.	<u>SOP - Security, Amity University Rajasthan</u>	93



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678,
Fax: 01426-405679

No. : AUR/REG/6128

Date : 24/02/2022

Gender Cell

To comply with the recent UGC Regulations on 'Prevention, Prohibition and Redressal of Sexual Harassment' on campus, an Internal Complaints Committee (ICC) - "Gender Cell" of Amity University Rajasthan, Jaipur is re-constituted as under :

Chairperson

1. Dr. Jayati Sharma Dy. Director - ASCo

Members

2. Prof. Preeti Yadav Professor - ABS
3. Prof. Tarun Kumar Sharma Professor - AIIT
4. Dr. Prashant Associate Professor - AIBAS
5. Dr. Ashu Vyas Associate Professor - ALS
6. Dr. Vigi Chaudhary Assistant Professor - AIB
7. Ms. Sangeeta Shekhawat Assistant Professor - ASET
8. Dr. Aditi Dev Deol Assistant Professor - ASL

External Member

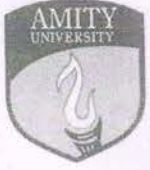
9. Mr. Sanjay Bhansali Director - Sambal Foundation, Jaipur
[[Email ID - eimcjaipur@gmail.com](mailto:eimcjaipur@gmail.com)]
10. Dr. Pramila Sanjaya SIDART

Eminent Lawyer

11. Mr. Madhav Mitra Designated Sr. Advocate
[[Email ID - madhavmitraadv@gmail.com](mailto:madhavmitraadv@gmail.com)]

Student Representatives (to be called if the matter involves students)

10. Ms. Mohi Gaur M.A. (J&MC) [Batch 2021-2023]
[[Email ID - mohigaur1228@gmail.com](mailto:mohigaur1228@gmail.com)]
11. Ms. Jinal Puria M.Sc. (Cyber Security) [Batch 2021-2023]
[[Email ID - jinal.puriya@s.amity.edu](mailto:jinal.puriya@s.amity.edu)]
12. Ms. Akshata Mandloi B.Tech. (Biotechnology) [Batch 2019-2023]
[[Email ID - mandloiakshata@gmail.com](mailto:mandloiakshata@gmail.com)]
13. Mr. Shivam Singh B.Tech. (CSE) [Batch 2019-2023]
[[Email ID - shivamrsingh2002@gmail.com](mailto:shivamrsingh2002@gmail.com)]
14. Ms. Neha Mani Tripathi Ph.D. Scholar - AIMT
[[Email ID - nehamani1994@gmail.com](mailto:nehamani1994@gmail.com)]



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678,
Fax: 01426-405679

The committee will deal with :

- Cases of discrimination and sexual harassment against all stakeholders in a time bound manner, aiming and ensuring support to the victim
- Recommend appropriate action against the victimizer.

Procedure to lodge a complaint :

The victim or a third party may lodge a written complaint addressed to the Convener of the Committee. If the complaint is made to any of the Committee members, they shall forward the same to the Convener of the Gender Cell for further action.

Letter No. AUR/REG/5404 dated 15/04/2021, of this office on the subject matter is hereby superseded.

Dr. Nitin Bhardwaj
Registrar



AMITY UNIVERSITY RAJASTHAN

Gender Cell

Sexual Harassment Case Details

S.No.	Case	Date of Complaint	Members of Redressal Committee	Action Taken	Case Status
1	Ms. Nikita Saraswat V/S Mr. Devender Kumar, Mr. Akhilesh Yadav, Mr. Yogesh Chaudhary	6/2/2020	Chairperson- Prof. Vinita Agrawal Member- Dr. Jayati Sharma Member- Mrs. Vigi Chaudhary Proctor- Dr. Rahul Tripathi	Case investigated report submitted to the registrar	Closed
2	Ms. Manishs Singh V/S Mr. Nikhil Gupta	23/10/2019	Chairperson- Prof. Vinita Agrawal Member-Dr. Pankaj Kumar Pandey Member- Dr. Rahul Tripathi	Case investigated report submitted to the registrar	Closed
3	Ms. Aishwarya Singh V/S Mr. Ankit Gangwar	28/9/2018	Chairperson- Prof. Vinita Agrawal Member- Dr. Jayati Sharma Member- Dr. Preeti Gupta Member- Dr. Komal Verma Member- Dr. Puneet Bafna Member- Mrs. Vigi Chaudhary	Case investigated report submitted to the registrar	Closed
4	Ms. Isha Choudhary V/S Mr. Vutukuru Jyothindar	19/9/2018	Chairperson- Prof. Madhu Shastri Member- Dr. Durgesh Batra Member- Dr. Preeti Gupta Member- Mrs. Vigi Chaudhary	Case investigated report submitted to the registrar	Closed
5	Ms. Chandrika Bhati V/S Mr. Dinesh Singh Shekhawat	18/9/2018	Chairperson- Prof. Madhu Shastri Member-Dr. Nitin Bhardwaj Member- Dr. Durgesh Batra Member- Mrs. Vigi Chaudhary	Case investigated report submitted to the registrar	Closed

6	Ms. Shambhavi V/S Dr. Deepak Salvi	21/2/2018	Chairperson- Prof. Uma Joshi Member- Prof. Madhu Shastri Member- Dr. Nitin Bhardwaj Member- Dr.Durgesh Batra Member- Dr. Preeti Gupta Member- Mrs. Vigi Chaudhary	Case investigated report submitted to the registrar	Closed
7	Ms. Tapal Almira V/S Mr. Ishan Trivedi	17/4/2017	Chairperson- Prof. Uma Joshi Member- Prof. Madhu Shastri Member- Dr.Durgesh Batra Member- Dr. Preeti Gupta Member- Mrs. Vigi Chaudhary	Case investigated report submitted to the registrar	Closed

To
The Proctor
Amity University
Rajasthan

Urgent

31st January, 2020

Subject - Complaint regarding misbehaviour

Respected Sir,

I, Nikita Saraswat, captain of Amity Volleyball (girls) Team, would like to bring your attention to a complaint by myself, along with my team, with respect to unbearable, disrespectful behaviour by Devender Gurjar, Akhilesh Yadav and Yogesh Choudhary of Volleyball (Boys) team.

The three aforementioned people have been continuously, amongst other things, indulging in passing vulgar comments referring to our private parts, passing comments on our personal life, body-shaming, including demotivating us with reference to our game. I would also like to bring to your notice that a vulgar, extremely disrespectful message has also been sent to me in which the sender has insulted and bullied me along with my teammates. I would also like to opine, on the basis of

my knowledge, that this message has been sent by the aforementioned people only.

I sincerely hope that you will take my request into your kind consideration. I would also like to express my gratitude for taking this in your concern.

Yours Sincerely,

Nikita Saraswat.

Nikita

7425923390

- > Incident came to be of gender based comment
- > forwarded to Gender cell (though Rejected of H/O) for investigation and recommendation

31/1/2020
Amit Japalle
Prachi

① To Gender Cell for enquiry

MR 3/2/2020

Recom-10

PRO PRESIDENT [Signature] 3/2/2020

PRESIDENT

[Signature]
3/2

Urgent inquiry & action on hostel

B

Amity University Rajasthan

Report on the investigation regarding the Letter no.AUR/REG/GENDER CELL/4013 dated 03/02/2020.

Subject: Reference Letter no.AUR/REG/GENDER CELL/4013 dated 03/02/2020 to investigate the complaint of Ms. Nikita Saraswat student of B.Tech (Biotech) 6th Sem.

Dear Sir,

With reference to the letter no.AUR/REG/GENDER CELL/4013 dated 03/02/2020, a meeting of the Gender Cell Committee comprising Gender Cell Chairperson Prof. Vinita Agarwal, Dr. Jayati Mishra, Mrs. Vigi Chaudhary and special invitee Dr. Rahul Tripathi, Proctor was held on 05/02/2020.

The committee verified the facts from the Captain, Ms. Nikita Sarawat and team mates of Girls Volley ball team. The following are the observations:

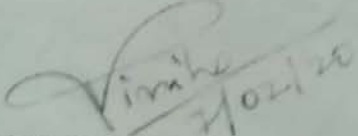
1. The girls' team witnessed some loose comments from a few members of boys volley ball team.
2. The message (FB) was found to be anonymous and the responsibility cannot be fixed for the same.
3. The team members had already spoken with the boys of the volley ball team, Mr. Devender Kumar, Mr. Akhilesh yadav and Mr. Yogesh Chaudhary through the discipline head Mr. Sakhsham Sharma and the matter was sorted then and there.
4. They (girls' team) have taken back their complaint and have given the same in written to the Gender Cell Chairperson.

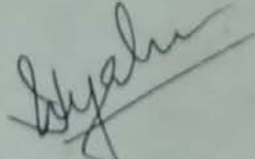
The boys team comprising the three members Mr. Devender Kumar, Mr. Akhilesh Yadav and Mr. Yogesh Chaudhary were also called to the office of the Chairperson Gender Cell during the meeting to verify the facts. The observations are:


1. The boys admitted that they had used some loose language in order to cheer the team which is usually used by sports team.
2. The boys did not use any vulgar language and still if the girls' team got offended due to any misunderstanding then the boys apologized for the same.
3. The boys promised to be careful in the future in this regard and have given their commitment in writing to the Chairperson of Gender cell.

Recommendations:

No action required in this regard as both the teams were counseled by the Gender Cell and the matter has already been sorted out amicably.


Prof. Vinita Agarwal
Chairperson Gender Cell


(Dr. Jayati Mishra)
Member


(Vigi Chaudhary)
Member

To,
The Warden Cell
Amity University
Rajasthan

Subject:- Complaint against Nikhil Gupta (Btech CSE Ist sem).
for verbal & mental harassment & threatening

Respected mam,

this is to inform you that I Manisha Singh student of Btech CSE Ist sem in your ~~the~~ esteemed University has faced verbal & mental harassment from a classmate Nikhil Gupta (Btech CSE Ist sem). He has recently threatened me to make conditions worse, also he has shown his middle finger twice in front of me despite my warning about charging a case against him. He has abused me several times & also swears a lot. He has even commented on my capabilities & says that I don't deserve things because I'm a bookworm. I tried to sought it out & he sweet to him multiple time but the ultimatum today was overbearing. So, I'm complaining before any serious scenario arrives & I might regret it.

kindly take immediate action.

Yours sincerely,

Manisha Singh

Btech CSE Ist sem

Manisha
23/10/19

FW: Committee - 3452 - Enquiry Committee [Alleged Complaint of harassment against Mr. Nikhil Gupta, Student of B.Tech. CSE

Dr. Vinita Agrawal

Wed 11/6/2019 11:21 AM

To: Rajkumar Sharma <rsharma1@jpr.amity.edu>

From: Vinita Agrawal [mailto:vagrawal@jpr.amity.edu]

Sent: Wednesday, November 6, 2019 5:09 PM

To: 'REGISTRAR AMITY UNIVERSITY RAJASTHAN'; 'Dr. Pankaj Kumar Pandey'; 'Dr. Rahul Tripathi'

Cc: 'Prof. Arun Patil'; 'Vice-Chancellor, Amity University Rajasthan, Jaipur'; 'Cdr. Vishwadeepak Singh'; 'Prof. Amit Jain'

Subject: RE: Committee - 3452 - Enquiry Committee [Alleged Complaint of harassment against Mr. Nikhil Gupta, Student of B.Tech. CSE

Dear Sir,

This is with reference to the Enquiry Committee to Investigate into Alleged Complaint of Harassment against Mr. Nikhil Gupta.

The concerned student, Ms. Manisha Singh B.Tech CSE, Sem. I, has taken back her complaint and Mr. Nikhil Gupta has given written apology.

They both have been counseled and hence no further action is required. A copy of the same is attached for your kind reference.

Regards,

Prof. Vinita Agrawal

Chairperson Gender Cell

From: REGISTRAR AMITY UNIVERSITY RAJASTHAN [mailto:registraraur@jpr.amity.edu]

Sent: Tuesday, November 5, 2019 11:09 AM

To: Dr. Vinita Agrawal; Dr. Pankaj Kumar Pandey; Dr. Rahul Tripathi

Cc: Prof. Arun Patil; Vice-Chancellor, Amity University Rajasthan, Jaipur; Cdr. Vishwadeepak Singh; Prof. Amit Jain

Subject: Committee - 3452 - Enquiry Committee [Alleged Complaint of harassment against Mr. Nikhil Gupta, Student of B.Tech. CSE

Importance: High

Dear Sir / Madam,

Greetings !

Please find attached herewith the constitution of the Enquiry Committee To Investigate into Alleged Complaint of harassment against Mr. Nikhil Gupta, Student of B.Tech. CSE - 1st Sem. vide Letter No. : AUR/REG/3452, Dated 05/11/2019.

For information and necessary action, please.

Best regards,

Cdr. Vishwadeepak Singh (Retd.)
REGISTRAR

Complain
against
student
11/6/19

To,
The Gender Cell,
26/10/18

Subject:- regarding the complaint.

Respected Mam,

I Ankit Gangwar of B.Tech (ECE),
7th Semester, got indulged in the case of Miss.
Ashwarya Singh, wants to clarify that if any
mistake made by me, against the victim,
deepest apologies for that and ensures that no
communication or contact would be established in
further.

Thank you,
Yours faithfully,

Ankit Gangwar,
B.Tech (ECE), VII Sem,
ASET, AUR, 2015-19.

Ankit Mob-7300340642

To
The Proctor,
ABS, AVR.

28-9-2018

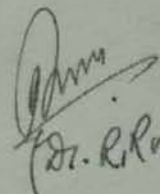
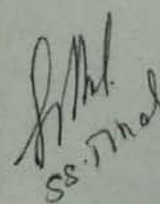
Subject:- Harassment by fellow classmate

Respected Sir,

This is to inform you that since IInd semester onwards, my classmate Ankit Gangooar B.Tech, ECE (7th Sem) has been harassing me through electronic media as well as in person. Situation escalated during the Placement Drive at Amity Noida. Now the situation has got out of hand so I request you to take strict measures against him.

Thanking you

Aishwarya Singh
B.Tech (ECE) - 7th Sem

Received  (Dr. R. K. M.) 28/9/18  SS. Mahal

- The complainant appeared before the Proctor's Board.
- The matter seems to be harassment of girl.
- May be referred to Gender Cell, AVR for prompt action.

7728908048

To

The Registrar

Amity University Rajasthan, Jaipur

Date: November, 01, 2018

Ref: Letter AUR/REG/GENDER CELL/1240

A meeting of the Gender Cell in reference to the continuing case of Ms. Aishwarya Singh, B.Tech-ECE, Semester VII, against Mr. Ankit Gangwar, B.Tech-ECE, Semester VII, was held on Oct., 26, 2018 at 3.45pm.

The following members attended the meeting

1. Prof. Vinita Agrawal - Presiding Officer
2. Dr. Preeti Gupta - Member
3. Dr. Jayati M. Sharma - Member
4. Dr. Komal Verma - Member
5. Dr. Puneet Bafna
6. Mrs. Vigi Chaudhary - Member

Observations of the committee

1. The case was a continuing case before the reconstituted Gender Cell. As the students were busy in the placement drive at Noida the report was pending (refer mail dated Oct., 05, 2018, addressed to Registrar by Madam Madhu Shastri).
2. The committee collected information related to the complaint through Mr. S. S. Bhal, Proctor and Dr. Preeti Gupta.
3. Both the students were called to ascertain various facts related to the complaint. Ms. Aishwarya Singh could not explain why she did not file any complaint if there were problems since Semester II. However she also informed that for about a period of more than a year after semester II there were no issues between both of them.
4. Ms. Aishwarya also informed that since a month there is no communication between them.
5. Mr. Ankit Gangwar accepted his misbehavior with Ms. Aishwarya and has submitted a written apology stating that in future there will be no communication or contact from his side with Aishwarya.
6. Both the students were counseled individually by the Chairperson, Gender Cell and a strict warning has been given to Mr. Ankit Gangwar for not to indulge in such activities in future.

Recommendation

1. In lieu of all the information & observations and seeing that the students are in their final year, the required action was taken by the committee and the case seems to be resolved.

Enclosure

1. Copy of written apology by Mr. Ankit Gangwar

Prof. Vinita Agrawal - Presiding Officer

Dr. Preeti Gupta - Member

Dr. Jayati M. Sharma - Member

Dr. Komal Verma - Member

Dr. Puneet Bafna

Mrs. Vigi Chaudhary - Member

To

The HOD

Amity Institute of Information Technology

Jaipur, Rajasthan

Date-19/09/18

Subject: Complaint letter

Resp. Sir,

This is to inform you that I am Isha Choudhary, studying BSc(IT) Sem-3 is accusing a fellow mate name Vutukuru Jyothindar BSc(IT) 3sem, on account of indecent behavior and sending inappropriate messages over social media. I would also like to draw the light towards a fact that he has been trying to spoil my reputation, spreading rumors about me. As a consequence, I have been feeling depressed, if anything happened to me then he will be held responsible.

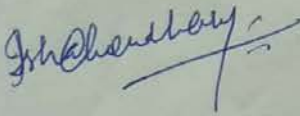
I would request you to look into the matter and provide me with a solution. I hope you take some strict action against him as soon as possible.

Thanking You

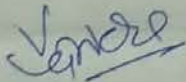
Yours obediently

Isha Choudhary(Bsc IT)

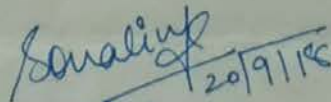
AIIT



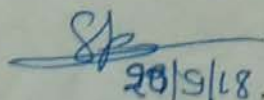
The Discipline Committee, AIIT has gone through the above mentioned case and forwarded to Gender Cell, AUR for further inquiry.



Dr. Vijander Singh.



Dr. Sakshi Vyas.



Dr. Swapneel Tatarh.

The Hostel Director
AUR

15 NOVEMBER '17

Respected Sir,

I Jyothindar studying in 1st Semester Bsc(IT) went outside along with a boy named Pabitra Das of Bsc(IT) 1st sem for dinner and left the gate at around 1840 hrs on 13 Nov '17. We had visited Rajvada restaurant and had our food till around 1930 hrs.

while we were going out I have noticed the following students also moved out and visited the same restaurant.

1. Isha choudhary

when we entered the restaurant I have noticed following students already sitting inside

1. Vedhan
2. Nishant
3. Tanishq
4. AKKi

The girl also entered the restaurant approx. and occupied a corner table. Approx. after an hour we noticed that ~~the~~ Miss Isha choudhary was out of her senses and her phone was continuously ringing which she could not pick up. I approached the table and picked up the phone which was from Jasjeet (car taker). I informed him about her condition, he reached the restaurant in 20 min and took care of her. I have finished my food and entered the campus gate at around 2040 hrs and moved towards the hostel along with pabitra das.

Above statement is true to the best of my knowledge.

Yours Sincerely

V. Jyothindar

Bsc IT 1sem

Mob no: 7995520304

Votukuru Jyothindar B.Sc-IT-1

25th Sept. 2018

A meeting of the Gender Cell in reference to the complaint of Ms. Isha Choudhary, student of B.Sc (IT) 3rd Sem. was held on 25th Sept. 2018 at the Conference Room of Block A, from 12 noon onwards till 4.00 pm. Following members were present during the meeting.

1. Prof. (Dr.) Madhu Shastri Chairperson
2. Dr. Durgesh Batra Member
3. Dr. Preeti Gupta Member
4. Ms. Vigi Chaudhary Member

Minutes of the Meeting:

1. The members heard the complainer Ms. Isha Choudhary, student of B.Sc (IT) 3rd Sem. and later cross verified the facts with Mr. Vutukuru Jyothindar of B.Sc (IT) 3rd Sem. also.
2. Ms. Isha Choudhary told the members that Mr. Vutukuru Jyothindar always passes rude and unwanted comments against her to spoil her reputation and also send inappropriate messages over social media. He also discriminates against her academically in many ways due to which she is under immense psychological pressure.
3. Mr. Vutukuru Jyothindar agreed that abusive messages have been sent to Ms Isha Choudhary from his mobile phone.
4. In the light of the above discussion, committee found that Mr. Vutukuru Jyothindar is responsible for creating unpleasant environment for the girl in the department.
5. Thus, the committee recommend academic suspension for the current semester for Mr. Vutukuru Jyothindar and a warning letter to Ms. Isha Chaudhary to stop all types of communication with Mr. Vutukuru Jyothindar to avoid further such conflicts.

Enclosure:

A printout of the conversations on social media between Ms. Isha Choudhary and Mr. Vutukuru Jyothindar and also between Ms. Isha Choudhary and Ms. Isha Siddhu has been enclosed for your kind reference. (Enclosure of seven pages)

Prof. (Dr.) Madhu Shastri

Dr. Durgesh Batra

Dr. Preeti Gupta

Ms. Vigi Chaudhary

Shastri
Durgesh

Gupta
Vigi

Summon all
Parents of all three
Students to meet us
Simultaneously.

Y
26/09/18
Registrar

3K
Pro President

President

To

The Vice Chancellor
Jyoti University,
Jaipur, Rajasthan.

Date: 18th September, 2018

Subject: Complaint against sports' officer.

Respected Sir,

On 17th September, 2018, Monday, during the Kabaddi match at 5:30 pm, I noticed Mr. Shekawat, the sports' officer AVR, doing some unpleasant gestures and passing comments. I found him calling one of the boys from the discipline committee and discussing rather pointing out at me, at my chest area.

I found this incident to be too indecent and absurd from a faculty of our university for a student.

I would request you to kindly file a complaint against him and take appropriate action.

I would highly be grateful.

Thank you.

Yours truly
Chandrika Bhati
ASEO, III semester.

Report

27th Sept. 2018

The Registrar,

Amity University Rajasthan, Jaipur

Ref: Your Office Order No. AUR/REG/ GENDER CELL/1196

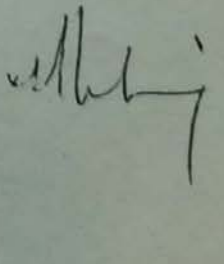
Dated 25/09/2018

A meeting of the Gender Cell in reference to the complaint of Ms.Chandrika Bhati, B.A.(J&MC) 3rd Sem. against Mr. Dinesh Singh Shekhawat, Football Coach was held on 27th Sept. 2018 at the Conference Room of Block A, from 10:30 a.m. onwards. Following members were present during the meeting.

- | | |
|------------------------------|-------------|
| 1. Prof. (Dr.) Madhu Shastri | Chairperson |
| 2. Dr. Nitin Bhardwaj | Member |
| 3. Dr.Durgesh Batra | Member |
| 4. Ms.Vigi Chaudhary | Member |

Minutes of the Meeting:

1. The members heard the complainer Ms.Chandrika Bhati, student of B.A.(J&MC) 3rdSem and later cross verified the facts with Mr. Dinesh Singh Shekhawat also.
2. Ms.Chandrika Bhati told the members that the objectionable comments on her body parts were made to Mr. Adil (B.Com LLB 5th Sem) by Mr. Dinesh S. Shekhawat during the Khabbadi match on 17th sept 2018 which she came to know later on enquiring with adil. However, it was confirmed by her that she did not hear the comments herself.
3. On enquiring with Mr. Adil he denied any such comments on Ms. Chandrika's body part being made by Mr. Shekhawat. However he added that Ms. Chandrika was standing holding hands with Mr. Sahil Sharma(B.Tech(CSE) 7th Sem) and Mr. Shekhawat had pointed towards their gestures and behaviour. Mr. Adil has submitted the same in written also.
4. Mr. Dinesh Singh Shekhawat out-rightly denied such allegations and submitted in writing that he is being targeted by some students of discipline committee.

D. Singh 

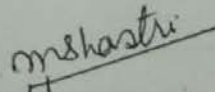
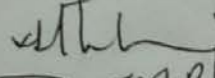
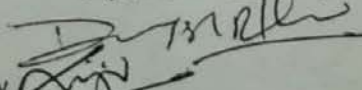
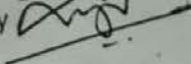
5. Thus committee is of the view that the allegations against Mr. Shekhawat are not true.

Recommendations

1. Though the allegations are not found to be true, however it is recommended that Mr. Shekhawat may be counselled to be more cautious in his approach towards the students.

Enclosure:

1. Statement by Mr. Adil.
2. Statement by Mr. Dinesh Singh Shekhawat

Prof. (Dr.) Madhu Shastri 
Dr. Nitin Bhardwaj 
Dr. Durgesh Batra 
Ms. Vigi Chaudhary 

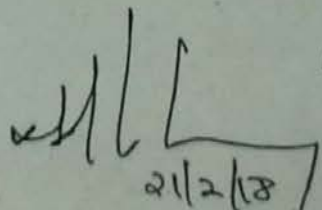
TO
Director
AIBAS, Amity University
Rajasthan
21.02.2018

Sub:- Regarding emotional harassment
& inappropriate behaviour. by Dr Deepak
Salvi.

Respected Madam.

I would like to draw your attention
to the following issues.

1. Dr Deepak Salvi called me in an
isolated classroom at Gautam Hospital
& Research center bolted the room and
threatened me, that you be facing problems
in your academics by showing me a video
regarding casual conversation happening
in the class 1 year back.
2. I have been emotionally harassed by
use of inappropriate & humiliating
statements such as "Tumhe toh bhatki
hui alma ke tarah yahan par bhatahna
hai".


21/2/18

Such statements were very humiliating for me to face. Since my father was critically ill despite of knowing all this I was emotionally harassed.

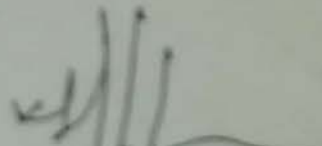
3. My father passed away on 2nd of Jan 2018.


I resumed by internship on 4th Jan 2018.

I was called by Dr Deepat Salvi & was humiliated by him. He used the terms such as "shameless & unempathetic".

It has been very difficult for me to focus on academics because of all the emotional harassment. I belong to Maharashtra and stay away from home, this makes it even more difficult for me to face all this crisis alone. I kindly request you to take immediate action on this. Please do the needful.


Wise



21/2/18

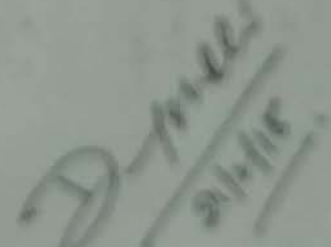

Yours sincerely
Shambhu Dalvi
M.Phil II year

Student admitted
that no sexual harassment has
been done & neither a case reported
it.


21/2/18


21/2/18


21/2/18


21/2/18

Gender Cell

Investigation Report

Subject: An investigation Report of Misbehavior by Dr. Deepak Salvi, Course Coordinator and Assistant Prof. AIBAS with a student of M. Phil Clinical Psychology

Committee Members of the Gender Cell present during the investigation.

Presiding Officer: Prof. Uma Joshi, Chairperson Gender Cell, Director- AIBAS.

Member 1: Prof. Madhu Shastri, Professor. ASL

Member 2: Dr. Nitin Bharadwaj, Dy. Registrar, AUR

Member 3: Dr. Durgesh Batra, Associate Professor, ABS, AUR.

Member 4: Dr. Preeti Gupta, ^{Assistant} Associate Professor, ASET, AUR.

Member 5: Ms. Vigi Chaudhary, ^{Assistant} Associate Professor, AIB, AUR.

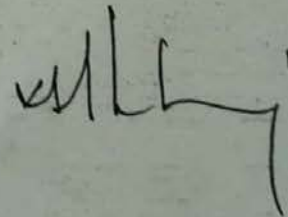
The complaint was received from Ms. Shambhavi, student of M. Phil (Clinical Psychology) against Dr. Deepak Salvi, Course Coordinator of M. Phil Program and Assistant Prof. AIBAS.

Fact Findings:

Today at my office, to ascertain the facts in respect of the complaint made by Ms. Shambhavi (M.Phil Part II) against Dr. Deepak Salvi, Assistant Professor, AIBAS. The members heard mother of the student, the student Ms. Shambhavi and later cross verified the facts with Dr. Salvi also. It was alleged that:

- Dr. Salvi was harassing her mentally by regularly passing sarcastic comments regarding her absence in the past in front of the other students, not accepting her assignments, dissertation etc. on time and threatening her regarding her career.
- Dr. Salvi during their regular intern classes / practical sessions at Shiv Gautam Hospital called her to the class room in the basement of hospital, bolted the door from inside and showed her a video clip on his mobile.

2. The girl student told the members that Dr. Salvi always passes rude and unwanted comments against her. He also discriminates against her academically in many ways due to which she is under immense psychological pressure. This has been happening for past many months. Regarding the recent incident against which the matter has been escalated, she informed that during her internship at Shiv Gautam Hospital , Dr Salvi called her to the class room in the basement, bolted the door from inside and showed her a clip on his mobile. She informed that the clip was the recording of some informal conversation of some of the students including her, commenting about a senior faculty member of M.Phil Prof. Nathawat. She said that Dr. Salvi, after showing the clip, threatened her to be in her limits, stop complaining against him otherwise he will show the clip to Prof. Nathawat and get her rusticated from the program.
3. When Dr. Salvi was called to hear his version against the allegations made against him, he strongly refuted same. He said that he has spoken to her regarding her attendance and her performance, also might have spoken harshly and loudly some times, but have never passed any deliberate rude comments in class against her. He alleged that few faculty members of his department are against him and making his mobile clips during lectures or his meeting with the students. Some have been given to the Director AIBAS by other faculty members. Regarding the Hospital incident, he strongly refused that he has bolted the door from inside; instead, the girl herself had bolted the door as there was too much noise around. He informed that the hospital is under CCTV coverage and the footage may be seen and the facts be ascertained
4. After the denial of the charge, the student Ms. Shambhavi was also called while Dr. Salvi was also in the room. She was told that Dr. Salvi has told the members that the door was bolted by her, not by him. The student at first denied this, but when informed that the area is under CCTV coverage and the footage of the incident will be asked, immediately backtracked and said ' that she does not remember exactly who bolted the door from inside. It is over two weeks now and she does not remember it.



5. Since the members wanted to be certain, she was again called after 10 minutes, but again, she said that she does not remember exactly who bolted the door, as it was two weeks old incident.

Recommendations:

In view of the constituent committee members:

- a) The clip shown to the student on mobile by Dr. Salvi was not sexually explicit in any form, as admitted by the student. (Refer point no. 2)
- b) Though in her written statement, Ms. Shambhavi has alleged that Dr. Salvi called her and bolted the door from inside, but later when cross verified in front of Dr. Salvi, she could not confidently admit the allegation levied (Refer point no. 4 & 5).
- c) No allegations of Sexual Harassment or Gender Harassment were proved. The student in her written statement later also admitted that no sexual allegations have been made by her against Dr. Salvi.
- d) It was felt that the allegations were of mental and emotional harassment regarding her course completion rather than sexually instigated
- f) Regarding the rude behaviour / loose talks allegations, an internal enquiry may be conducted and dealt at the department level.
- g) The above views have been formed purely after the hearing/cross examination of the facts presented by both parties. The facts, if desired, may further be ascertained by obtaining the CCTV footage from the hospital, if available.
- h. x Regarding the rude behaviour / loose talks allegations, an internal enquiry may be conducted and dealt at the department level.

mskastro

[Signature]

[Signature]

22/02/18

(DR. NITIN BHARDWAJ)
DY. REGISTRAR

[Signature]
22.2.18

However, I the chairperson of the committee am of the opinion that there is a very thin line between the kinds of harassments of a girl student during her academic training by a faculty member. Although, student denied any attempts of sexual advancements with her by the faculty member, during the incidence from any angle, calling a student alone in a room and showing some video clipping of non academic nature and threatening her of causing academic harm by using such clipping is highly objectionable and calls for the strict disciplinary action. Therefore, my recommendations in this investigation are:

Dr. Deepak Salvi should be issued a strict last and final warning from Honorable Vice Chancellor of the university against such objectionable and unprofessional behaviour with students and faculty members. He needs to be intimated that any violation of desired code of conduct would result in the immediate termination of his services from the university. *

He also does not qualify to be the program coordinator anymore.

Joshi
22.2.18
Prof. Uma Joshi
Chairperson
Gender Cell
Director AIBAS, Dean Humanities,
Social Science and Liberal Arts
AUR

1. The Gender Cell has not ascertained any misconduct and not recommended any disciplinary action.
2. The chair person recommends a strict final warning letter.
3. Put up for perusal please. Joshi
22/02/18.

Pro President Omey
23/2

Dy President Ichani
23.2.2018

Recommendation of the chairperson
may be accepted

President

Fw: Gender Cell (Complaint of Ms. Tapal Almira, B A (J&MC) IV Sem) - Copy of Complaint

Dr. Uma Joshi

Tue 4/18/2017 1:08 PM

To: Prof.(Dr.) Madhu Shastri <mshastri@jpr.amity.edu>; Nitin Bhardwaj <nbhardwaj@jpr.amity.edu>; Preeti Gupta <pgupta@jpr.amity.edu>; Durgesh Batra <dbatra@jpr.amity.edu>; Vigi Chaudhary <vchaudhary@jpr.amity.edu>;

Cc: REGISTRAR AMITY UNIVERSITY RAJASTHAN <registraraur@jpr.amity.edu>;

Importance: High

2 attachments (1 MB)

Gender Cell (Complaint of Ms. Tapal Almira, B A (J&MC) IV Sem).pdf; Complaint of Ms. Tapal Almira, B A (J&MC) IV Sem.pdf;

Dear sir/madam,
lets meet 1:15 pm to discuss the case and send the report to registrar.

Thank You,

Prof. Uma Joshi,
Director, AIBAS,
Dean, Humanities, Social Science
and Liberal Arts
Amity University Rajasthan

From: REGISTRAR AMITY UNIVERSITY RAJASTHAN
Sent: Monday, April 17, 2017 3:55 PM
To: Dr. Uma Joshi
Cc: S.K.Sareen; Ramesh Chand Sharma
Subject: Gender Cell (Complaint of Ms. Tapal Almira, B A (J&MC) IV Sem) - Copy of Complaint

Dear Madam,

Greetings !

Refer trailing mail.

Minutes of Gender cell meeting held on 18th April 2017

The meeting of Gender cell was held on 18th April 2017. The meeting was held at the chamber of Chairperson, Floor III, Academic Block I.

The Chairperson of Gender Cell Prof. Uma Joshi called a meeting of the gender cell to discuss the complaint of Ms. Tapal Almira, BA (J&MC) IV Sem., received to Gender cell.

The members held a meeting with Ms. Tapal Almira and Mr. Ishan Trivedi of BA (J&MC) IV Sem., to find the facts about the complaint. The team also met some of the friends of Ms. Almira before submitting a report to the Registrar about the complaint.

	Name	Signature
Chairperson:	Dr. Uma Joshi	U. Joshi
Member 1:	Madhu Shastri	MS
Member 2:	D. D. S. et	D. D. S.
Member 3:	Vijay Chandhary	Vijay
Member 4:	Preeti Gupta	P. Gupta



AMITY UNIVERSITY

RAJASTHAN

REGULATIONS FOR BANNING RAGGING & ANTI RAGGING MEASURES

TO BE ISSUED TO ALL STUDENTS

For Strict Compliance by Students

1. SPECIAL ADVISORY TO FRESHERS

- (a) Freshers should not hesitate or feel shy of reporting any incidence of ragging either as a victim or as a witness.
- (b) Freshers (particularly the hostel freshers) should move in groups. They should be advised that they may resist individually or collectively any attempt by senior(s) towards bullying or ragging and also immediately Report to any of the authority whose contact numbers are made available to them.
- (c) The important contact numbers should be entered and saved in their respective mobile phones.

2. ANTI RAGGING COMPLAINT BOXES

Each Department and Director Administration will place Anti Ragging Complaint Boxes in the Departments and in the Hostels for students who may drop in their complaints on any incidence of ragging which has not otherwise been reported for necessary action by the Anti Ragging Committee/Squads. The complaint Boxes will be checked daily by the Department/Warden/Director Administration

IMPORTANT EMERGENCY CONTRACT NUMBERS (Round-the-Clock)

- (i) Anti Ragging Control Room : 01426-405657
- (ii) AUR Ambulance : 9829576744 (Working : 24x7)
- (iii) Anti Ragging Monitoring Cell :

Maj. Gen. C. P. Singh (Retd) , Dean Student's Welfare	Convener	9461283545
Brig. G. S. Rathore (Retd), OSD to Chairperson	Member	8875030070
Gp. Capt Ajoy Mudaliar (Retd), Director, Admin	Member	9602102551
Col. Prahlad Singh (Retd), Director, Hostel	Member	9784995091
Mr. Ashish Kumar, Director, DP& E, Dy. Director, ABS	Member	9636742261
Prof. Deepshikha Bhargava, Director, AIIT	Member	9828513311
Mr. Mahendra Singh , Dy. Director, Security	Member	9549419888
Dr. Dipa Chakrabarti, Coordinator, ASL	Member	9772557736
Mr. U C Srivastava, Dy. Director, Admin	Member	9549001555
Mr. Vikas Chauhan, Dy. Director, Admin	Member	9001767457
Ms. Jasbeen Chawla, Asst. Director, ASCENT	Member	9929092600
Ms. Shweta Sharma, Asst. Prof., ASET	Member	8239163927
Mr. Poonam Chaudhary, Sr. Sports Officer	Member	9829493067
Mr. Mal Singh Khangarot, Marshal	Member	9571717709

Other Important Telephone Nos. :

Prof. G. K. Aseri, Dy. PVC (FA) & Director , AIMT	Member	9680001706
Mr. Sanjiv Singh Bhal, Proctor	Member	9828289458
Dr. Vinod Singh Gaur, Associate Prof., AIB	Member	9414914732
Dr. Rahul Tripathi, Associate Prof., ALS	Member	9928787767
Dr. Ratandeeep Roy, Associate. Prof., ASET	Member	9549141569
Dr. Rajni Parmar, Asst. Prof. , ALS	Member	9309360600
Mr. Vinod Sharma, Asst. Prof., ASET	Member	9929939938
Mr. Deepak Panwar, Asst. Prof., ASET	Member	7725928669
Mr. Nithin K, Asst. Prof., ASCo	Member	8891008303
Mr. Dharmendra Thakan, Sr. Hostel Warden – Boys	Member	9829013327
Ms. Pooja Choudhary, Hostel Warden, Girls	Member	9785060777

*All fresher's are advised to save these Mobile Numbers
in their Mobile Phones for any future need.*

REGULATIONS
FOR BANNING RAGGING &
ANTI RAGGING MEASURES

REGULATIONS FOR BANNING RAGGING & ANTI RAGGING MEASURES

1. Aim

To ensure that no ragging takes place in the University and make Amity University Rajasthan Campus ragging free by instituting stringent Anti Ragging measures and provisions for strict punishments to defaulters.

2. Terms of Reference

- (a) Supreme Court Orders
- (b) UGC Draft Regulations and Guidelines

3. What Constitutes Ragging

- (a) Any disorderly conduct whether by words spoken or written or by an act which has the effect of listening, treating or handling with rudeness or any other student.
- (b) Indulging in rowdy or indisciplined activity which cause or is likely to cause annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or any other student.
- (c) Asking the students to do any act, perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- (d) Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining or confining or causing grievous hurt, kidnaping, extortion or molesting or committing unnatural offences or causing death or abetting suicide, use of criminal force, criminal trespass and intimidation.

4. Prohibition of Ragging

- (a) Ragging within the University Campus including its Institutions/Departments and Hostels is strictly prohibited.
- (b) Ragging in any form is prohibited also in the private lodges/buildings where these University students are staying.
- (c) Ragging in any form is prohibited in Hostel, Mess, Canteen, Cafeteria & Transport (College & Private).

5. Punishment

Ragging is a cognizable offence under the law and the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following :-

- (a) Cancellation of admission, suspension, rustication or expulsion from the University / Hostel.
- (b) FIR with the police and arrest.
- (c) Collective punishment may be imposed where involved persons are not identified.

6. Measures for Curbing Ragging

(a) Before Admissions

(i) **Application form and especially the Registration Form at the time of Registration for a semester will require two Affidavits on Rs. 10/- Non Judicial Stamp Paper each, duly notarized, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at:-**

- **Annexure I - By the student**
- **Annexure II - By the parent**

(ii) A student will not be admitted/registered until the Affidavits mentioned above are submitted.

(iii) **Students who are allotted Hostel Accommodation are required to submit the details of parents and local guardian along with their photographs on the form as at Annexure III. Students will not be registered and assigned Hostel seat until the above documents are submitted at the time of registration for the Hostel.**

(b) On Admission & Registration

(i) **Every student, at the time of Registration will be given the Leaflet giving details of Anti Ragging Regulations for which he/she will sign having received it and its Record will be maintained in the Institution.**

(ii) The Leaflet will have a 'Section for Freshers' which will give instructions on whom to contact in case of incidence or attempt at ragging. This would include contact mobile numbers of Proctorial Board, selected persons from General Administration. Anti Ragging Committees/Anti Ragging Squads and the Anti Ragging Control Room.

(c) Particulars Required at the Time of Registration:

(i) Every **non-hostel** student, at the time of Registration will provide full particulars of his stay during the semester, whether staying with parents, relatives, friends, hired hostel/PG accommodation. The details will include full address, name and contact number of the person at the address in the forms as given below:-

- Registration cum Enrollment Form for Freshers- **Annexure IV**
- Registration Form for Second Semester onwards- **Annexure V**

(ii) Only one copy is recommended from the students. Institute wise information can be provided to Proctor and at Main gate.

7. General Instructions

(a) Anti Ragging Committees

(i) Each Department will form an "**Anti Ragging Committee**" headed by the Director/Deputy Director/Programme Coordinator. It will comprise of selected faculty members, parents, students from the freshers category as well as seniors and selected Non-teaching staff.

- (ii) This Committee will be fully and totally responsible to ensure that no incidence of ragging as given in this regulations takes place and will also monitor and ensure that the instructions of this “Regulations must be followed” .
- (iii) The Committee will also maintain alert vigil at all times and ensure that the Anti Ragging Squads of the Institutions carry out their functions properly.

(b) Anti Ragging Squads

- (i) Each Director/Deputy Director/Programme Coordinator will constitute a number of **Anti Ragging Squads**. The number of squads will be based on the number of blocks/floors and strength of the students so that the Anti Ragging Measures can be effectively implemented.
- (ii) Anti Ragging Squads will comprise of senior faculty members and responsible representatives of senior and fresher students. Its function will include going around / patrolling the Department and the Campus common areas, maintain vigil at all times on all days by rotation as decided by Director/Deputy Director/Programme Coordinator and take action if they notice any incidence of ragging either in their Department or any other Department/or in the Campus.
- (iii) The Squads will also have the responsibility to investigate incidences of ragging and to report to the Anti Ragging Committee / Anti Ragging Control Room for immediate action/punishment wherever required.
- (iv) Director/Deputy Director/Programme Coordinator will forward the Names of Anti Ragging Committee and Squad to Chairman Anti Ragging Monitoring Cell and Proctor of the University.
- (v) On the report of Anti Ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti Ragging Committee to decide appropriate punishment from the list of punishments in the Regulations and award it with intimation to the University Administration.

8. Instructions specific to Hostels

- (a) The hostels for the fresher students will be in separate hostel blocks. The fresher hostel blocks will be barricaded by boundary walls/barbed wire fences and entry into the freshers hostel will be manned by security staff round the clock.
- (b) No one, particularly senior students will be permitted to enter the freshers hostel at any time. Similarly fresher students are not permitted to visit hostels of senior students. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers hostels. Responsible security guards will be detailed by Director Security. The duty roster of the security guards for freshers hostel will be given to Anti-Ragging Control Room.
- (c) All students will report back in their respective hostel rooms latest by 09:00 PM.
- (d) Proper attendance of hostel students both freshers and seniors will be taken at 9:30 PM daily by members detailed from the Anti Ragging Squads and the

attendance report will be submitted to - Anti Ragging Control Room and one copy each to Director Hostel & Registrar on daily basis.

- (e) All hostel students will abide by the Hostel Rules in addition to the Anti Ragging Regulations.
- (f) All Day Scholars are required to leave the Campus latest by 05:00 PM / presence of Day Scholars in the Campus will not be permitted beyond 05:00 PM and on holidays unless specifically allowed under the authority of the respective Director/Deputy Director/Programme Coordinator. Strict disciplinary action will be taken if a day scholar is seen in the Campus after 05:00 PM or on holiday without proper authority. The timings for reporting back into the hostel for hostlers and entry/ presence in the Campus of day scholar may be reviewed and revised after 30th September.

9. Anti Ragging Patrols

Anti Ragging Patrols will be detailed by the Registrar. These patrols will operate 24 hours on all days in the campus, hostel (both inside & outside the campus) particularly where freshers are staying.

10. Anti Ragging Control Room (Tele No. 01426-405657)

- (a) One Anti Ragging Control Room will be established in Campus under the direction of AUR Anti Ragging Monitoring Cell. The control Room will be manned 24 hours based on the duty roster issued by the Monitoring Cell. It will be manned by one faculty member and one security guard in each shift.
- (b) Anti Ragging Control Room will be equipped with land line and mobile telephone numbers which will be made widely known to all concerned.

11. Anti Ragging Monitoring Cell

The Anti Ragging Monitoring Cell will be established at the University level and will be totally and fully responsible to ensure that all Anti Ragging Rules, Regulations and Measures are strictly followed. The Monitoring Cell will also ensure that appropriate action is taken in all incidences of ragging. Its endeavor will be to make Amity University Rajasthan “Ragging Free”.

12. Anti Ragging Execution Cell

The Anti Ragging Execution Cell will function directly under the directions of the Monitoring Cells and Coordinate its activities with the Anti Ragging Committees, Anti Ragging Squads & Patrols.

13. Responsibilities and Reporting

- (a) The Anti Ragging Monitoring Cell and Proctorial Board will be responsible for implementation of all Regulations and functions under the overall direction of the Vice Chancellor.
- (b) The Anti Ragging Execution Cells will be responsible to function under the direction of the Monitoring Cells/Anti Ragging Control Room and will coordinate with the Anti Ragging Committees, Anti Ragging Squads and Patrols.

14. Action Procedure

- (a) Anti Ragging squads and Anti Ragging Patrols will immediately report any incidence of ragging or abetment of ragging noticed by them to the Anti Ragging Control Room immediately and also to the Anti Ragging Committee of each Department.
- (b) Faculty in-charge of the Anti Ragging Control Room will recommend the action as per the situation which may include(s):
 - Immediate suspension of involved students
 - Sending reinforcements or any medical help, if required.
 - Forward the report of incident to the Anti Ragging Committee and the Monitoring Cell.
- (c) The Anti Ragging Committee of the concerned Department will examine the report and recommend appropriate punishment which will be awarded after the approval of the Monitoring Cell.

15. Freshers Introduction/Induction

A systematically organized Freshers Introduction Get together party will be organized by various Departments as per policy issued by the VC which would conform with the decorum and dignity as expected by the University and act as a forerunner for introductions and ice breaking between seniors and freshers.

Annexure - I**AFFIDAVIT BY THE STUDENT****(ON Rs. 10/- STAMP PAPER)**

I, _____

S/o / D/o of Mr / Mrs _____

Resident of _____

do hereby solemnly affirm and declare as under:

1. That I am a student of Amity University Rajasthan in its _____
_____ Course/
Programme.
2. That I have received and gone through and understood the Amity University Regulations for Banning Ragging and Anti Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I hereby solemnly affirm that
 - I will not indulge or involve myself in any behavior or act that may come under the definition of ragging.
 - I will not participate in or abet or propagate ragging in any form.
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I have fully understood that if found indulging or guilty of any aspect of ragging within or outside the University Campus. I may be punished as per the provisions of the Amity University Rajasthan Regulations for Banning Ragging and Anti Ragging Measures, Maintained above and / or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the University, or its office bearers.

Deponent

VERIFICATION: Verified at _____ on this _____ day of _____ 20 _____,
that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No. :

Annexure - II**AFFIDAVIT BY THE PARENTS****(ON Rs. 10/- STAMP PAPER)**

I, _____

S/o / D/o of Mr./Mrs. _____

Resident of _____

do hereby solely affirm and declare as under:

1. That my son / daughter/ward Mr./ Ms/ _____
_____ is a student of Amity University Rajasthan in its
_____ Course/Programme.
2. That I have gone through and fully understood the Amity University Regulation & for Banning Ragging and Anti Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I assure you that my son / daughter / ward will not be involved or indulge in any act of ragging that may come under the definition of ragging.
4. I have fully understood that in case my son / daughter / ward will be found indulging or involved in Ragging within or outside the premises of the University, he / she shall be appropriately punished for which he / she shall be solely responsible. I or my son / daughter shall not hold liable the University or any of its officials for any loss (s), damage (s) and shall not claim any compensation from the University or its office bearers.

Deponent

VERIFICATION: Verified at _____ on this _____ day of _____ 20 _____,
that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No. :

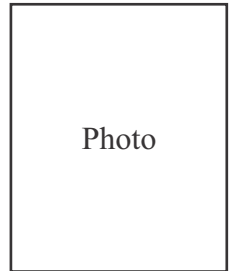
Annexure - III

Form No

AMITY HOSTEL
REGISTRATION / RE-REGISTRATION FORM 20__-20__
(Last date for submission along with receipt for Hostel Fee _____)
(PLEASE USE CAPITAL LETTERS)

Personal Particulars

Name
Programme
Batch
University/Institution Enrolment No.
Mobile No.
Email ID
Blood Group
Medical History (deserving special attention)
.....

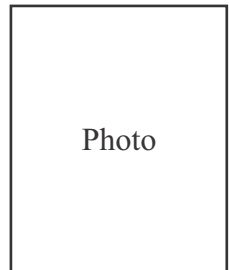


Type of Accommodation (Please tick) : AC NonAC

Family Particulars

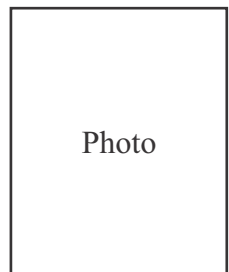
Father

Name
Occupation
Address
.....
Mobile No. Tel.
Email ID.....



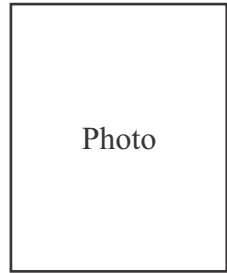
Mother

Name
Occupation
Address
.....
Mobile No. Tel.
Email ID.....



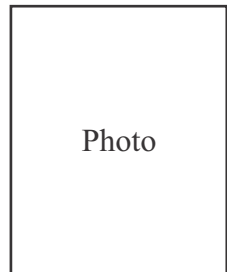
Local Guardians
Local Guardian 1

 Name
 Relationship
 Occupation
 Address


 Mobile No. Tel.
 Email ID.....

Local Guardian 2

 Name
 Relationship
 Occupation
 Address


 Mobile No. Tel.
 Email ID.....

UNDERTAKING

1. I hereby affirm that I have read and understood the Rules and Regulations of Hostel and of the Amity University Rajasthan and will abide by them.
2. I convey my willingness to accept the Hostel Accommodation ON/OFF Campus as allotted to me.
3. My aggregate attendance is or above for the last academic year (for seniors only).
4. I affirm that I was not involved in any indiscipline case nor in any such case pending against me (for seniors only).
5. I certify that the above information is correct. My hostel allotment may be cancelled if any of the above information is found to be incorrect.
6. I will inform the Hostel Administration promptly if there is any change in the status of the above information.

(Signature of Student)

 Name: _____
 Date: _____

(Signature of Parent)

 Name: _____
 Date: _____

For Hostel Office use only

Date & Time

Received By

Hostel Warden

Annexure - IV

AMITY UNIVERSITY

—————RAJASTHAN—————

REGISTRATION-CUM-ENROLMENT FORM

(FOR FRESH STUDENTS)

Name of the Institute

Programme Enrolled For

Academic Session

Admission Category

Full Name of the Student

Father's Name

Father's Occupation

Mother's Name

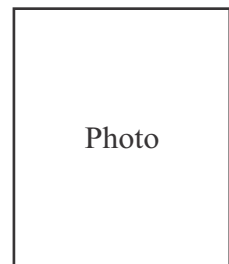
Mother's Occupation

Nationality

Date of Birth

Sex

*Category



(*SC/ST/OBC/SOBC
Student is required to submit a
certificate issued / counter signed by
district magistrate in proof thereof)

Emergency Contact No.

Correspondence Address

Address

City

State

Pin

Tel.

Fax

Mobile

Email ID:

Permanent Address

Address

City

State

Pin

Tel.

Fax

Mobile

Email ID:

Local Guardian(s) duly authorized by the parents of the student to be Contacted in emergency

Full Local Guardian Name
 Address
 City
 State
 Pin
 Tel.
 Fax
 Mobile
 Email ID:

Place of Stay during this semester (Non-Hostellers)

With Parent / Guardian Own arrangement
 Address
 City
 Pin
 Tel.
 Contact No. Tel. Mobile
 Email ID:

Details of Educational Qualifications (from High School onwards)

Name of Qualifying Exam	Year of Passing	School/College	Board/University	Subject / Stream	Class/ Division/ Grade

Any type of sickness that your are prone to and the line of treatment

Any particular Doctor to be contacted in case of your sickness

Full Name of Doctor
 Address
 City
 State
 Pin
 Tel.
 Mobile No.
 Fax
 Email ID
 Your Blood Group

UNDERTAKING

I solemnly affirm that the above information made and furnished by me is true and correct. Further, I am being admitted to the above stated Programme entirely on my request and I agree to abide by all the rules and regulations of the Institution /University which I have read and understood. I was given opportunity to clarify any doubts I had and I shall not hold the Institution/University responsible for not understanding the same. In the event of suppression or distortion of any fact like educational qualification, nationality, etc. made in the Registration-cum-Enrolment Form, I understand that my admission is liable for cancellation.

I have full knowledge of the fact that in case my attendance in any subject falls below 75%, I shall not be allowed to appear in the end term Examinations.

Date

Place

(Signature of Student)

Office Seal

(Name & Signature of the Verifying Faculty)

Date

For office use

Enrolment No. Allotted

Date:

Place:

(Signature of Authorised Officer)

Annexure - V**AMITY UNIVERSITY**

RAJASTHAN

(RE-REGISTRATION FORM)

(SECOND SEMESTER ONWARDS)

Name of the Institute:

Re-Registration for Semester Enrollment No.

Name (In Capitals):

Program: Class of: Age: Date of Birth :

E-mail ID :

Contact Address :

Pin Code : Phone Mobile Fax

Father's Name (In Capitals) :

Permanent Address :

.....

.....

Pin Code : Phone Fax

Place of stay during this Semester (Non-Hostellers) :**Previous Semester :** **Hosteller/Non-Hosteller**With Parent / Guardian Own Arrangement

Address :

City :

Pin :

Contact No. Tel. Mobile

E-mail ID :

Date of payment of fees and fee receipt number :

Are you staying in AUR Hostel? If yes, Room No.

Are you having any evaluation pending for the previous semester?

If yes, mention the course(s) and reason(s) for it

.....

I understand that my registration for the Semester mentioned above is provisional and it will stand cancelled in case I do not fulfill the requirements for promotion to the same as per the academic regulations. I also certify that I do not have any payment of dues to AUR and I have met all academic deadlines till now.

Date

(Signature of the Student)

(Name & Signature of the Verifying Faculty)



AMITY UNIVERSITY
— RAJASTHAN —



AMITY UNIVERSITY

RAJASTHAN

Standard Operating Procedure [SOP]

Student Discipline

1. The Proctor may be informed immediately in case when :
 - a. any AUR student (hosteller/day scholar) who has faced any act of threat or manhandling or faced any act of indiscipline by any other student or in case of any unreasonable/unjustified behavior by any Faculty member of AUR.
 - b. any AUR faculty member who has faced any act of indiscipline or misbehavior in person by a student or group of students. (to be inform through Registrar/HOI).
2. The incident of "Indiscipline" includes any act of fight, initiation of fight, use of abusive words, threat, using offensive verbal or physical gestures, misbehave with the AUR authorities, possession of intoxicants or any other material prohibited by the AUR norms.
3. Depending upon the situation, the information/complaint may be submitted in written to the Proctor, through respective HOI for investigation and necessary action.
4. In case of emergency, the complaint can be made by phone or through mail also.
5. Where the situation demands an urgent action (in case of controlling fights or threats or manhandling), the Proctor shall inform the Marshall and Director (Security) for necessary support who will cooperate and abide by the instructions of Proctor in that case.
6. Where a complaint is received from any faculty or student or any AUR authorities related to indiscipline, or in case where a cognizance is taken regarding any disciplinary incident by any AUR officials, Proctor will convene a meeting of the Proctorial Board of which he shall be the Presiding Officer and necessary investigations shall be initiated.
7. At any time, a minimum of 4 members (including Proctor) shall comprise the quorum for necessary investigations and recommendations.
8. It shall be mandatory for the complainant, defendant, witness etc. to appear before the Proctorial Board on the day of meeting to ensure cross examination of facts and fair decision. In case any faculty member/ employee of AUR needs to be called, permission be taken from respective HOI as well as competent authority.
9. In case of absence without any reasonable grounds or prior intimation/permission, the Proctorial Board shall be authorized to decide the complaint on merit in absentia.
10. The Proctorial Board shall investigate the matter, verify the facts and may cross examine the complainant or defendant or both along with the witnesses. Necessary support may be taken from Security/IT team viz CCTV footage, arrival data etc. as may be deemed fit.
11. The completed report will be submitted along with connected documents to Registrar for final decision by the competent authority.





AMITY UNIVERSITY

— R A J A S T H A N —

12. The approved report shall be sent to the Proctor for implementation and execution. Execution of disciplinary action may be made through concerned Department or Director (Hostels) as the case may be.
13. The Proctor shall be authorized to fine/penalize/punish or warn the person involved. The powers vested will be the following:
 - a. In case of monetary fine, the Proctor in consultation with Proctorial Board shall be authorized to fine up to Rs 1000 or any amount as decided and approved by competent authority regarding violation of norms.
 - b. The Proctor in consultation with Proctorial Board shall also be authorized to suspend the student from Hostels or Academics or both (Suspension from University) for a period upto 10 days with immediate effect, once approved by the competent authority (excluding the period of processing the approval).
 - c. Incidents in which punishment exceeds 10 days shall be approved by competent authority before execution.
14. Any appeal to the duly approved report of Proctorial Board may be made to Hon. President/ Pro-President only in case of new findings or facts. Such appeal can be made within 3 days of the date of execution of recommendations.

* * *





AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405657

AUR/REG/ANTI RAGGING/ 44

Dated : 22.02.2018

ANTI RAGGING MONITORING CELL (Re-constituted)

Anti Ragging Monitoring Cell at AUR is hereby re-constituted as under:-

1	Maj. Gen. C. P. Singh (Retd) , Dean Student's Welfare & Campus Life	Chairperson	9461283545
2	Rear Admiral Harendra Gupta (Retd), Director, ALS	Member (Legal Advisor)	9818004769
3	Prof. Uma Joshi, Director, AIBAS	Member (OIC Gender Cell)	9414212834
4	Prof. D D Shukla, Director, ASET	Member	7339772850
5	Prof. K Balakrishnan, Director, ABS	Member	8884363655
6	Brig. G S Rathore (Retd.), OSD to Chancellor	Member	8875030070
7	Col. Prahlad Singh (Retd), Director, Hostels	Member	9784995091
8	Dr. Vinod Singh Gour, Dy. DSW	Member	9414914732
9	Mr. Mahendra Singh, Dy. Director, Security	Member	9549419888

The Cell will ensure that the University becomes a Ragging Free zone with Zero level of tolerance towards Ragging.

Letter No. AUR/REG/RAGGING/2292 dated 14/02/2018 on the subject matter is hereby superseded.



Cdr. Vishwadeepak Singh (Retd)
Registrar

Distributions :-

Hon'ble President

Dy. President, *Pro President.*

All Deans/Directors/Dy.Directors/Hols/Coordinators/All concerned.

All Notice Board,Accounts,Examinations,Library,Hostels,Mess/Cafeteria

Office copy.

Amity City Office: Amity House, 14, Gopalbari, Ajmer Road, Jaipur – 302 001, Telefax- 0141-2372489, 2374111



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426- 405678,
Fax: 01426- 405679

No. AUR/REG/2958

Dated: - 15/07/2019

ANTI RAGGING MONITORING CELL (Re-Constituted)

Anti Ragging Monitoring Cell at AUR is hereby re-constituted as under:-

1	Prof. G.K. Aseri, Provost & Director-AIMT	Chairperson	9680001706
2	Dr. Saroj Bohra, Director & Professor - ALS	Member (Legal Advisor)	9828251573
3	Prof. Vinitaa Agarwal, Director-ADDOE	Member (OIC Gender Cell)	9928955572
4	Brig. G. S. Rathore (Retd.), OSD to Chairperson	Member	8875030070
5	Col. Prahlad Singh (Retd.), Director- Security	Member	9784995091
6	Mr. Sanjiv Singh Bhal, Dean Student Welfare	Member	9828289458
7	Dr. Rahul Tripathi, Proctor & Associate Professor-ALS	Member	9928787767
8	Dr. Payal Kanwar Chandel, Coordinator - AIBAS	Member	9530025450

The Cell will ensure that the University becomes a Ragging Free Zone with Zero Level of tolerance towards **Ragging**.

Letter No. AUR/REG/2700 dated 17/05/2019 on the subject matter is hereby superseded.

Cdr. Vishwadeepak Singh (Retd.)
Registrar



AMITY UNIVERSITY RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426- 405678,
Fax: 01426- 405679

Ref. No. : AUR/REG/5262

Date : 04/03/2021

Anti-Ragging Monitoring Cell

Anti-Ragging Monitoring Cell at Amity University Rajasthan, Jaipur is hereby re-constituted as under:

1. Mr. Sanjiv Singh Bhal	Dean - Students Welfare	: Chairperson	9828289458
2. Prof. Rajesh S. Prasad	Director - ASET	: Member	9823369180
3. Prof. Saroj Bohra	Director - ALS	: Member	9828251573
4. Prof. Anurag Varma	Director - ASAP	: Member	9810101334
5. Prof. Sanjeeb Pal	Director - ASH	: Member	9765900211
6. Prof. Vinitaa Agarwal	Chairperson- Gender Cell	: Member	9928955572
7. Prof. Rahul Tripathi	Proctor	: Member	9928787767
8. Col. Prahlad Singh (Retd.)	Director - Security	: Member	7589135136
9. Lt. Col. Mukul Bhatia (Retd.)	Director - Hostels	: Member	9351340206
10. Prof. Swapnesh Taterh	Coordinator - AIIT	: Member	9413171401
11. Prof. Parul Mishra	Professor- ASL	: Member	9984883347
12. Dr. Shweta Sharma	Assistant Professor- ASET	: Member	8239163927
13. Dr. Padam Bhushan	Assistant Professor- ABS	: Member	9571975631

The cell will ensure that the university becomes a Ragging Free Zone with Zero Level of Tolerance towards Ragging.

Letter no. AUR/REG/4566 dated 06/05/2020 on the subject matter is hereby superseded.


Dr. Nitin Bhardwaj
Registrar





AMITY UNIVERSITY

— R A J A S T H A N —

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426- 405678,
Fax: 01426- 405679

Ref No: AUR/REG/5529

Date: 16/07/2021

Anti-Ragging Monitoring Cell

Anti-Ragging Monitoring Cell at Amity University Rajasthan is hereby re-constituted as under:

1. Mr. Sanjiv Singh Bhal	Dean - Student's Welfare	:	Chairperson	9828289458
2. Prof. Saroj Bohra	Director - ALS	:	Member	9828251573
3. Prof. Anurag Varma	Director - ASAP	:	Member	9810101334
4. Prof. Sanjeeb Pal	Director - ASH	:	Member	9765900211
5. Col. Prahlad Singh (Retd.)	Director - Security	:	Member	7589135136
6. Lt. Col. Mukul Bhatia (Retd.)	Director - Hostels	:	Member	9351340206
7. Prof. Rahul Tripathi	Proctor & Coordinator-ASLA	:	Member	9928787767
8. Prof. Dipa Chakrabarti	Coordinator- ASL	:	Member	9772557736
9. Prof. Pankaj Kumar Pandey	Coordinator- ASET	:	Member	7665831426
10. Prof. Swapnesh Taterh	Coordinator - AIIT	:	Member	9413171401
11. Prof. Shruti Mathur	Professor- AIB	:	Member	9166844606
12. Dr. Padam Bhushan	Assistant Professor- ABS	:	Member	9571975631
13. Ms. Sangeeta Shekhawat	Assistant Professor- ASET	:	Member	9785175826

The cell will ensure that the university becomes a Ragging Free Zone with Zero Level of Tolerance towards Ragging.

Letter no. AUR/REG/5262 dated 04/03/2021 on the subject matter is hereby superseded.



Dr. Nitin Bhardwaj
Registrar



AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678,
Fax: 01426-405679


No. : AUR/REG/ **5919**

Date : 07/12/2021

Proctorial Board

The Proctorial Board of Amity University Rajasthan, Jaipur, is hereby re-constituted as under :

1.	Prof. Rahul Tripathi	Proctor & Professor - ALS	: Proctor
2.	Prof. Parul Mishra	Professor - ASL	: Member
3.	Dr. Vinod Singh Gour	Associate Professor - AIB	: Member
4.	Dr. Amita Chourasiya	Assistant Professor - ABS	: Member
5.	Dr. Ashwani Kumar Yadav	Assistant Professor - ASET	: Member
6.	Ms. Sangeeta Shekhawat	Assistant Professor - ASET	: Member
7.	Mr. Souvik Mandal	Assistant Professor - ASFT	: Member
8.	Dr. Neharshi Srivastava	Assistant Professor - AIBAS	: Member
9.	Dr. Sushil Kumar	Assistant Professor - ASH	: Member
10.	Mr. Bhavesh Joshi	Assistant Professor - ASAP	: Member
11.	Mr. Prashant Kamal	Assistant Professor - ASCo	: Member
12.	Mr. Vinay Daboriya	Assistant Professor - ASLA	: Member


Dr. Nitin Bhardwaj
Registrar





AMITY UNIVERSITY

RAJASTHAN

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426- 405678,
Fax: 01426- 405679

Ref No: AUR/REG/6612

Date: 25/07/2022

Anti-Ragging Monitoring Cell

Anti-Ragging Monitoring Cell at Amity University Rajasthan is hereby re-constituted as under:

1.	Mr. Sanjiv Singh Bhal	Dean - Student's Welfare	:	Chairperson	9828289458
2.	Prof. Saroj Bohra	Director - ALS	:	Member	9828251573
3.	Prof. Tanaya Verma	Director - ASAP	:	Member	9910636888
4.	Prof. Sanjeeb Pal	Director - ASH	:	Member	9765900211
5.	Col. Prahlad Singh (Retd.)	Director - Security	:	Member	7589135136
6.	Lt. Col. Mukul Bhatia (Retd.)	Director - Hostels	:	Member	9351340206
7.	Prof. Rahul Tripathi	Proctor & Coordinator-ASLA	:	Member	9928787767
8.	Prof. Dipa Chakrabarti	Coordinator- ASL	:	Member	9772557736
9.	Prof. Pankaj Kumar Pandey	Coordinator- ASET	:	Member	7665831426
10.	Prof. Swapnesh Taterh	Coordinator - AIIT	:	Member	9413171401
11.	Prof. Shruti Mathur	Professor- AIB	:	Member	9166844606
12.	Dr. Komal Khandelwal	Associate Professor-ABS	:	Member	9756923215
13.	Dr. Renu Upadhyay	Assistant Professor- ASAS	:	Member	9012250801
14.	Dr. Usha Jain	Assistant Professor- ASET	:	Member	9468524330

The cell will ensure that the university becomes a Ragging Free Zone with Zero Level of Tolerance towards Ragging.

Letter no. AUR/REG/5529 dated 16/07/2021 on the subject matter is hereby superseded.


Dr. Nitin Bhardwaj
Registrar



Process to lodging the complains by SC/ST students to prevent the caste based discrimination (2016-17)

- 1- Login your Amizone Account (<https://www.amizone.net>)
- 2- Click on the link Complain/ Suggestion Box
- 3- Choose the complain area as **prevent the caste based discrimination**
- 4- Write your problem in the specified field
- 5- And then finally click on the submit button.

Please click here to continue

If you face any problem then contact to your competent authority.



AMITY UNIVERSITY

— R A J A S T H A N —

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678/227722,
Fax: 01426-405679

ANTI-RAGGING COMMITTEE

MINUTES OF MEETING


A meeting of members of Anti-Ragging Committee was held on 6-9-2021

The following points were discussed and resolved :

1. To organise departmental sessions for new students regarding awareness.
2. To display brochures and pamphlets for awareness about Anti Ragging measures in AUR.

No grievance pertaining to any incident reported.

Chairperson


S. S. SETHI
Dean Student Welfare & Campus Life
Amity University, Jaipur Rajasthan



AMITY UNIVERSITY

— R A J A S T H A N —

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678/227722,
Fax: 01426-405679

ANTI-RAGGING COMMITTEE

MINUTES OF MEETING

A meeting of members of Anti-Ragging Committee was held on 7-9-2020

The following points were discussed and resolved :

1. To increase awareness about Anti Ragging Measures of AUR
2. To install CCTV at prominent places for monitoring discipline.

No grievance pertaining to any incident reported.

Chairperson


A. S. BHAL
Dean Student Welfare & Campus Life
Amity University, Jaipur Rajasthan



AMITY UNIVERSITY

— R A J A S T H A N —

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678/227722,
Fax: 01426-405679

ANTI-RAGGING COMMITTEE

MINUTES OF MEETING

A meeting of members of Anti-Ragging Committee was held on 28-8-2019

The following points were discussed and resolved:

1. To review anti Ragging measures and mitigate gaps to provide better students experience.
2. Departments must ensure that Anti – Ragging banners / display material must be pasted / tagged on floor.
3. Faculty / Staff team must be constituted and visit hostels in late night to interact with fresher's.
4. Need to prepare flex / vinyl board and display anti-ragging committee and important numbers, can be paste behind signboards (03)
 - a. Anti-ragging Committee
 - b. Important Numbers: Registrar, Director – Hostel, Security Control Room, Ambulance
5. Proctorial Board is also advised to visit hostels fortnightly.
6. DSW is requested to organize open house discussion with batch 2019-20 at amphitheatre (30 – 45 min).

No grievance pertaining to any incident reported.

Chairperson


B. S. NEHAL
Dean Students Welfare & Campus Life
Amity University, Jaipur Rajasthan



AMITY UNIVERSITY

— R A J A S T H A N —

Kant Kalwar, NH-11-C,
Jaipur (Rajasthan) 303002
Tel: 01426-405678/227722,
Fax: 01426-405679

ANTI-RAGGING COMMITTEE

MINUTES OF MEETING

A meeting of members of Anti-Ragging Committee was held on 8-10-2018

The following points were discussed and resolved:

1. To create awareness among new students about Anti Ragging measures
2. To prepare roaster for rounds in Hostels during late night hours.

No grievance pertaining to any incident reported.

For C.P. Singh


Chairperson

Maj. Gen. C P Singh (Retd.)
Dean Student & Welfare & Campus
Amity University, Jaipur Rajasthan



ANTI-RAGGING COMMITTEE

MINUTES OF MEETING

A meeting of members of Anti-Ragging Committee was held on 4-9-2017

The following points were discussed and resolved:

1. To increase vigilance during night hours in Hostels
2. To prepare roaster for rounds during the period of orientation.

No grievance pertaining to any incident reported.

Chairperson

Head, Dept. of English (Recd.)
Dean Student Welfare & Campus
Amity University, Jaipur Rajasthan



सत्यमेव जयते



HANDBOOK

On

Sexual Harassment of Women at Workplace

(Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

NOVEMBER 2015



HANDBOOK

on

Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

for Employers / Institutions / Organisations/
Internal Complaints Committee / Local Complaints Committee



Towards a new dawn

Government of India
Ministry of Women and Child Development

November 2015

12 - 62

Contents

SECTION 1: INTRODUCTION	1
1.1 THE MANDATE	3
1.2 THE GENESIS	3
1.3 THE ACT	4
1.4 PURPOSE OF THIS HANDBOOK	5
1.5 WHO IS THIS HANDBOOK FOR?	5
1.6 STRUCTURE OF THE HANDBOOK	5
SECTION 2: WORKPLACE SEXUAL HARASSMENT- WHAT IS IT?	7
2.1 WHO IS AN AGGRIEVED WOMAN	7
2.2 WHAT IS A WORKPLACE?	8
2.3 WHAT IS SEXUAL HARASSMENT AT WORKPLACE?	9
2.4 KEY ELEMENTS OF WORKPLACE SEXUAL HARASSMENT	9
2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT	12
2.6 FORMS OF SEXUAL HARASSMENT	14
2.7 SCENARIOS	14
SECTION 3: PREVENTION & PROHIBITION	18
3.1 PREVENTIVE AUTHORITIES	18
3.2 WHO IS A DISTRICT OFFICER (DO)?	19
3.3 RESPONSIBILITIES OF THE AFOREMENTIONED AUTHORITIES	19
SECTION 4 : REDRESS	23
4.1 WHO CAN COMPLAIN AND WHERE?	23
4.2 WHAT SHOULD THE COMPLAINT CONTAIN?	24
4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?	24
4.4 KEY RESPONSIBILITIES	25
4.5 KNOWLEDGE, SKILLS, TRAINING	25
4.6 DO'S AND DON'TS FOR COMPLAINTS COMMITTEE	26
4.7 NON-NEGOTIABLES DURING THE INQUIRY PROCESS	27
4.8 THE SEXUAL HARASSMENT COMPLAINT PROCESS	27
4.9 AT A GLANCE	34
SECTION 5: MONITORING	37
SECTION 6: GLOBAL NORMS AND GOOD PRACTICES	39



सत्यमेव जयते

मेनका संजय गांधी
Maneka Sanjay Gandhi



मंत्रि
महिला एवं बाल विकास मंत्रालय
भारत सरकार
नई दिल्ली-110001

MINISTER
MINISTRY OF WOMEN & CHILD DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110001

MESSAGE

With improved access to education and employment, millions of Indian women are entering the country's workforce today. Many working women face sexual harassment at the workplace on a daily basis. It is crucial therefore that as a country, we strive to eliminate work-place sexual harassment since women have the right to work in safe and secure environment. It is the responsibility of every employer to ensure safety of women in a work environment and improve their participation. This will contribute to realization of their right to gender equality and result in economic empowerment and inclusive growth and benefit the nation as a whole.

I am pleased to present this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It provides key information about the provisions of the Act in an easy-to-use and practical manner. The Handbook has been developed with the aim to ensure that the citizens of India are aware of their rights and obligations in terms of creating safe workplace environment for women.

Government of India is committed to promote gender equality and women's empowerment across every sector. This Handbook reflects our commitment to empower women as economic agents and improve their ability to access markets on competitive and equitable terms. I am confident that this Handbook which advocates and enforces the rules as laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, will be beneficial to everyone. The practical and user-friendly procedures outlined in the Handbook will be useful for actual implementation of the Act.

Maneka Sanjay Gandhi
(Smt. Maneka Sanjay Gandhi)

V. Somasundaran



सचिव
भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001

Secretary
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
Website : <http://www.wcd.nic.in>

18th November 2015

FOREWORD

I am pleased to share with you this Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This Handbook is of immense importance because combating sexual harassment involves developing deeper understanding of what is sexual harassment and change of attitudes in all - be it employer, employees, colleagues, friends, or the policy makers.

Sexual Harassment at workplace is an extension of violence in everyday life and is discriminatory and exploitative, as it affects women's right to life and livelihood. In India, for the first time in 1997, a petition was filed in the Supreme Court to enforce the fundamental rights of working women, after the brutal gang rape of Bhanwari Devi a social worker from Rajasthan. As an outcome of the landmark judgment of the Vishaka and Others v State of Rajasthan the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, was enacted wherein it was made mandatory for every employer to provide a mechanism to redress grievances pertaining to workplace sexual harassment and enforce the right to gender equality of working women. The Act is also unique for its wide ambit as it is applicable to the organized sector as well as the unorganized sector.

The legislation, however, requires the support and commitment of all stakeholders for its effective and successful implementation in preventing workplace sexual harassment. It casts an obligation upon the employer to address the grievances in respect of sexual harassment at workplace in a time bound manner. It is in this context that this Handbook would be very useful as it provides clear definition of what constitutes sexual harassment and explains how the complaint process works.

I am sure that the Handbook will be extremely useful to all agencies concerned and help them in taking pro-active measures to eradicate the problem/menace of workplace sexual harassment in the country.

(V. Somasundaran)

प्रीति सूदन
PREETI SUDAN
अपर सचिव
Additional Secretary
Tel.: 011-23383923
Fax: 011-23070480



भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली - 110001
Government of India
Ministry of Women & Child Development
Shastri Bhawan, New Delhi-110001
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PREFACE

The Government of India is committed to ending all forms of violence against women that negatively impact society, hamper gender equality and constricts the social and economic development of the country.

Since, sexual harassment results in violation of the fundamental rights of a woman to equality as per Articles 14 and 15 and her right to live with dignity as mentioned under Article 21 of the Constitution, the Government of India enacted the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Act is an extension of the Vishaka Guidelines issued by the Supreme Court in 1997. The Supreme Court of India, for the first time in the Vishaka Guidelines, acknowledged Sexual Harassment at the workplace as a human rights violation. Further, the Act also reflects the commitment of the Government to the ratification of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) on July 09, 1993. This new legislation makes every effort to be a user friendly tool in the hands of the employers and employees, to create safe and secure workplaces for all women.

With the enactment of the Act, India is now a part of a select group of countries to have prohibited sexual harassment at workplace through national legislation. The Act is unique in its broad coverage which includes all working women from organised and unorganised sectors alike, as also public and private sectors, regardless of hierarchy. Effective implementation of the Act is a challenge. The Handbook is designed to be a Ready Reckoner for organisations vested with responsibility to enforce the law.

The Handbook is structured into six sections. The first section is an introduction and detail regarding the genesis of the Act, the second sets the context by defining the workplace and sexual harassment and impact of such behaviour, the third focuses on the key individuals and institutions involved in prohibition and prevention processes and their responsibilities, section four discusses the redressal mechanism followed by monitoring requirement in section five and important international frameworks and best practices on sexual harassment at the workplace in the concluding section.

 -10-

It is the hope of the Ministry that this Handbook will be of considerable value for employers, employees and complaint committees alike, as it provides guidance with regard to the steps to be taken and the processes to be followed, in line with the requirements of the law. It will prove useful to all women workers particularly and be a step forward in promoting their independence as well as the right to work with dignity as equal partners in an environment that is free from violence.


(Præti Sudan)



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Jeevan Vihar, New Delhi-110 001, Dated

ACKNOWLEDGEMENTS


In our journey towards preparing this Handbook, which required a lot of guidance and assistance from many people, whose names may not be enumerated, I am thankful to all of them for their contributions towards the completion of the task.

I would like to express my sincere thanks to the UN Women (United Nations Entity for Gender Equality and Empowerment of Women) for their valuable contributions with their experience in women's movement and expertise in gender rights in supporting the Ministry to prepare the Handbook with key information on the Act in an easy-to-use practical manner and designing with appropriate illustrations.

I would like acknowledge the important contributions made by Ms. Risha Syed, Legal Consultant for the hardwork put by her coupled with her experience and expertise as a legal professional and commitment to gender issues in bringing out the Handbook.

I am also thankful to Dr. Paramita Majumdar, Senior Consultant, Gender Budgeting for reviewing the manuscript with meticulous scrutiny and scholarly advice. I would like to mention with appreciation for Shri Samuel Paul, Assistant Secretary for showing not only his keen interest on the subject, but assisting us in the review work.

We hope that this Handbook will be a guide and inspiration to all of us in creating an enabling environment of women in the workplaces.


(Lopamudra Mohanty)

512

“The meaning and content of the fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality...”

Late Chief Justice J.S. Verma, Supreme Court of India, Vishaka v. State of Rajasthan

Introduction

"Whereas sexual harassment results in violation of the fundamental rights of a Woman to equality...."

[Preamble, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act]

As enshrined in the Preamble to the Constitution of India, "equality of status and opportunity" must be secured for all its citizens; equality of every person under the law is guaranteed by Article 14 of the Constitution.

A safe workplace is therefore a woman's legal right. Indeed, the Constitutional doctrine of equality and personal liberty is contained in Articles 14, 15 and 21 of the Indian Constitution. These articles ensure a person's right to equal protection under the law, to live a life free from discrimination on any ground and to protection of life and personal liberty. This is further reinforced by the UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), which was adopted by the UN General Assembly in 1979 and which is ratified by India. Often described as an international bill of rights for women, it calls for the equality of women and men in terms of human rights and fundamental freedoms in the political, economic, social, cultural and civil spheres. It underlines that discrimination and attacks on women's dignity violate the principle of equality of rights.

Sexual harassment constitutes a gross violation of women's right to equality and dignity. It has its roots in patriarchy and its attendant perception that men are superior to women and that some forms of violence against women are acceptable. One of these is workplace sexual harassment, which views various forms of such harassment, as harmless and trivial. Often, it is excused as 'natural' male behaviour or 'harmless flirtation' which women enjoy. Contrary to these perceptions, it causes serious harm and is also a strong manifestation of sex discrimination at the workplace. Not only is it an infringement of the fundamental rights of a woman, under Article 19 (1) (g) of the Constitution of India "to practice any profession or to carry out any occupation, trade or business"; it erodes equality and puts the dignity and the physical and psychological well-being of workers at risk. This leads to poor productivity and a negative impact on lives and livelihoods. To further compound the matter, deep-rooted socio-cultural behavioural patterns, which create a gender hierarchy, tend to place responsibility on the victim, thereby increasing inequality in the workplace and in the society at large.

14



Though sexual harassment at the workplace has assumed serious proportions, women do not report the matter to the concerned authorities in most cases due to fear of reprisal from the harasser, losing one's livelihood, being stigmatized, or losing professional standing and personal reputation.

Across the globe today, workplace sexual harassment is increasingly understood as a violation of women's rights and a form of violence against women. Indeed, the social construct of male privileges in society continues to be used to justify violence against women in the private and public sphere. In essence, sexual harassment is a mirror reflecting male power over women that sustains patriarchal relations. In a society where violence against women, both subtle and direct, is borne out of the patriarchal values, women are forced to conform to traditional gender roles. These patriarchal values and attitudes of both women and men pose the greatest challenge in resolution and prevention of sexual harassment. Workplace sexual harassment, like other forms of violence, is not harmless. It involves serious health, human, economic and social costs, which manifests themselves in the overall development indices of a nation.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted to ensure safe working spaces for women and to build enabling work environments that respect women's right to equality of status and opportunity. An effective implementation of the Act will contribute to the realization of their right to gender equality, life and liberty, equality in working conditions everywhere. The sense of security at the workplace will improve women's participation in work, resulting in their economic empowerment and inclusive growth.

The full scale of the problem is not known given the difficulties in documenting the experience of those who have experienced workplace sexual harassment. However, available studies on sexual harassment show that it is certainly prevalent in India today. This is why the legislation is an important step forward within the larger architecture of women's rights, as it tackles this issue to secure the rights of women workers across the country.

While the official figures for women's work participation are low, much of the work that women do is not captured in official data accounts. It is argued¹ that where this is to be captured, women's overall work participation would be 86.2 per cent. While the official data² shows that women's work participation rate is around 25.3 per cent in rural areas and 14.7 per cent in the urban areas, estimates indicate that there is a huge workforce of women, therefore there is a need to secure their workplace and entitlements. Given that 93 per cent of women workers are employed in the informal sector, they remain unprotected by laws. With no laws or mechanisms to protect them, proactive measures are required to make their workplaces safe.

¹ Professor Jayati Ghosh, Paper on 'What Exactly is Work?' http://www.macrosan.org/cur/oct14/pdf/Exactly_Work.pdf

² NSSO 2011-12



In a landmark judgment, *Vishaka vs. State of Rajasthan (1997)*⁴, the Supreme Court of India created legally binding guidelines basing it on the right to equality and dignity accorded under the Indian Constitution as well as by the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

It included:

- ◆ A definition of sexual harassment
- ◆ Shifting accountability from individuals to institutions
- ◆ Prioritizing prevention
- ◆ Provision of an innovative redress mechanism

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. Examples included sexually suggestive remarks about women, demands for sexual favours, and sexually offensive visuals in the workplace. The definition also covered situations where a woman could be disadvantaged in her workplace as a result of threats relating to employment decisions that could negatively affect her working life.

It placed responsibility on employers to ensure that women did not face a hostile environment, and prohibited intimidation or victimization of those cooperating with an inquiry, including the affected complainant as well as witnesses.

It directed for the establishment of redressal mechanism in the form of Complaints Committee, which will look into the matters of sexual harassment of women at workplace. The Complaints Committees were mandated to be headed by a woman employee, with not less than half of its members being women and provided for the involvement of a third party person/NGO expert on the issue, to prevent any undue pressure on the complainant. The guidelines extended to all kinds of employment, from paid to voluntary, across the public and private sectors.

Vishaka established that international standards/law could serve to expand the scope of India's Constitutional guarantees and fill in the gaps wherever they exist. India's innovative history in tackling workplace sexual harassment beginning with the *Vishaka* Guidelines and subsequent legislation has given critical visibility to the issue. Workplaces must now own their responsibility within this context and ensure that women can work in safe and secure spaces.

1.3 THE ACT

Having raised the bar of responsibility and accountability in the *Vishaka* Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely:

⁴(AIR 1997 Supreme Court 3011)



Section 2 sets the context by defining a workplace and sexual harassment. It provides the reader with key elements, such as examples of sexual harassment as well as scenarios and the impact of such behaviour.

Section 3 focuses on the key individuals and institutions involved in the prohibition and prevention processes and their responsibilities.

Section 4 is about redress. This section identifies and defines the key players involved in the complaint mechanism (including the complainant and the respondent). It details the stages of the complaint process. Particular attention is paid to the complaints committee which plays a very important role in this process.

Section 5 describes the monitoring requirements as per the Act.

Section 6 lists the important international frameworks and select best practices on sexual harassment at the workplace.



2.2 WHAT IS A WORKPLACE?

A workplace is defined as “any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for undertaking such a journey.” As per this definition, a workplace covers both the organised and un-organised sectors.

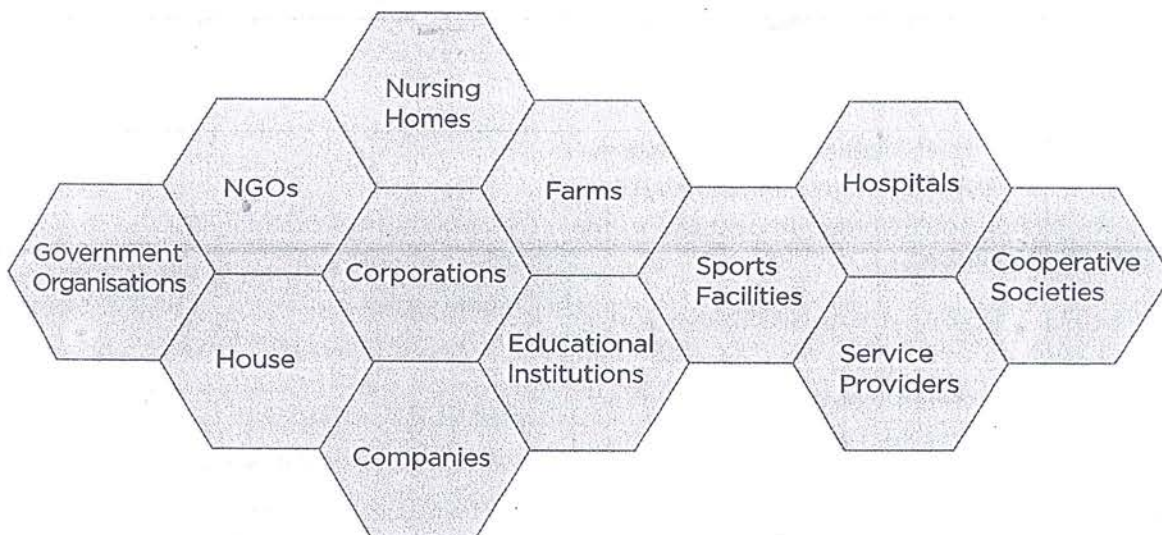
It also includes all workplaces whether owned by Indian or foreign company having a place of work in India. As per the Act, workplace includes:

- Government organizations, including Government company, corporations and cooperative societies;
- Private sector organisations, venture, society, trust, NGO or service providers etc. providing services which are commercial, vocational, educational, sports, professional, entertainment, industrial, health related or financial activities, including production, supply, sale, distribution or service;
- Hospitals/Nursing Homes;
- Sports Institutes/Facilities;
- Places visited by the employee (including while on travel) including transportation provided by employer;
- A dwelling place or house.

The Act defines the Unorganised Sector as:

- Any enterprise owned by an individual or self-employed workers engaged in the production or sale of goods or providing services of any kind;
- Any enterprise which employs less than 10 workers.

All women working or visiting workplaces, for example:

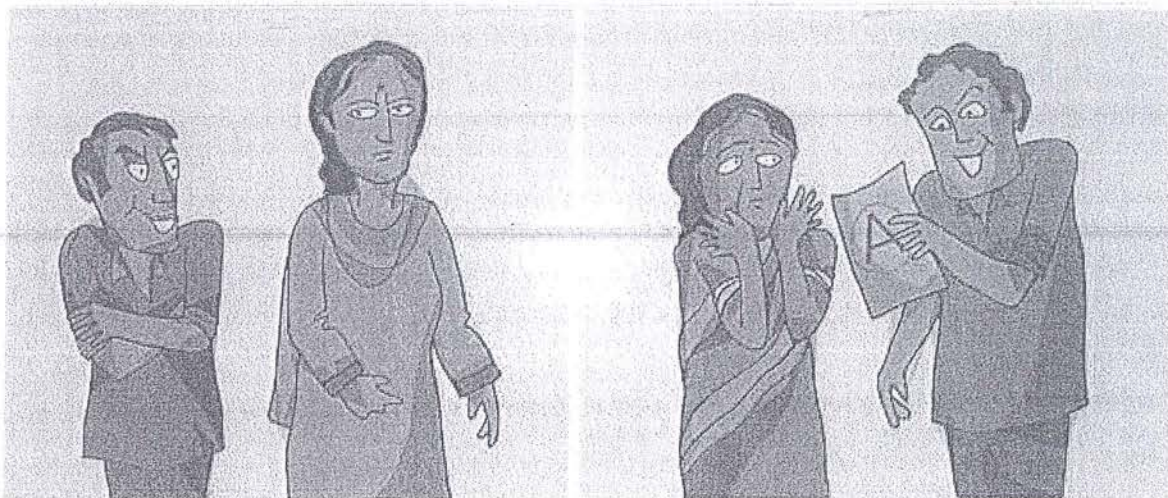




UNWELCOME	WELCOME
Feels bad	Feels good
One-sided	Reciprocal
Feels powerless	In-control
Power-based	Equality
Unwanted	Wanted
Illegal	Legal
Invading	Open
Demearing	Appreciative
Causes anger/sadness	Happy
Causes negative self-esteem	Positive self-esteem

Impact of inappropriate behaviour

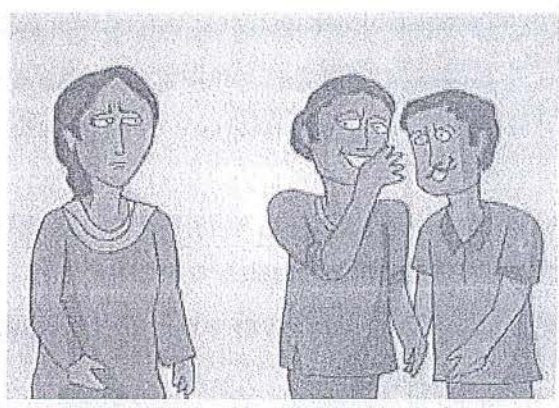
The impact of sexual harassment at the workplace is far-reaching and is an injury to the equal right of women. Not only does it impact her, it has a direct bearing on the workplace productivity as well as the development of the society. Below is a list of select examples of such negative impacts.



24

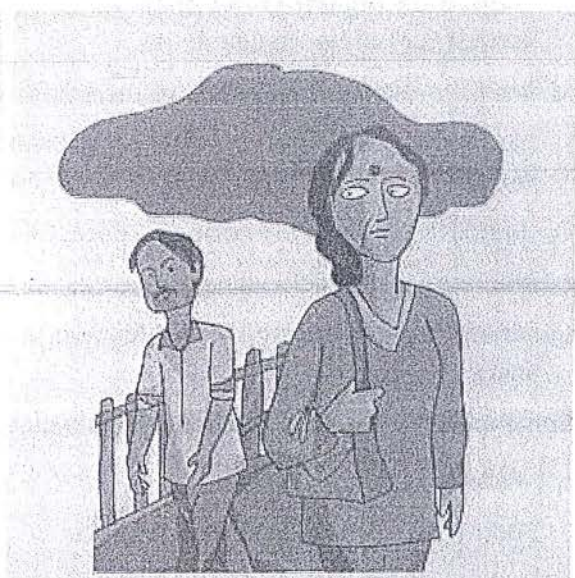
2.5 EXAMPLES OF BEHAVIOURS AND SCENARIOS THAT CONSTITUTE SEXUAL HARASSMENT

Below are examples of behaviour that may or may not constitute workplace sexual harassment in isolation. At the same time, it is important to remember that more often than not, such behaviour occurs in cluster. Distinguishing between these different possibilities is not an easy task and requires essential training and skill building.



Some examples of behaviour that constitute sexual harassment at the workplace:

1. Making sexually suggestive remarks or innuendos.
2. Serious or repeated offensive remarks, such as teasing related to a person's body or appearance.
3. Offensive comments or jokes.
4. Inappropriate questions, suggestions or remarks about a person's sex life.
5. Displaying sexist or other offensive pictures, posters, mms, sms, whatsapp, or e-mails.
6. Intimidation, threats, blackmail around sexual favours.
7. Threats, intimidation or retaliation against an employee who speaks up about unwelcome behaviour with sexual overtones.
8. Unwelcome social invitations, with sexual overtones commonly understood as flirting.
9. Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit.





3. The normal exercise of management rights.
4. Work-related stress e.g. meeting deadlines or quality standards.
5. Conditions of works.
6. Constructive feedback about the work mistake and not the person.

2.6 FORMS OF WORKPLACE SEXUAL HARASSMENT

Generally workplace sexual harassment refers to two common forms of *inappropriate behaviour*:

- Quid Pro Quo (literally 'this for that')
 - Implied or explicit promise of preferential/detrimental treatment in employment
 - Implied or express threat about her present or future employment status
- Hostile Work Environment
 - Creating a hostile, intimidating or an offensive work environment
 - Humiliating treatment likely to affect her health or safety

2.7 SCENARIOS

The following scenarios have been constructed as examples based on real life experiences of women at workplaces. The scenarios attempt to build an understanding of the two types of workplace sexual harassment as prescribed by the Act i.e. quid pro quo and hostile environment.

The names in the following examples are fictional and in no way refer to any individual alive or dead.

A. Examples of scenarios that constitute quid pro quo or 'this for that' type of sexual harassment at the workplace:

SCENARIO EXAMPLE 1

Kamini is a bright young team leader working in a call centre. Known to be forthright, she is dedicated, hardworking and is a perfectionist.

Kamini stays back at work late one evening with her colleague Ravi to complete work for an important presentation. Ravi offers to buy Kamini dinner and later drop her home since it's been a long day. After dinner, Ravi proposes to Kamini that he would like her to spend the night with him. Kamini refuses politely but firmly and goes home. Next evening, Ravi repeats his request and on Kamini's refusal, threatens her that *if she doesn't give-in, he will tell everyone* that she made a pass at him.

What is Workplace 'this for that' Sexual Harassment?

In the above example, Ravi's threat to Kamini that if she does not agree to his 'request' for a sexual favour, he will in return smear her character at the workplace as a person who wants to use sexual

28
[Handwritten scribble]



Varghese, Jayanthi's supervisor, often tries to touch her on one or the other pretext. For example, he adjusts her *dupatta* while she is sewing at her workstation on the pretext of covering her back. Jayanthi is very uncomfortable with his behaviour. Her colleagues at the workplace ridicule Jayanthi and mock her for the 'special treatment' by her supervisor. They often gossip about her and Varghese.



What is a Hostile Workplace Environment Sexual Harassment?

In the above example, the physical touching by Varghese is unwelcome and sexual in nature. The gossip, which is based on Varghese's behaviour towards Jayanthi at the workplace, is creating a hostile work environment for Jayanthi.

SCENARIO EXAMPLE 2

Sukhi is a daily wage labourer working at a construction site. Every day at lunch time, Sukhi sits under the shade of the tree to feed her 16-month old baby. She finds Jaswinder, a worker, staring at her from the distance. Sukhi feels uncomfortable and asks Jaswinder to stay away from her while she's feeding the baby. However, Jaswinder persists and always finds a place near her. The group of fellow construction workers now *constantly catcall and whistle* at Sukhi every time she walks their way to refill the cement or mortar. When she questions them, they tell her they are only joking amongst themselves.

What is a Hostile Workplace Environment Sexual Harassment?

Ogling, stalking and gossiping against Sukhi in the above example constitute a hostile work environment, a form of workplace sexual harassment.

SCENARIO EXAMPLE 3

Sumedha is a Captain with the Indian Army. She has refused an offer made by a Senior Officer for a relationship. Sumedha has kept quiet about this experience, but thanks to the rumour-mongering by the Senior Officer, she has acquired a reputation of being a woman of 'easy virtue'. Now she is being *subjected to repeated advances* by three of her senior officer colleagues. When she turns around and protests, *she is singled out for additional physical training*.

What is a Hostile Workplace Environment Sexual Harassment?

In the above example, Sumedha's refusal to the sexual advances of her Senior Officer, leads to her being subjected to rumours, gossip, character assassination, unwelcome sexual advances by other officers, and arbitrary disciplinary action. This constitutes Hostile Work Environment form of workplace Sexual Harassment.

150

Prevention and Prohibition

"The meaning and content of fundamental rights guaranteed in the Constitution of India are of sufficient amplitudes to encompass all facets of gender equality..."

Late Justice J.S. Verma

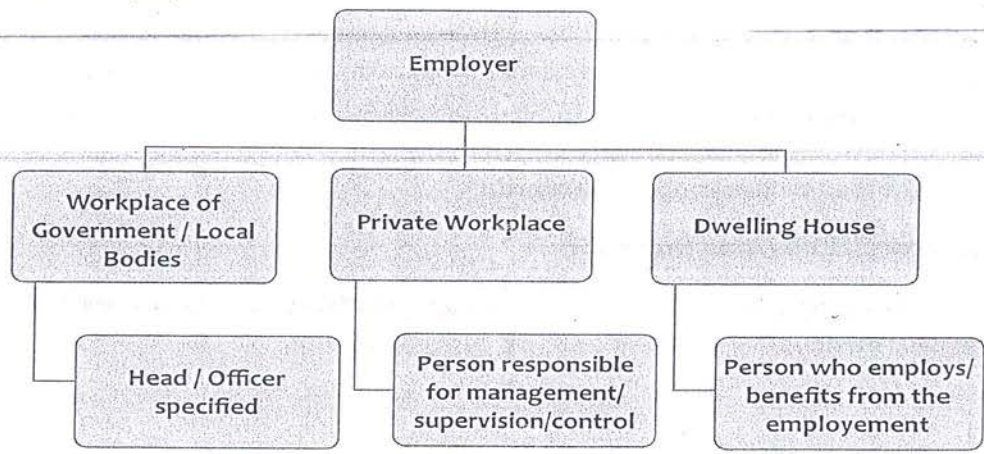
This section describes those who are both responsible and accountable to prevent workplace sexual harassment in compliance with the Act. It also highlights the role of workplaces in prohibiting workplace sexual harassment through an effectively communicated policy.

3.1 PREVENTIVE AUTHORITIES

3.1.1 WHO IS AN EMPLOYER?

An employer refers to:

1. The head of the department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the Appropriate Government or local authority or such officer specified in this behalf.
2. Any person (whether contractual or not) responsible for the management, supervision and control of a designated workplace not covered under clause (i).
3. A person or a household who employs or benefits from the employment of domestic worker or women employees.





52

No	Member	Eligibility
1.	Chairperson	Women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer
2.	2 Members (minimum)	From amongst employees committed to the cause of women/ having legal knowledge/experience in social work
3.	Member	From amongst NGO/associations committed to the cause of women or a person familiar with the issue of Sexual Harassment

Where the office or administrative units of a workplace are located in different places, division or sub-division, an ICC has to be set up at every administrative unit and office.

ICC/LCC ARE MANDATORY

The employee who had a fundamental right to a workplace free of sexual harassment, had complained about sexual harassment. According to the Court, had the organisation complied with the Vishaka Guidelines and set up such a Complaints Committee, the preventative benefit would have been three-fold:

1. Ensured a place where women employees could seek redress;
2. Sent a clear message to the workplace that such complaints would be enquired into by a specially designated committee with external expertise;
3. Prevented a series of litigation that followed.

Hence, the Madras High Court awarded Rs. 1.68 crores in damages to an employee for the non-constitution of a Complaints Committee by the employer, as per the Vishaka Guidelines (at the time of the complaint, the Sexual Harassment of Women at Workplace Act 2013 had not been enacted).

Ms. G v. ISG Novasoft Technologies Ltd. Madras High Court (Crl.R.C.No.370 of 2014 order dated 02.09.2014. Original Petition No.463 of 2012

2) Local Complaints Committee (LCC)

The District Officer will constitute an LCC in every district so as to enable women in the unorganised sector or small establishments to work in an environment free of sexual harassment. The LCC will receive complaints:

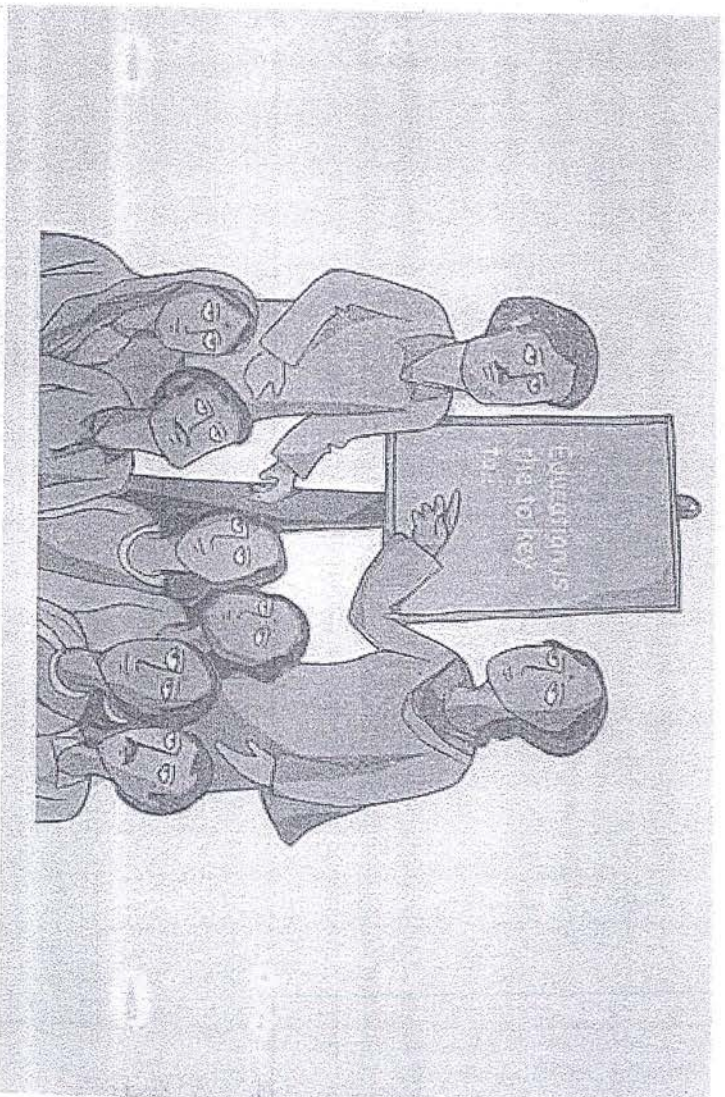
1. From women working in an organisation having less than 10 workers;
2. When the complaint is against the employer himself;
3. From domestic workers.

24



3.2.2 Sexual Harassment at Workplace Policy

Employers/District Officers are responsible for complying with prohibition, prevention and redress of workplace sexual harassment. In practice, this means having a policy that: (1) prohibits unwelcome behaviour that constitutes workplace sexual harassment; (2) champions prevention of workplace sexual harassment through orientation, awareness and sensitization sessions; and (3) provides a detailed framework for redress.



3.2.3 Dissemination of Information and Awareness Generation

Employers/ District Officers have a legal responsibility to:

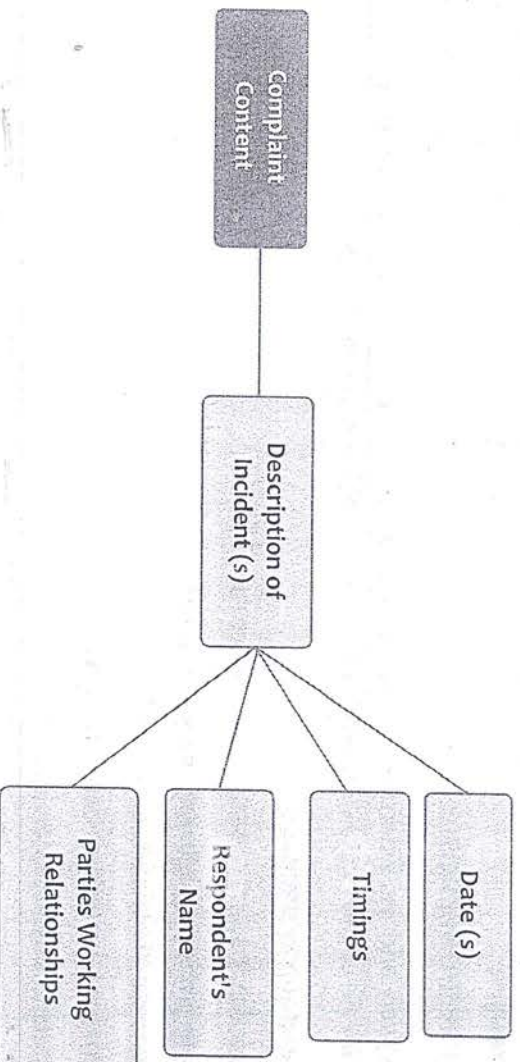
1. Effectively communicate a policy that prohibits unwelcome behaviour that constitutes workplace sexual harassment, and provides a detailed framework for prevention, and redress processes.
2. Carry out awareness and orientation for all employees.
3. Create forums for dialogue i.e. Panchayati Raj Institutions, Gram Sabhas, Women's Groups, Urban Local Bodies or like bodies, as appropriate.
4. Ensure capacity and skill building of Complaints Committees.
5. Widely publicize names and contact details of Complaints Committee members.



Generally, where there are less than ten workers, any woman employee can complain to the Local Complaints Committee with the support of the Nodal Officer, when required. It is the responsibility of the District Officer to designate a person as the Nodal Officer in every block, taluka and tehsil in rural or tribal areas and wards or municipalities in the urban areas, to receive the complaints of workplace sexual harassment from women. The Nodal Officer will forward all such complaints within seven days of its receipt to the concerned Complaints Committee for appropriate action. In most other workplaces, a woman employee can make a complaint to the Internal Complaints Committee.

4.2 WHAT SHOULD THE COMPLAINT CONTAIN?

The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s) and the working relationship between the parties. A person designated to manage the workplace sexual harassment complaint is required to provide assistance in writing of the complaint if the complainant seeks it for any reason.



4.3 WHAT CAN AN EMPLOYEE/WORKER EXPECT?

When it comes to redress for workplace sexual harassment, employee/worker has a right to expect a **trained, skilled and competent** Complaints Committee, a time bound process, information confidentiality, assurance of non-retaliation, counselling or other enabling support where needed and assistance if the complainant opts for criminal proceedings.

4.3 A. RIGHTS OF THE COMPLAINANT

- An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent

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A Complaints Committee/s is required to be trained in both skill and capacity to carry out a fair and informed inquiry into a complaint of workplace sexual harassment. An absence of such training will lead to unequal and unfair results, which can cost employers, employees, complainants as well as respondents.

FAIR AND INFORMED INQUIRY

Within 6 months of joining The Statesman newspaper, Rina Mukerhjee lost her job. While the company alleged that her work was “tardy” and “lacking in quality” it suppressed Rina’s complaint of sexual harassment against the news coordinator, Ishan Joshi. Within her first month of work, Rina had taken her complaint directly to the Managing Director, Ravinder Kumar. Time passed, nothing happened and Rina was fired. In a rare display of social context insight and clarity, the Industrial Tribunal (West Bengal) rejected the Statesman’s claim that Rina only referred to “professional” harassment in her complaint to Mr. Kumar. In the Tribunal’s view, Mr. Kumar’s failure to dig deeper was clearly suspect- “... it becomes clear that there was no Committee on Sexual Harassment, as per the Honb’le Supreme Court’s direction in Vishaka vs State of Rajasthan, existing in The Statesman, at that relevant time. ...to expect the lady workman to file a written complaint and not to believe the same, when it has been filed ‘at a later date’ is sheer bias.” The Statesman was ordered to reinstate Rina and grant her full back wages.

M/s The Statesmen Ltd. and Smt. Rina Mukherjee. Order of K.K. Kumai, Judge, dated 06.02.2013, Fourth Industrial Labour Tribunal (West Bengal)

4.6 DO’S AND DON’TS FOR COMPLAINTS COMMITTEE

DO’S

- 1. Create an enabling meeting environment.
- 2. Use body language that communicates complete attention to the parties.
- 3. Treat the complainant with respect.
- 4. Discard pre-determined ideas.
- 5. Determine the harm.



DON’TS

- 1. Get aggressive.
- 2. Insist on a graphic description of the sexual harassment.
- 3. Interrupt.
- 4. Discuss the complaint in the presence of the complainant or the respondent.





90

Upon receipt, the complaint should be reviewed for:

1. In the context of workplace that the sexual harassment complaint is to be met with under the Act, such as, Service Rules, Workplace Policy, Vishaka Guidelines and related laws.
2. Clarity in the complaint.
3. Additional information needed from the complainant.

The complainant will be notified in writing to acknowledge receipt.

Elements of the Behaviour

The complaint needs to satisfy the following elements:

- | | | | |
|--|---|--|--|
| 1 The respondent displayed a potentially improper and/or offensive conduct which may come within workplace sexual harassment; | 2 The behaviour was directed at the complainant; | 3 The complainant experienced harm. | 4 The behavior occurred in the workplace or at any location/any event related to work |
|--|---|--|--|

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal Resolution

The complainant needs to be informed about the ensuing process and the informal or formal options available for the redress.

Step 3: Informal Mechanism

If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

However, before recommending conciliation, the Committee must assess the severity of the situation and if necessary, advise and enable the complainant to opt for the formal route. At no point, the Complaints Committee will advise the complainant to resolve the matter directly with the respondent. Where such an informal process is successful, such resolution is to be recorded by the conciliator and forwarded to the ICC/LCC who in turn will forward the same to the employer/District Officer for further action based on the resolution. Employers/District Officers are responsible for taking steps to ensure that the complainant is not subject to any backlash.

The choice of a formal process rests with the complainant even if the person responsible for managing the complaint believes that this can be resolved through an informal process.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.

012




5. Act Quickly

Create a plan. This can be used as an initial checklist to ensure that all of the critical elements are covered. It includes:

- a. The names of the parties and witnesses to be interviewed
- b. Any documentary support that needs to be examined
- c. Timeline

Preparing the Plan - Key Elements to Consider

1. Defining the Issues

What is the complaint

Questions or points that require clarification

2. Determining a violation of the Policy/Act

What information is needed to determine that there has been a violation

3. Logistics

Venue for conducting the interviews. Are special logistics required

Creating timelines for each

4. Critical Information

What documents need to be looked at

Witnesses to be questioned and in what order

5. Areas of Questioning

Questions for each specific incident and party/witness

Questions for each particular issue

Issues likely to require follow-up

Step 7: Consideration

1. Interim Measures

While a complaint is pending inquiry, a complainant can make a written request for her transfer or the transfer of the respondent, or for leave (upto 3 months). She can also request the Complaints Committee to restrain the respondent from reporting on her work performance or writing her confidential report or supervising her academic activities (in case she is in educational institution). Even in the absence of such a request, the Complaints Committee must take corrective action. It is essential to take these actions in order to prevent potential *ongoing sexual harassment*.



94

Step 9: Assess the Completeness of the Information Collected

At this stage, the Complaints Committee should review the information gathered and their factual relevance to each aspect of the complaint. This will help determine whether there is enough information to make a finding on the complaint.

STAGE FOUR: REASONING

Step 10: Once the information and review is complete, the Complaints Committee will make its reasoned finding(s), which involves having to:-

- Identify the substance of each aspect of the complaint.
- Determine, whether or not, on a **balance of probability**, the unwelcome sexual harassment took place.
- Check that such behaviour/conduct falls within the definition of sexual harassment set out in the relevant Act/Rules, Policy, Service Rules or law.
- Comment on any underlying factor(s) that may have contributed to the incident.

Step 11: Create a timeline to help establish the sequence of events related to the complaint.

Step 12: Compare similarities and differences within each of the statements made by the interviewees.

STAGE FIVE: FINDING AND RECOMMENDATION

Step 13: Finding

Based on the above, the Complaints Committee must arrive at a finding of whether the complaint is upheld, not upheld or inconclusive.

Provided, where both the parties are employees, before finalising the findings, the ICC/LCC shall share its finding with both the parties and provide them an opportunity to make representation against it before the Committee.

Step 14: Recommendations

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include:

1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action.
2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.



116

Given that most workspaces today are gender unequal and male-dominated, it is important that complaints by women be treated fairly and not dismissed. The mere inability to substantiate a complaint or provide adequate proof will not attract legal action against the complainant. However, making a false or malicious complaint or producing a forged or misleading document is an offence.

4.9 AT A GLANCE

1) Complaints Committee's Checklist

- Review the written complaints and response to complaints
- Review the applicable policy, the Act/Rules, Vishaka Guidelines and other relevant laws
- Develop a plan
- Meet with the complainant
- Meet with the respondent
- Meet with the witnesses
- Record statements and have them dated and signed
- Review and adapt the plan, as needed
- Proceed with further interviews, as needed
- Analyze all the facts to develop reasoning
- Arrive at the findings
- Give recommendations
- Prepare the report
- Submit the file to the organization or District Officer for implementation of the recommendations and for safe keeping.



45

2) Timelines as per the Act

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC/LCC to employer/DO	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 60 days
Appeal	Within 90 days of the recommendations

3) Confidentiality

The Act prohibits the publication or making known the contents of a complaint and the inquiry proceedings. Any breach of confidentiality will result in specific consequences.

The Act prohibits the disclosure of:

- Contents of the complaint;
- Identity and address of complainant, respondent and witnesses; Information pertaining to conciliatory/inquiry proceedings or recommendations of the ICC/LCC;
- Action taken by the employer/DO.

Accountability: Any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action taken under the provisions of this Act.

Consequences: As per the Service Rules or Rs.5,000/ to be collected by the employer.

Exception: Dissemination of information regarding the justice secured without disclosure of name, address, identity and particulars of complainant or witnesses.

Section 4 completes the details of the Complaints Committee process in addressing formal complaints. It serves as a guideline to action in providing appropriate redress. The manner in which a complaint is addressed will make all the difference to the equal rights of working women as well as the kind of workplace culture being promoted.



The District Officer will forward a brief report on the annual reports to the appropriate State Government. Such reports must include the following information:

- a. No. of complaints received;
- b. No. of complaints disposed of;
- c. No. of cases pending for more than 90 days;
- d. No. of workshops/awareness programmes carried out;
- e. Nature of action taken by the employer/DO;

The Report of ICC will be forwarded to the DO through the employer.

5.3 Penalties

An employer can be subjected to a penalty of up to INR 50,000 for:

- Failure to constitute Internal Complaints Committee
- Failure to act upon recommendations of the Complaints Committee; or
- Failure to file an annual report to the District Officer where required; or
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

Where an employer repeats a breach under the Act, they shall be subject to:

- Twice the punishment or higher punishment if prescribed under any other law for the same offence.
- Cancellation/Withdrawal/Non-renewal of registration/license required for carrying on business or activities.

Monitoring is a critical yardstick to measure success in terms of compliance with the Act. Additionally, it highlights those areas, in terms of law and practice, which may require improvement and/or additional information and guidance at both the State as well as the workplace levels.



1. Make sure there is a policy that has been “effectively” communicated to all workers, irrespective of whether they are paid or volunteers.
2. Display details of both informal and formal ways available to a worker to address/complain about workplace sexual harassment.
3. Undertake orientation on workplace sexual harassment for all workers in respective organizations, establishments or institutions.
4. A Complaints Committee which is trained in terms of skill and capacity is critical for building trust.
5. Encourage senior persons/leaders/supervisors or any person who can influence employment-related decisions, to become role models.
6. Men and women should be included in building a culture which no longer tolerates workplace sexual harassment.

Legally, workplace sexual harassment can no longer be dismissed as some moral transgression. The Vishaka Guidelines raised that bar, when for the first time it recognized “each incident of sexual harassment” as a violation of the fundamental right to equality. That notion has found its way into the Act, which promotes the right of women as citizens to a workplace free of sexual harassment. Complaints Committees at all workplaces are now charged with the role to ensure that the right remains intact, through a fair, informed, user-friendly process of redress.

Prioritising prevention and establishing a redress mechanism, which comprises of 50 per cent women, a woman chair and an external third party expert, is India’s innovative model in responding to working women’s experience of sexual harassment. Assuming adequate changes follow, in both law and practice to meet global benchmarks, that model can evolve into an exemplary best practice. To get there, workplaces in India today, must rise to the requirement of promoting gender equality.

ⁱ General Recommendation 12 of 1989, Committee on the Elimination of All Forms of Discrimination against Women.

ⁱⁱ General Recommendation 19 of 1992, Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

ⁱⁱⁱ Ibid.

^{iv} Article 3, Declaration on the Elimination of Violence against Women, 1993.

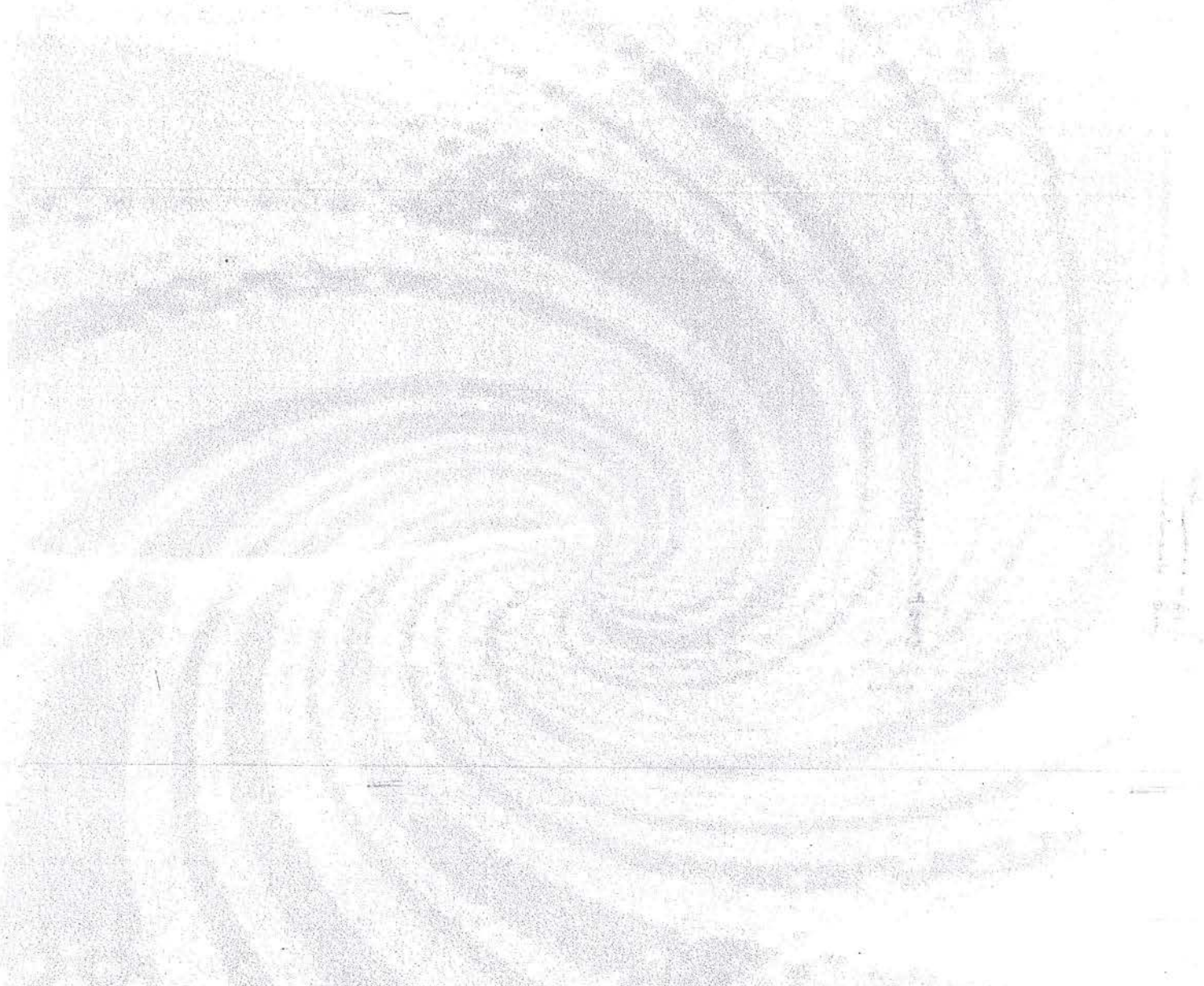
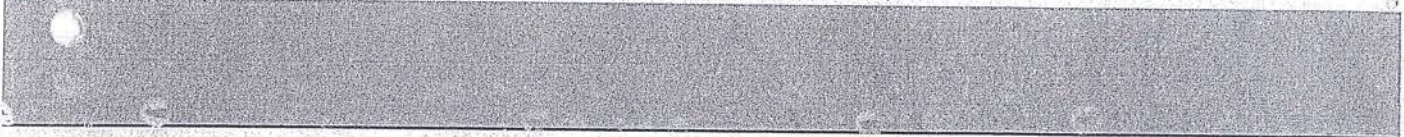
^v The Beijing Platform of Action drawn at the United Nations’ Women’s Conference in Beijing in 1995.

^{vi} United Nations UN Division for the Advancement of Women *Handbook for Legislation on Violence Against Women* (UN Handbook).
<http://www.un.org/womenwatch/daw/vaw/handbook/Handbook%20for%20legislation%20on%20violence%20against%20women.pdf>

^{vii} Article 5, ILO Decent Work for Domestic Workers Convention, 2011 (No. 189).

6

54



Towards a new dawn

Government of India
Ministry of Women and Child Development



STANDARD OPERATING PROCEDURES: SECURITY
AMITY UNIVERSITY RAJASTHAN

Introduction

1. Security is an important aspect of any organization which includes safety of men, material and information. Amity University being one of the Top Global Universities with many unique achievements to its credit and education with other curricular activities beyond the normal standards prevailing in other Universities warrants the best security practices for keeping 24X7 vigil in AUR, Campus to thwart any threat of any nature.

Aim

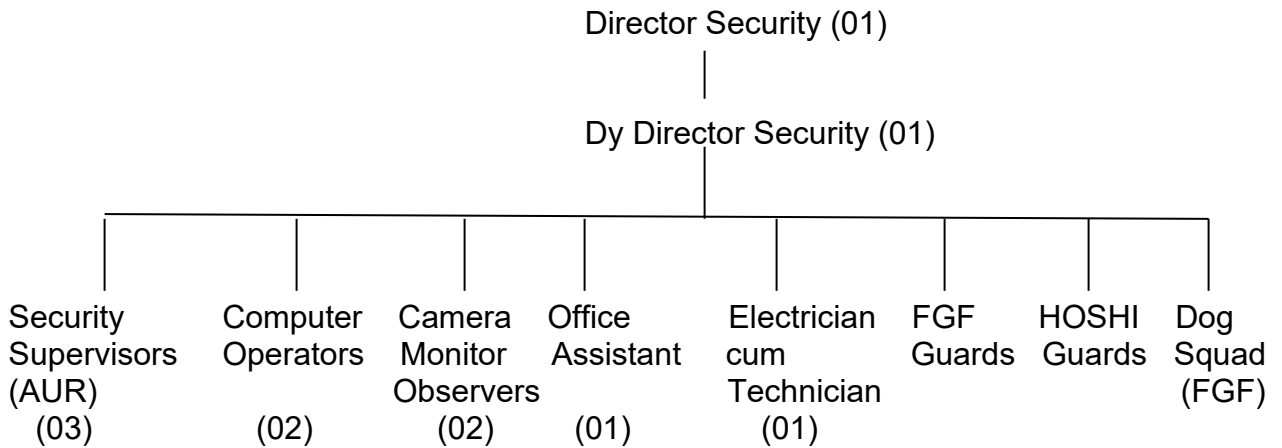
2. The aim of these Standard Operating Procedures is to highlight, define and streamline the procedures for deployment of Security Guards and other Faculty and Staff in an emergent security scenario in AUR, Campus.

Responsibility

3. (a) The Director Security has the primary responsibility of ensuring that these SOPs are implemented and remain adequate for their intended purpose and also keep them up to date.
- (b) Security Guards are responsible for the safety and well being of staff, students, contractors and visitors on University premises.
- (c) Security Guards duties include: -
- (i) The prevention and investigation of crimes against the person e.g. assaults, offensive behavior, indecent exposure, trespass.
- (ii) The prevention and investigation of property crimes e.g. willful damage, theft, burglary.
- (iii) The maintenance of public order ensuring staff, students and visitors comply with relevant government and University statutes, regulations, policies and guidelines whilst on University premises.
- (d) Standard operating procedures will be incorporated into instructions and training materials which will be made available to security personnel. All security personnel are to be fully conversant with these procedures prior to commencing duties at the University.

Organization of Security Department

4. The organization chart of Security Department is as under: -



5. FGF (First Grade Force) and HOSHI are the two main security agencies providing manpower to AUR Campus and look after the Security aspect of the entire Campus.

Deployment / Requirement of Security Guards

6. (a) **In Main Campus**

<u>S.No</u>	<u>Name of Post</u>	<u>Day Guard</u>	<u>Night Guard</u>	<u>Remarks</u>
(i)	Main Gate	12*	08**	*Excluding Supervisors-02 (Day) **Excluding Supervisor-02 (Night) *** As mentioned below (e)
(ii)	ABS Block I	01	01	
(iii)	ABS Circle	01	-	
(iv)	Neem Forest	01	-	
(v)	Faculty Flats	01	01	
(vi)	ASET Building	01	01	
(vii)	SRC Building	01	01	
(viii)	Hostel H-1 & H-2	02	02	
(ix)	Hostel H-3	02	02	
(x)	Hostel H-4	02	02	

(xi)	Hostel H-5	02	02	
(xii)	Staff Quarters	01	02	
(xiii)	Academic Block-V	01	01	
(xiv)	Main Parking	01	-	
(xv)	JP Post	01	01	
(xvi)	Patrolling	02	02	
(xvii)	RIICO Gate	03	03	
(xviii)	ASET Circle	01	-	
(xix)	DG-2	01	01	
(xx)	Solar Plant	01	02	
(xxi)	Bamboo Forest	01	-	
(xxii)	Ahuja	01	-	
(xxiii)	QRT	06	-	
	Total	46	32	(Including Supervisors)
(b)	<u>In MTC Area</u>			
	(i) MTC Area	06	08	
	Total	52	40	
(c)	<u>Dog Handlers</u>			
	(i) Dog Handlers	07	-	Same individuals in night also
(d)	<u>City Office</u>			
	(i) City Office	02	-	Same individuals in night also
	Total	61	+	40 = 101

(e) **Details of Duties at Main Gate *****

In Gate / Out Gate (Each)

- (i) 01 - To open Main Gate
- (ii) 01 - To open Boom Barrier
- (iii) 01 - At turnstile to check validity of cards
- (iv) 01 - To make entries for out pass / in pass / vehicle data / visitors
- (v) 01 - To open side gate

(f) **University Employed Security Supervisor** They will assist the Director Security to ensure that all security instructions, SOPs etc. issued from time to time are followed by all in letter and spirit and report nonadherence of same to Director Security. Their charter of duties is also given to them.

Duties of Security Guards

7. (a) The Security Department is mandated to protect the University property as well as ensure that there is law and order. The general security guidelines put forward are enacted by the staff of the Department round the clock. The duties and activities of the Department are carried out in accordance with the rules and regulations governing the University. Dealings by the Security Guards should be polite but firm. The core activities of the Security Department include: -

- (i) Control of movement of men and material out of the University gate.
- (ii) Handling students' discipline.
- (iii) Conducting of security patrols.
- (iv) Handling of visitors.
- (v) Disaster preparedness.

(b) **Process for Handling Students**

- (i) Entry and exit of students to main campus shall be only using Smart Card or Car Sticker as may be the case through Turnstile or Boom Barrier installed at the Main Gate.
- (ii) Entry and exit of hostellers to Hostels shall be through the Hostel Gates only.
- (iii) Students 'I' Card and Out Pass shall be checked at Main Gate.

- (iv) Ensure no student is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.
- (v) Frisking of suspects shall be done at Main Gate.
- (vi) Pooled car / Auto rickshaws will be permitted with instruction to return after dropping the occupants.
- (vii) Ensure out pass timings are adhered to by the students. Report late comers to Director Hostels.
- (viii) Hosteller will not be permitted to bring vehicle without prior approval of competent authority.

(c) **Process of Handling Parents & Relatives**

(i) **With Appointment**

- (aa) Details of Parents / Relatives will be recorded.
- (ab) HOD / Director of the student will be informed about the visit and if permitted.
- (ac) Parents to park their car at designated parking area. Parents issued with visitor slip and visitor card and sent inside in their own vehicle / foot.
- (ad) Visitor returns and informs guards.

(ii) **Without Appointment**

- (aa) Details of parents recorded.
- (ab) Concerned student to come and identify parents / relatives.
- (ac) Parents / Relatives issued with visitor card & visitor slip.
- (ad) Parents may be permitted to proceed in their vehicles on foot as desired.
- (ae) Students entry by smart card.
- (af) Parents returns and inform guards.

(d) **Process of Handling Hostel Visitors**(i) **Working Days**

- (aa) Student to give particular of his / her parents at Main Gate.
- (ab) On arrival of parents the students to identify parents.
- (ac) Parents issued with visitors pass & slip.
- (ad) Leave their card in the parking area. Parents sent in their own vehicle / foot and return by the same.
- (ae) Parents not allowed entering Hostel Room.
- (af) Parents to return by 7:00 PM.
- (ag) Defaulter's name forwarded to the respective Director for disciplinary action.

(ii) **ON Saturdays, Sundays & Holidays.** Same as above.(e) **Process of Handling Faculty and Staff**

Entry and exit of Faculty and Staff to main campus shall be only by the use of Smart Card or Car Sticker as may be the case through the Turnstile or Boom Barrier installed at the Main Gate.

(f) **Process for Handling of Visitors**

- (i) Security staff members at main gates register all visitors coming into the University.
- (ii) The visitors give their details including that of vehicle, if any, as well as the form of identification.
- (iii) Security staff members give the visitors a gate pass which is displayed whenever they are within the University premises.
- (iv) Security staff or any other officer available to do so direct visitors to the office of interest from the main gate.
- (v) The visitor surrenders identification documents and signs out at the main gate.
- (vi) The host to visitor signs the visitor's pass as proof of his having visited him.
- (vii) VIPs will be escorted to the main office by one of the security guards.

(g) **Process for Traffic Control and Parking Vehicles**

- (i) Entry and exit of goods carrying vehicle shall be through the Main gate only.
- (ii) Speed limit of the vehicles is 30 kmph within the university premises. Anyone found over speeding, his Driving License will be confiscated by the Security Deptt. and Disciplinary action initiated.
- (iii) Entry of unwanted private vehicles inside the university area is restricted.
- (iv) Visitors / Employees vehicles are to be parked only at the designated areas (Academic Block 'A' and Academic Block 'B', 'C' & 'D').
- (v) Day Scholars should park their vehicles at the designated parking area near RIICO Gate (Rear Gate).
- (vi) Employees four wheelers will be allowed to enter the university premises on proper vehicle gate pass. Security Pass will only be issued if the vehicle is registered in the employee's name.
- (vii) No driver of private vehicles without valid license will be allowed inside. Vehicle should be in possession of all the documents i.e. RC, Insurance, PUC, etc.
- (viii) Security staff will locate improperly parked vehicles and inform the owner before its presence causes obstruction to other vehicular movement.
- (ix) All staff & students are advised to follow proper traffic rules while driving 2 / 4 wheelers within the AUR, Jaipur campus.
- (x) Use of Helmets is compulsory for two-wheeler driver and pillion rider both.
- (xi) Hosteller will not be permitted to bring vehicle without prior approval of Competent Authority.

(h) **Process for Movement of Material out of the University Gate**

- (i) Each person signs a gate pass for items being moved outside of any University gate and same should be duly countersigned by the Director Administration / HOD. Format for Material Gate Pass is attached at **Appendix 'A'**.

(ii) HODs authorize the gate pass to prove where the items are originating.

(iii) Security staff checks & countersigns the gate pass at the gate to confirm that items going out correspond to the ones appearing on the gate pass.

(iv) The mover retains a copy and hands over the other for filing at the exit point / gate.

(j) **Process for Conducting Security Patrols and Searches**

(i) Security staff members subject all vehicles and visitors coming into and out of the University to safety search. A guard of same gender conducts body search, while vehicle search is conducted by a guard of either gender using metal detectors.

(ii) Security staff members instruct both internal and external customers to declare their items as they come into the University and as they go out.

(iii) The supervisors and Guards do stop and ask for identification if they suspect someone.

(iv) Both plain clothes and company uniformed guards conduct patrols.

(aa) The Route chart for area patrolling shall be determined by the Director / Deputy Director Security.

(ab) **Vehicle Patrolling.** Vehicular Patrolling is to be conducted round the clock; more focused patrolling will be conducted inside university premises during night times in view of the vulnerability of the area for intrusion.

(ac) **Foot Patrolling.** To be followed during Day & Night shifts (dusk to dawn).

(ad) **Dog Patrolling.** Route chart for patrolling shall be determined by the Dir / Dy Director Security, any unusual occurrences / observations / incidents noted shall be recorded and in the incident report and forwarded to the Director/Deputy Director Security.

(k) **Surprise Night Checks**

(i) Director / Deputy Director Security will make sufficient arrangements for surprise night checking by judicious mobilization of the resources at their disposal.

(ii) Alternate arrangement will be made to avoid any post falling vacant.

(l) **Surveillance & Intelligence**

The security personnel in the normal course of operations shall collect information pertaining to: -

(i) Conspiracy by any student / outsider / group, inside / outside the enclosed area to sabotage, commit any act of violence & trespassing which is against the interest of the university.

(ii) Information on the socio/political development in the town, neighbourhood, village etc., which is likely to have adverse effect on the functioning of university, person or property belonging to the university.

(iii) The information so collected shall be communicated to the Director / Deputy Director Security, who in turn after due verification of authenticity of information shall take necessary steps to apprise the senior management on the implications of such information.

(iv) The Security Department upon advice from senior management shall initiate necessary steps to secure the interest of the university from the fall-out of such incidents.

(m) **CCTV Cameras**

(i) CCTV cameras are installed all around the university campus to have effective surveillance of all nook and corners of the campus round the clock. Presently 29 PTZ and 275 Fixed Cameras are functional and their relocation etc should be continuously examined on need basis. All camera recordings to be monitored by the Camera Observers in CCTV Room and immediately report any untoward incidence noticed. A footage of such incidence will be saved till the logical conclusion of the incident. CCTV Room will remain out of bounds for all, and permission will be granted only by Hon'ble Vice Chancellor / authority delegated by him / Director Security, if required.

(ii) CCTV Room shall be manned 24 x 7 on all days including Sundays / Holidays / Weekly Offs.

(n) Post wise duties of each guard duly written in Hindi, the language they understand, has been handed over to them.



PROCEDURE FOR ACCESS CONTROL

8. **Introduction.** The first and foremost function of security setup is Access Control. It is a matter of who, where and when. An access control system determines who can enter or exit. This helps security to stop the unauthorized movement of personnel and vehicles at the entry level itself. At AUR different levels of security are placed to facilitate smooth movements and prevent any unauthorized entry into the campus.

9. **Objective.** The aim of this SOP is to provide guidelines on granting access to authorized personnel and vehicles and to keep away the unauthorized entry into the campus.

10. **Scope.** Personnel coming to AUR campus including Management, Faculty, Employees, Staff, Students, Hostellers, Visitors, Contractors, Vendors, Trainees, Parents, VIPs, Government officials and all types of vehicles and personal come within the purview.

11. **Operating Guidelines**

(a) **Students**

- (i) Hostellers
- (ii) Day Scholars
- (iii) Ph.D Scholars

(b) **Employees**

(c) **Dependant / Family Member of Employee**

(d) **Vendor & Contractual Staff**

(e) **Visitor**

(f) **VIP & Government Officials**

(g) **Traffic & Vehicle Movement**

(h) **Confiscation of Unauthorized Material**

(j) **Lost & Found Material**

Access Control of personnel and vehicles are the two important security functions that this SOP highlights.

12. **Students**

- (a) **Hostellers (Green ID card).** Issued to all hostellers from IT Department after receipt of duly filled application form from respective Departments during admission process.
- (b) Hostellers are authorized entry through main gate only. (No access authorized from Rear Gate). During movements of hostellers to campus all are obliged to show their identity cards at gate, then punch on turnstile at the Main Gate, along with appropriate permission and move out.
- (c) Before entry in campus students are liable to be frisked / checked as per current security procedure. Also make entry in "IN Register", show Original ID card and punch on turnstile.
- (d) Entry and exit of hostellers to Hostels shall be through the authorized Hostel Gates only.
- (e) While coming after vacation / leave student's taxi / parent's vehicle is allowed till hostel parking area with driver only.
- (f) **Forget ID card.** Access shall be given after confirmation from hostel warden and concerned Mentor and same will be endorsed in remarks "Permission granted by Hostel Warden / Mentor".
- (g) Entry after 2100 hrs in campus without appropriate permission will be considered late entry. Late entry rules should apply as per procedure. Overnight stay outside without permission shall also constitute violation and be reported to Director Hostel.
- (h) All kinds of prohibited items (intoxicants like liquor, cigarettes, hukka, firearm, food from outside, pets etc.) are strictly prohibited on campus & shall be confiscated and deposited with Control Room who shall ensure proper record of confiscated items in Register kept for the purpose.
- (j) While exiting from campus appropriate permission is required along with physical ID card at exit lane, on duty guard to ensure proper entry in Register and student to punch 'I' card at turnstile machine.
- (k) During working days - As per local instructions from time to time.
- (l) Valid out pass issued from hostel is mandatory for smooth exit at main gate with ID card on person and proper entry in exit register. On duty supervisor ensure proper record in Register and punch at turnstile of student's card.
- (m) Misuse of ID card is violation of policy and liable to be fined ₹ 1000/- each involved individual (Use of Fake / other's ID card). Office assistance will ensure proper record of violation details in registers.

(n) Damaged / defaced ID card will not be considered as authorized ID. (Student should get the ID card replaced as per policy on the issue). Violation of access control procedures lead to disciplinary action.

13. **Day Scholars.** Orange color ID card issued to all day scholars from IT Department after receipt of duly filled application form from respective departments during admission process.

(a) All Day Scholars are given access to AUR campus from Main Gate, and during movements all are obliged to show their identity card at gate and then punch on turnstile is must.

(b) Day scholars using vehicles can make entry through Rear Gate till gate students parking area (Student vehicles not allowed inside campus except exceptional circumstances like medical issue etc.)

(c) Students entering through Rear Gate with vehicle obliged to show their identity card before entering campus. On duty guard will ensure proper record of vehicle details in register maintained for the purpose.

(d) Frisking of suspects shall be done at Gate to ensure no student is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.

(e) Day scholars' entry on holiday / weekends and after working hrs is prohibited, students must leave campus after working hrs. For any additional stay after working hours, written / verbal permission from HOD / Director is must.

(f) On events/sports meet/special class after working hours or weekends access to day scholar will be given on departmental permission.

(g) **Forget ID card.** If student forget to bring ID card, access will be provided for particular day only with temporary slip after due confirmation of credentials of student. On duty visitor section staff ensures proper record of forgot ID in the register.

(h) Forget ID card facility should be available maximum 3 times in a month. Continuous reporting without ID card will be considered as lost case / violation of access control.

(j) Loss of ID card should not be entertained / treated as Forgot Id Card entry process.

(k) **Loss of ID card.** If a student loses Identity card, he / she shall submit duly filled form at IT Department and obtain new card.

14. **Ph. D Scholars' Smart Card & Pass**

- (a) All day Ph.D scholars are given access to AUR from Main Gate / Rear Gate and during movement all are obliged to show their identity card at gate and to the on duty guard and should punch on turnstile for access.
- (b) Frisking of suspects shall be done at Main Gate to ensure no scholar is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.
- (c) No Ph.D scholar under the influence of liquor / drugs / narcotics will be permitted to enter the campus.
- (d) All traffic rules on speed limit and helmet are applicable to all resident Scholars also and are expected to maintain highest standards of discipline as applicable in AUR. Any act of indiscipline will be severely dealt with by Proctorial Board as in case of other students.
- (e) **Out Pass.** There is no requirement of out pass for research scholars to leave the campus. They should be in possession of Identity Card and make proper entry at the Main Gate.
- (f) **For Night Out Pass.** The research scholar should take written permission from their guide / HOD and preferably, parents should be consulted in case of female scholars.
- (g) Research scholars will NOT be permitted to leave/ enter the campus after 9.30 PM unless in exceptional circumstances. Main Gate will telephonically take permission from guide / HODs to permit them to come in.
- (h) Moving out due to medical reasons will be governed by rules as applicable to other students.

15. **AUR Employees.** Three types of smart cards are issued by the IT Department on joining of an employee for identification purposes (**White ID card:** - For senior members & Faculty staff, **Blue ID card:** - Office Staff and **Gray ID card:** - Junior Staff & peon).

- (a) Main gate is access point for all employees on campus and during movements all are obliged to show and punch their identity card.
- (b) Employees coming in hired vehicles should stop at gate and show their identity cards. After security check, vehicles are allowed to enter.
- (c) Employees access with own vehicle are allowed with valid vehicle pass / sticker and individuals ID card. (Employee should punch his / her card at boom barrier card identification machine for vehicle access.) On duty guard will ensure recording of vehicle details in the register kept for the purpose.

(d) Employees coming by staff bus are obliged to show their identity card to on duty guard inside bus and on duty guard will ensure Bus details are recorded in the register kept for the purpose.

(e) Employees from other Amity campuses, consultants, head office etc. who possess 'I' cards are given access after checking 'I' cards. In case of without 'I' card, individual should be treated as visitor and the pass procedures are completed as per the Visitor Access Control.

(f) Any employee who forgets to bring Identity card, access will be given after confirmation from his / her Department Head or HR office, if not identifiable by security staff.

(g) Employee who wants to go out temporarily during working hrs for any reasons shall follow AUR policy.

(h) Access from Rear Gate will be provided with permission only & Exit is allowed for all AUR campus residents till 2100 hrs. On duty guard will ensure vehicle details are entered in the register kept for the purpose.

(j) Pedestrian general movement is prohibited from Rear Gate.

(k) Violation of access control procedures taken on serious note.

16. **Dependant / Family Member of an Employee**

(a) For smooth access of the dependants of an employee a pass is issued from security pass section after receipt of duly filled form from the employee.

(b) Dependants / resident individuals may enter / exit from any gate but with Id Pass.

(c) During movements all dependants are obliged to show their pass to on duty guard and guard will punch on turnstile for access.

17. **Vendor & Contractual Staff**

(a) For smooth access of vendor's staff / Contractual staff a pass is issued from security pass section after receipt of duly filled form which includes police verification of the individual and or the vendor undertaking declaration till police verification is received.

(b) During movements all vendors staff is obliged to show their pass to on duty guard and guard will punch on turnstile for access.

(c) Vendor Staff entry will be ensured by the concerned Supervisor / Vendor In-Charge in front of security staff and counter checked by Security Supervisor.

(d) Frisking of suspects shall be done at Gate to ensure no one is in possession of any intoxicant / banned items like cigarettes, drugs, liquor, firearm, marijuana etc.

- (e) Vendor staff found / caught without valid pass inside campus will be considered as violation of access control and leads to disciplinary action against the vendor and blacklisting of the individual staff.
- (f) Daily report of total vendor staff members needs to be updated by on duty Security Supervisor and submitted to the Control Room In-Charge same day and prepare monthly record. Director / Dy Director share the monthly record with concerned Departments.
- (g) For new staff members temporary pass will be provided with validity of one month.
- (h) Validity of vendor pass is maximum for one year and afterwards yearly renewal is mandatory. Office assistant will ensure details of all vendor staff and their details in register are maintained properly and correctly.
- (j) Lost and non-deposit of pass leads to penalty as per policy.
- (k) Casual worker and temporary labor will be provided temporary pass for a maximum of 07 days.
- (l) Frisking while leaving campus may be carried out to ensure no AUR property / item is taken out of campus without proper material pass.
- (m) On duty guard shall ensure proper exit record in register and if any staff who wants to go out during working hrs for any reasons shall not be considered as full day presence.
- (n) Rear Gate access shall be provided to those vendor staff who reside nearby villages only after appropriate permission from security office. On duty guard will ensure vehicle / personal details recorded in register kept for the purpose.
- (o) Only authorized vehicle of vendor staff will be granted access on campus and needs to follow campus traffic rules.

18. **Visitors.** To ensure continuous safe and secure environment to all campus residents, visitors entry on campus shall be streamlined. Following Standard Operating Procedures shall be followed by all residents and their dependants / guests: -

- (a) Visitor section at Main Gate will issue visitors pass with confirmation from concerned employee.
- (b) For smooth access and to avoid inconvenience to visitor / guest, host should intimate the details to visitor section in advance either in person or on intercom or through the mail.
- (c) Mandatory details like name, Id proof, address, host etc. of visitor are needed to update on visitor portal & register for issuing pass by visitor section.

- (d) Any Visitor not in possession of Identity Card may not be permitted to enter the campus on his / her own. The faculty / staff will have to escort such guest from the Main Gate. Therefore, need to apprise the visitors in advance to bring their identification document.
- (e) Details of Guests staying overnight on campus must be informed to Security Control Room for extension of pass validity & reconciliation.
- (f) Visitor pass is valid for 01 day only (Maximum 10 days in month visitor pass will be issued to an individual).
- (g) Visitors pass duly signed by host is mandatory to be deposited at out gate while exiting. On duty supervisor will ensure reconciliation of all visitors slips and contact through mobile who did not deposit pass at Main Gate.
- (h) Any employee found violating the above instructions, will be viewed as per policy.
- (j) Vendor Staff / worker are not authorized to call visitors inside campus for personal meetings.
- (k) Student's parents & relatives allowed after confirmation of concerned student and pass will be generated on behalf of warden.
- (l) Visitor section staff shall ensure proper record of all visitors and record and submit report on regular basis.

19. **VIP, Government Officials & Others**

- (a) On information of VIP movement, Main Gate team shall provide smooth access with pilot or escort facility to desired location and inform Director / Dy Director Security / Registrar office and concerned coordinator.
- (b) On arrival of government official at main gate (without intimation) the identification shall be established, and Director / Dy Director Security and Registrar office informed and later accompanied till destination either by a Guard or Supervisor.
- (c) Main Gate In-charge to confirm and update control room regarding every VIP / Government official movement for proper monitoring.
- (d) Police personnel in uniform report at main gate be provided access after checking of 'I' cards and immediately inform the Director / Dy Director Security and escort with patrolling vehicle.
- (e) Every Police / Government official movement needs to be informed to Registrar office immediately.
- (f) Behavior of on duty guards should be very polite but firm with officials.

20. **Access Control Vehicle**

- (a) All vehicles are subject to mandatory checking at the Main Gate.
- (b) Authorized vehicles are allowed only with valid VAPs. Drivers should have valid entry pass and license.
- (c) All riders & drivers should be aware of boom barrier operations. (On duty guard must take extra precautions while the vehicle crossing the barrier to avoid any mishap).
- (d) Speed limit on campus shall be 30 Kmph.
- (e) Parking on road / student passage is strictly prohibited.
- (f) Rash and negligent driving is a serious traffic violation on campus.
- (g) Helmet is mandatory for two-wheeler rider and pillion rider both.
- (h) Provision of penalty is applicable for violation of traffic rules.
- (j) On duty guard will ensure proper record of vehicle details at Main Gate & Rear Gate in register kept for the purpose.
- (k) Surprise checks of staff buses will be conducted under supervision of Security Supervisors regularly. Any student found without ID card shall be debussed at main gate for further process.
- (l) Internal Shuttle (E- Rickshaw) movement is prohibited out of campus.
- (m) Smooth movement of Ambulance shall be ensured. Relevant details will be recorded properly when Ambulance returns. On duty guard shall ensure proper records.
- (n) **Amity vehicles.** The driver while going out / coming in shall punch at the boom barrier and provide details of Out / In Kilometer reading of the vehicle. On duty guard must re-check and enter the details of Kilometer reading along with the passenger/s, if any.

21. **Confiscation of Unauthorized Material.** Commonly prohibited items are classified & listed below:

- (a) **Prohibited Items**
 - (i) Any form of tobacco products.
 - (ii) Alcohol.
 - (iii) Arms & ammunitions.

(iv) Food from outside including Non-Veg Product.

(v) Contrabands.

(vi) If anybody found in possession of unauthorized material during frisking are liable for investigation and disciplinary action. Supervisor shall conduct the preliminary investigation and inform concerned HOD and Proctor.

(vii) Confiscated material record to be maintained at security office.

(viii) Disposal of confiscated material shall be carried out as per directions of Management.

22. **Lost & Found Material**

(a) **Complaint about Lost Items**

(i) Any material that is reported lost by staff or students shall be registered in Lost & Found file.

(ii) On duty Control Room In-Charge shall enquire about the lost material and try to find out the owner through CCTV & get manual search through guards.

(iii) If the material is found and ownership established, inform the concerned, ask him to prove the legitimacy of his ownership and get acknowledgement from him before handing over the item.

(iv) Control Room In-Charge should update the records for reference.

(b) **Information about Discovered / Found Items**

(i) Any material that is reported discovered / found by any one on campus shall be deposited and registered in Lost & Found Register with Security Department.

(ii) On duty Control Room In-Charge shall gather more information about the material and the person who is reporting.

(iii) On duty Control Room In-Charge shall put up a notice at the notice board of the found material without disclosing the details / identity of the material.

(iv) Person who claims the material shall prove the legitimacy of his/ her ownership.

(v) If the said material is not claimed over a period, it shall be disposed of as per the guidance of Director.

23. **Responsibility.** Security Supervisors will be responsible to ensure and check that security related activities like visitors in / out, vehicle in / out, forgot 'I' card, confiscated items, list of suspended / expelled students are being maintained at required places especially at both the Gates.

24. **Records**

- (a) Students Entry / Exit Record Registers (Retention Period 01 year)
- (b) Vehicle Entry Register (Retention Period 01 year).
- (c) Daily Vendor Entry Form (Retention Period 01 year)
- (d) Forgot I-Card Register (Retention Period 01 year).
- (e) Visitor Entry Pass Register (Retention Period 01 year).
- (f) Visitor Badge (Retention Period 03 months).
- (g) Lost and Found Register (Retention Period 03 years).

BREACH OF BOUNDARY WALL, LAND ENCROACHMENT AND TRESPASSING

25. **Operating Guidelines**

- (a) As an institution of higher education, the Amity University is open to the general public. However, the university has the authority to clarify rights, define expectations, and establish responsibilities related to an individual's presence on university property. The university retains the right to restrict access to university property due to safety concerns relating to our students, faculty, staff, and visitors. This policy describes the circumstances under which access to or presence on university property may be restricted.
- (b) Persons who are not current students or employees of the university and who are on university property without specific permission or authorization or without an appropriate purpose may be deemed guilty of trespass.
- (c) A person shall be deemed to be on university property 'without an appropriate purpose' whenever their presence is not reasonably related to the university's educational function, or an approved university related activity.
- (d) A person shall be deemed to be on university property 'without specific permission or authorization' from and after such time as they are requested to leave the property.

(e) When it is determined that a person who is not a student, faculty or staff member, or in any way affiliated with the university participates in any behavior defined within or poses an ongoing threat to the campus, the university may issue a No Trespass Notice restricting that person from property owned, leased, controlled or operated by the university.

(f) If a person returns to campus after a notice against trespass is served, that person commits the offense of trespass.

26. **Breach of Boundary Wall, Land Encroachment and Trespassing** will be controlled through access control SOP for all authorized users as per detailed guidelines. Entry control includes the regulation of movement of personnel & vehicles through facility access portals i.e. perimeter or internal and inside the complex including buildings/ offices etc. as managed by the access control. Appropriate preventive measures taken to control **Breach of Boundary Wall, Land Encroachment and Trespassing: -**

(a) Routine fence patrolling.

(b) Guard post on remote locations.

(c) Vehicle patrolling on campus.

(d) Night Patrolling & Dog deployment.

(e) Proper land marking of area.

(f) Appropriate illumination of area with help of security lights.

(g) No right of way inside campus periphery.

(h) Routine patrolling carried out near fencing area to control movement through fencing.

(j) Security posts are established and manned near threat prone area to prevent unauthorized access on campus.

(k) If any unidentified or suspicious personnel observed near or inside premises QRT team activated to act, as briefed.

(l) Coordination with local police for further assistance in case suspicious observation noted.

(m) Strictly following access control SOP for smooth control.

27. Course of action on **Breach of Boundary Wall, Land Encroachment and Trespassing: -**

(a) Immediately rush to location and divert QRT.

(b) Inform Security Control room for further communication to all concerns.

- (c) On duty supervisors rush to location.
- (d) Deny access in AUR premises, if entered proper investigation & interrogation carried out for RCA.
- (e) Immediately contact concern officials incase ay dispute or confusion.
- (f) If forceful attempt observed extra manpower deployed on location.
- (g) Coordination with local police for required support.
- (h) Forceful entry / encroachment case handed over to police.
- (j) Management to be kept informed of such event / incidents.
- (k) Extra deployment made in affected area / location.

ENTRY OF UNDESIRED ELEMENTS TO THE CAMPUS

28. The first and foremost of security business function is Access Control. It is a matter of whom where and when. An access control system determines who can enter or exit. This helps security to stop the unauthorized movement of personnel and vehicles at the entry level itself. At AUR different levels of security are placed to facilitate smooth movement and **prevent any unauthorized entry into the campus. Access is denied to persons who: -**

- (a) Appear to be under the influence of alcohol or drugs.
- (b) Refuse to submit to an inspection.
- (c) Have contraband items in their possession.
- (d) Do not possess valid credentials authorizing entry to an AUR Campus.
The articles listed below are prohibited on AUR campus unless approved by appropriate authority. inspections are conducted to detect the following prohibited articles: -
 - (i) Firearms.
 - (ii) Dangerous or deadly weapons such as bows and arrows, nunchakus, sling shots, machetes, or knives with blades longer than 4 inches.
 - (iii) Explosives, incendiary and explosive devices.
 - (iv) Controlled substances including illegal drugs & associated paraphernalia of less prescription medicines.

- (v) Alcoholic beverages.
 - (vi) Other articles that may be used to cause damage to property or injury to person.
 - (vii) Other items prohibited by law.
- (e) Violation of access control procedures by existing students leads disciplinary action by proctorial board.
 - (f) Routine patrolling carried out near fencing area to control movement through fencing.
 - (g) Security posts are established and manned near threat prone area to prevent unauthorized access in campus.
 - (h) If any unidentified or suspicious personal observed near or inside premises QRT team divert to look into.
 - (j) Coordination with local police for further assistance in case suspicious observation noted.
 - (k) Strictly following access control SOP for smooth control.

TERRORIST ATTACK

29. **Introduction**

The aim of this SOP is to lay down guidelines and procedure for preventing and dealing with extremist attack on university. However, these are general guidelines. Every terrorist related incident is different, and the action should be taken by all concerned keeping in mind the specifics of each situation, keeping in mind these general guidelines

30. **Objective**

To lay down the system for providing support during any terrorist attack on Campus.

31. **Scope**

This procedure covers all the course of action at the site during terrorist attack. The specifications which are being covered in this procedure are Security, Safety checks and controls.

32. **Preventive Measures**

- (a) Details of telephone number of the Police Control Room and local police station are maintained and updated regularly. These details are displayed at prominent places so that in case of crisis, the Staff, students, staff or any one from the campus may contact the Police.

- (b) Security Control room updated with police station contact details.
- (c) There is proper illumination along the perimeter so that nobody can jump over the wall/fencing into campus in the night for any nefarious activity
- (d) Installation of CCTV systems with the boundary as well as some additional locations inside the premises, to monitor the movement of any suspicious person with 24/7 hrs monitoring.
- (e) AUR authorities conduct the briefing of the teachers/ students/ staff as well as the mock drill to ensure that everybody knows his/ her role in such an eventuality. Local Police in their Mock Drill.
- (f) A copy of lay out plan of the campus provided to the local police station.
- (g) On receipt of information about location and type of emergency in the Security Operations Centre, under mentioned actions will be initiated.
- (h) One Emergency Response Team, consisting of one Security Supervisor along with Four Security Associates, will report site of Emergency immediately.
- (j) Security ensures the following: -
 - (i) **Traffic Control.** All the Vehicular Traffic will be diverted to other roads and only for police & Emergency vehicle will be allowed to go to the Emergency Site.
 - (ii) **Rescue & Relief Operations.** Injured Personnel will be removed from the Site with the help of relief personnel to safer place or hospital. Augmented supplies will be allowed to reach the place of emergency.
 - (iii) **Bringing Specialists / Required Support / Equipments at the campus.** On the instruction of Incident Controller, Security will help in bringing the specialist / Police at the Site with the required Equipment's for attending the Emergency.
 - (iv) **Helping in Communication.** Security will help in conveying the directions of Incident Controller through Vehicles / Willkie Talkie / Nearest Telephones etc.
 - (v) **Any Other duty.** Security Associate present at spot will work on the instruction of Incident Controller in the best interest of the organization.

33. **Debriefing & Lessons Learnt.** After the Emergency is over, Duty Officer will attend the meeting of Co-Ordination Committee to discuss shortcomings / lacunas noticed while attending the emergency so for better Coordination and elimination of Shortcomings.

34. **Responsibility**

- (a) Security in-charge will be responsible for availability of manpower, their deployment and smooth functioning of the security operations. He is also responsible for security of employees during the emergency/ attack.
- (b) Security supervisor will organize traffic control, guidance of outside agencies to incident site and assist in emergency coordination.
- (c) Security Control room will monitor the communication of all ERTs & QRT and will stay in contact with incident Controller, regarding the status. He will implement and attend the emergencies as per procedure, ensure compliance and keep the Records. He will pass on all information to all concerned and arrange logistic support in coordination with respective department. He shall maintain event logbook, step wise from the time the call is received till normalization of situation, for reference in future.
- (d) Security Personnel will act as per the directions of the Security in-charge or Incident Controller.

ATTACK ON CAMPUS VEHICLES AND COMMUTERS OUTSIDE THE CAMPUS

35. **Introduction.** Team Security is committed to provide support in case of any attack on campus vehicles and commuters outside the Campus.

36. **Objective.** To lay down the system to provide appropriate support during any emergency or attack on campus vehicles and commuters outside the Campus.

37. **Scope.** This procedure covers all traffic relevant accidents or emergencies outside the Campus. The specifications which are being covered in this procedure are attack on campus vehicles and commuters outside the Campus: -

- (a) Security Control room to be manned 24 x 7 to attend call on 01426- 405651.
- (b) Emergency helpline numbers circulated to all students & staff members. Same needs to be updated periodically and provided to new students and staff.
- (c) Emergency contact number also mentioned on each ID card back side.

38. **Course of Action after Incident**

- (a) Immediately inform nearest Police Station for response & support.
- (b) From the Campus, immediately QRT or on duty guards respond to incident location for further support.
- (c) Inform to control room for further communication to all concerned i.e. DSW / Proctor / Director Administration / Director Hostel / Registrar/ VC / PVC.

- (d) Spare vehicle & transport arrangement to ferry the stranded persons.
 - (e) Coordination with local police team for detailed investigation and analysis of incident and its root cause.
 - (f) If required Support for FIR process shall be provided from campus.
 - (g) Coordination with Ambulance & Hospital for assistance.
 - (h) Information to concerned authorities regarding incident.
39. **Rescue & Relief Operations.** Injured Personnel will be shifted from the site with the help of relief personnel to safer place or hospital. Augmented supplies will be allowed to reach the place of emergency.
40. **Helping in Communication.** Security will help in conveying the directions of Incident Controller through Vehicles / Walkie Talkie / Nearest Telephones etc.
41. **LFI Communication.** To avoid same incident in future and educate others, share LFI (Learning from incident).

ROAD ACCIDENTS ON CAMPUS

42. **Introduction.** Team Security responsible to provide smooth traffic movement in campus, during any Emergency or accident in campus, respond immediately on location.
43. **Objective.** To lay down the system for providing support during any traffic accident or emergency at AUR campus.
44. **Scope.** This procedure covers all traffic relevant accidents or emergencies at the site. The specifications which are being covered in this procedure are Security, Safety checks and controls.
- (a) **Access Control Vehicles on Campus**
 - (i) All vehicles are subject to mandatory checking at the Main Gate.
 - (ii) Authorized vehicles are allowed only with valid VAPs. Drivers should have valid entry pass and license.
 - (iii) All riders & driver should aware and keep in mind of boom barriers operation. (On duty guard take extra care of every movement while crossing barrier).
 - (iv) Speed limited to 30 Kmph inside campus.
 - (v) Parking on road, students' passage and in front of buildings prohibited.

- (vi) Rash and negligence driving is serious traffic violation in campus.
- (vii) Helmet is mandatory for two wheelers rider and pillion rider inside campus.
- (viii) Provision of penalty is applicable for violation of traffic rules.
- (ix) On duty guard will insure proper record of vehicle details at main gate & Back gate in register.
- (x) Internal Shuttle (E- Rickshaw) movement prohibited out of campus.
- (xi) Ambulance movement monitor closely and smooth exit while going out with patient, relevance details will record properly when Ambulance return. On duty guard insure proper records.
- (xii) Amity vehicles during movement concern driver punch ID card on boom barrier and current kilometer of vehicle should be noted down by on duty guard in the Register, same will follow while return /entry of amity vehicles. Note down of KM and details of passenger.

(b) **Preventive Measures**

- (i) Limited access of vehicles inside campus.
- (ii) Students' vehicle not allowed on regular basis.
- (iii) Hostellers are not allowed to keep vehicle on Campus.
- (iv) Day scholars are provided dedicated gate and parking space at Rear Gate only.
- (v) Two wheelers are mandatory to wear helmet.
- (vi) Speed limit inside campus 30 KMPH.
- (vii) Deployment of guards for monitoring traffic violations.
- (viii) Proper illumination on road during night.
- (ix) Marking and speed breakers to control speed.
- (x) Violators shall be dealt appropriately.

(c) **Course of Action when Road Accident Reported on Campus**

- (i) Immediately QRT or on duty guard respond on accident location.
- (ii) Inform to control room for further communication to concern.

- (iii) Call Ambulance for assistance.
 - (iv) Roadblock and traffic divert, if required.
 - (v) Provide appropriate support for medical or transport relevant.
 - (vi) Crowd control on site to avoid confusion.
- (d) **Traffic Control.** All the vehicular traffic will be diverted to other roads and only ambulance will be allowed to go to the Emergency Site.
- (e) **Crowd Control.** Complete area will be cordoned off & kept clear from onlookers / crowd.
- (f) **Rescue & Relief.** Injured Personnel will be removed from the Site with the help of relief personnel to safer place or hospital. Augmented supplies will be allowed to reach the place of emergency.
- (g) **Bringing Specialists / Required Engineers / Equipment at the Site.** On the instruction of Incident Controller, Security will help to bring Equipment for attending the Emergency.
- (h) **Helping in Communication.** Security will help in conveying the directions of Incident Controller through Vehicles / Walkie Talkie / Nearest Telephones etc. so that emergency / fire is put under control.
- (j) **LFI Communication.** To avoid same incident in future and educate others, share LFI (Learning from incident).

THEFT & ROBBERY

45. **Introduction.** It is the responsibility of all staff and students at the University to report all activity, suspected or real, of a security/safety nature. Incident reporting is crucial to the identification of patterns of criminal activity and risk analysis. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime or incidents throughout the University and thus ensures that adequate resources are provided to combat the impact on the University community. Success in the University's fight against crime, and the general welfare of the University community is greatly enhanced by fast, efficient, and detailed reporting

46. **Objective.** To lay down the system for providing support during any theft & robbery incident in Campus.

47. **Scope.** This procedure covers all the course of action at the site during theft & robbery. The specifications which are being covered in this procedure are Security, Safety checks and control. Theft – Each reported case needs proper attention by security team.

- (a) Activate control room for CCTV observation pre & past activity at theft location.
- (b) Reach on location and get all relevant details regarding missing item / theft.
- (c) First line search carried out with help of on duty team.
- (d) Use Sniffer dog.
- (e) Record all inputs & check CCTV recordings.
- (f) Start investigation in appropriate manner.
- (g) Reconciliation of all relevant aspect included at theft location/ item.
- (h) Take optimum use of automation system to find missing links.
- (j) Report to police as per managements direction.
- (k) Robberies occur at predictable times.
- (l) Report suspicious activity.
- (m) Good visibility allows employees to be aware of suspicious activities outside.
- (n) **Response to Robbery During the Robbery**
 - (i) **Remain calm.** Most robbers do not wish to harm their victims. They are only interested in getting money or property. The calmer you are, the less chance there is of the robber becoming agitated or dangerous. This also increases your chances of getting a more accurate description of the robber and being of greater assistance in the robber's apprehension.
 - (ii) **Do not Argue, Fight, Surprise or Attempt to use Weapons against a Robber.** He has already taken a major risk by entering your store and is usually as frightened as you are. Because of this, additional provocation on your part could make the situation worse. Therefore, give the robber exactly what he or she wants and do it quickly. Don't take unnecessary chances with your life.
 - (iii) **While You Should Cooperate with Robbers, Don't Volunteer any Assistance.** Don't give all the money if the robber only asks for Rs1000's. Don't give checks voluntarily.
 - (iv) **Watch the Robber's Hands.** If the robber is not wearing any gloves, anything he touches might leave good fingerprints.
 - (v) **Be Systematic in Your Observations.** Look the robber over carefully. Mentally note as many details as possible until you can write them down. Compare the robber with yourself. Is he taller, heavier, older...and so on?

(vi) **Notice the Type and Description of any Weapons used**. Glance at the weapon only long enough to identify it. Look at the robber from then on. Make no sudden moves and don't be heroic.

(vii) **If it can be Done Safely, Observe** the direction the thief takes in leaving the scene. Where a vehicle is involved, concentrate on the make, model, year, color, license plate number and issuing state.

(o) **Action after Theft & Robbery**

(i) Telephone police immediately. If you act quickly, police might be able to catch the suspect and recover. Then briefly indicate to the call taker what the problem is, when it happened, where you are, who did it, who needs help and whether there were injuries or weapons involved. Remember to stay on the phone with the emergency call taker. After calling the police, keep your telephone line clear until the police arrive. The officers may need to call you.

(ii) Lock all doors and allow no one in. Ask witnesses to remain on the premises until police arrive. Do not touch anything the robber may have touched.

(iii) Do not discuss what happened with any other witnesses. Your own impressions should be kept untainted until you have talked with authorities.

(iv) Complete your incident-suspect-vehicle description form while waiting for police to arrive. The responding officer will want this information immediately to broadcast to other police team in the area. Be as complete as possible

(v) Remember that robbery response strategies require planning and coordination between employees and management. Give some thought to how you might react in a robbery situation and discuss your concerns with co-workers and employers. Common sense, caution, and adherence to established policies and procedures can reduce the amount of money stolen and minimize the chance for injury and loss of life.

Quick Reaction Team (QRT)

48. A QRT comprising of one Security Supervisor, one Gypsy with driver and three other Security Guards will always be stand to at the Main Gate to handle any unforeseen eventuality. QRT must mobilize within 2 to 3 minutes maximum and reach the site of incident immediately thereafter.

Powers of Director / Deputy Director Security

49. (a) Director / Deputy Director Security is authorized by the Vice Chancellor, or his delegate, to regulate the access and behavior of persons on university premises.
- (b) Director Security / Deputy Director Security can make enquiries and take reasonable action, in compliance with this procedure, to regulate the access and behavior of staff, students visitors and members of the public whilst they are on university premises to maintain a safe and secure environment.

Power of Search

50. (a) Security personnel do not have a general power to search a person's body or property without that person's consent except in the following circumstances:
- (i) Where the search is a condition of entry to premises or to an event and appropriate signage is clearly displayed at the entrance notifying people that their persons or their bags may be the subject of a search
 - (ii) Where a screening device is used as a condition of entry and the device indicates that the person may be carrying a prohibited or hazardous item
 - (iii) Where it may be necessary to confiscate any weapons or items which may be used to cause harm to the person or to others.
- (b) Security personnel must comply with search procedures detailed in the standard operating procedures when undertaking a search.

Daily Reporting System

51. The AUR Security Supervisor as well as HOSHI / FGF Supervisors will daily report twice at 0730 hours and 2130 hours to Director Security and provide feedback on any unusual activity in Campus and in an emergency must provide information immediately on occurrence.

University Identification

52. University Staff, Students and Contractors will be issued with AUR identity cards, which they should always carry with them and show on demand.

Police access to University Premises

53. (a) Police is permitted to enter University premises: -
- (i) In response to a call for assistance from staff, students, or a member of the public.
 - (ii) In an emergency.

- (iii) To conduct routine patrols.
 - (iv) As part of their commitment to community safety.
- (b) Security personnel must inform security management immediately police have been called to university premises.
- (c) Staff, students, and members of the public should notify security of any emergencies where police are called.
- (d) The Dean Students welfare / Proctor will coordinate and expedite police attendance at the emergency site.
- (e) The Dean Students welfare / Proctor must ensure police are notified of any criminal incident on campus, including those relating to the loss or damage of personal property.
- (f) All non-emergency security incidents which occur on campus should be reported to security personnel.
- (g) Security personnel must immediately notify security management when they become aware that a political protest or demonstration is planned or taking place.
- (h) Police should only enter University premises in relation to protest action or demonstrations when requested to do so by the Vice-Chancellor or his nominee.
- (j) Police may from time to time, conduct specific operations on university premises. However, the police must notify the University prior to any planned operations taking place.

Handling Media / Press

54. This being a sensitive issue, no security personnel will directly handle / communicate with Media / Press but immediately inform the Director Security / Registrar.

Closing of all Entrance Gates except Main Gate

55. All entrance gates to AUR Campus EXCEPT Main Gate will remain closed from 1900 hours to 0700 hours on all days and will be opened only in an emergency. Security Supervisor will ensure the same and keys will be kept at Main Gate.

Documentation

56. The following documents / registers will be maintained and checked periodically by Director Security / Deputy Director Security: -

S.No	Office Register
(a)	Attendance Register Office
(b)	Temporary Identity Card Register (Staff & Faculty)
(c)	Temporary Identity Card Register (Students)
(d)	Entry Pass Register (Contracted Employees)
(e)	Vehicle Pass Register
(f)	Student Car Pass Register
(g)	CCTV Incident Register
(h)	Visitor CCTV Control Room Register
(j)	Complaint Register (Electrician)
(k)	Key Register
(l)	Security Lights Register
(m)	Record wall of Fame Register at ABS

S.No	Office Files
(a)	CCTV Monthly Monitoring Report
(b)	Details of CCTV Cameras
(c)	Camera Monitor Observer Duty Schedule
(d)	Attendance (FGF & HOSHI)
(e)	Permanent ID Card (Receipt)
(f)	Temporary ID Card (Receipt)
(g)	Vehicle Gate Pass (Sticker)
(h)	Lost and Found Records
(j)	Indiscipline Cases & Incident (Security Staff)

S.NO	Main Gate Security Register
(a)	FGF Duty Register
(b)	FGF Attendance Register
(c)	HOSHI Duty Register
(d)	HOSHI Attendance Register
(e)	Handing Taking Register
(f)	Dragon Torch Register
(g)	Girls Day Out Pass Register
(h)	Girls Night Out Pass Register
(j)	Boys Day Out Pass Register
(k)	Boys Night Out Pass Register
(l)	Girls Saturday Out Pass Register
(m)	Boys Saturday Out Pass Register
(n)	Amity Vehicle Register
(o)	Returnable Gate Pass Register
(p)	Non-Returnable Gate Pass Register
(q)	Material In Register


(r)	Contact Bus Register
(s)	Visitor Entry Register
(t)	Academic 1 Key Register
(u)	Academic 2,3 & 4 Key Register
(v)	Daily Duty Checking Register

S.No	Main Gate Files
(a)	Material Gate Pass File
(b)	Vehicle Data File
(c)	Employee Gate Pass File
(d)	Office Order File

S.NO	Dog Unit Register
(a)	Daily Duty Register
(b)	Attendance Dogs Register
(c)	Attendance Staff Register
(d)	Daily Temperature Register
(e)	Dog Ration Issue Register
(f)	Dog Material Record Register
(g)	Dog Weight Register

Conclusion

57. It is imperative on part of all AUR employees that all security activities are managed effectively as per compliance of University and Governments' Statutory Policies, Procedures and Regulations and strive to provide a safe and sound environment to all its residents.


 Col Prahlad Singh {Retd}
 Director Security, AUR

AUR, Jaipur

25 Feb 2022



Appendix 'A'
(Refers Para 7 (h) (i) of SOP)

AMITY UNIVERSITY RAJASTHAN
MATERIAL GATE PASS

Date _____ Time _____

Kindly permit Mr./ Mrs _____ Mobile No. _____
Department/Address _____ to carry the following items out
of Amity University Rajasthan, Jaipur Campus: -

S.No.	Description of items	Quantity	Purpose/ Reason	Remarks

(Sign of carrier)

(Sign of concerned
(HOD / HOI / Registrar)

CHECKED BY

(Sign of Security Guard)

(Sign of Security Supervisor)

DATE OF RETURN _____	(Office us)	PASS NUMBER _____
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