

MANUAL 17

Any Other information

COURSES OFFERED

We offer the following courses. Unless otherwise specified the medium of instruction in all subjects will be English only.

(i) **M.A.**

- Mathematics
- Political Science
- (ii) B.Tech.(Computer Science/ Bachelor with Honours in Botany/ Chemistry/ Mathematics/ Physics/ Zoology/ Economics/ English/ Hindi/ History/ Mathematics/ Political Science / Sanskrit/ Sociology/ B.Com.(Hons.)

ORDINANCE VIII-E: Internal Assessment

1.1. The scheme for Internal Assessment shall be followed in the regular stream only, with exclusions as below and shall be applicable to the students admitted from the academic session 2003-04 onwards (i.e. to begin with for the first year students) in both undergraduate and postgraduate degree courses. This scheme of Internal Assessment shall not be applicable to the School of Correspondence Course and Continuing Education, Non-Collegiate Women's Education Board and Non-Formal Education Cell (formerly External Candidates Cell). The specific Ordinances pertaining to schemes of examinations of various courses shall stand amended, mutatis mutandis, to the extent of internal assessment as laid down in this Ordinance, subject to exclusions referred to above.

1 Internal Assessment marks shall be shown separately in the Marks Sheet issued by the University and these marks shall be added to the annual/semester examination marks for determining the division of the student.

2 25% of the maximum marks in each paper in undergraduate courses shall be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; the time duration and other modalities of the annual/semester Examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses.

2.1.1. There shall be 10% weightage assigned to House

Examinations to be conducted by each college, for all subjects in Pass course and B.Sc. (General) and all papers of the main Subject in Honours courses.

2.1.2. The duration of each paper in the House Examination shall be the same as the duration in the University Examination. The maximum marks for each paper of the House Examination shall be 100 or the same as the maximum marks in the corresponding University Examination.

2.1.3. The University reserves the right to scrutinize some or all the scripts of any paper in any course in a College during the period of retention of papers, Which duration shall be till declaration of results by the University, a copy of the question paper shall be sent to the Examination Branch of the University

and the College shall maintain a proper record of the question papers of the House Examination.

2.2.1. Each student shall be assessed on the basis of written assignments/tutorials as well as on the basis of project reports/term papers/seminars. There shall be 10% weightage for such written assignment; and project

reports/presentations/term papers/seminars. Each student shall be given at least one written assignment per paper in each term, subject to a maximum of 12 written assignments per year for all the papers taken together.

2.2.2. Where the maximum marks in a paper are less than 100, for example 50 marks, the nature of written assignments/ tutorial work shall stand adjusted.

2.2.3. There shall be 5% weightage for regularity in attending lectures and tutorials, and the credit for regularity in each paper, based on attendance, shall be as follows :

More than 67% but less than 70% - 1mark

70% or more but less than 75% - 2 marks

75% or more but less than 80% - 3 marks

80% or more but less than 85% - 4 marks

85% and above - 5 marks

[Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations]

2.2.4. There shall be a Moderation Committee for Internal Assessment in each College, discipline-wise, which shall comprise of the senior most teacher in the department, the teacher-in-charge of the department and the previous teacher-in-charge of the department: provided that if, for any reason, the membership of the Committee falls below 3, the Principal of the college shall nominate suitable members from among the teachers of that

department/college to fill the vacancies.

3. With the introduction of Internal Assessment, the maximum marks for the University Examination in each paper shall stand reduced accordingly.

4. The promotion criteria shall be as per the existing Ordinances for University Examinations, as applicable to respective courses. In addition, the same criteria shall apply to the total of the University Examination and the Internal Assessment, taken together.

5.1 There shall be a Monitoring Committee for Internal Assessment at the University level consisting of the Dean of Colleges as the Chairperson along with three other Deans one of whom shall be a member of the Executive Council, and the Controller of Examinations as Member-Secretary. The Committee shall monitor the receipt of Internal Assessment marks from various colleges and ensure timely compliance. If a College fails to submit the Internal Assessment marks in time, the University shall not declare the result for such a course in that College.

The responsibility for non-declaration of the result of any course in the college in such circumstances will be solely that of the college.

5.2 There shall be a Monitoring Committee for Internal Assessment in every College, which shall be chaired by the Principal of the College and will be made up of the Vice- Principal (and in case there is no Vice-Principal, the Bursar), Secretary Staff Council, and two senior faculty members to be nominated by the Principal. This Committee shall be responsible for the entire process of Internal Assessment in the

College, including redressal of grievances, if any.

6.1. In the case of students who repeat one or more paper(s), or all papers of Part I or Part II or Part III, the Internal Assessment marks shall be carried forward.

6.2. In the following special cases, in lieu of Internal Assessment, students shall be awarded marks (for the previous years. papers) in the same proportion as the marks obtained in that paper in the University Examination :

6.2.1. Students who migrate from other Universities to the University of Delhi in the IIndYear;

6.2.2. Students who fail in the Part I Examination of Honours Courses and join Pass/General Courses in the IInd year; and

6.2.3. Students who transfer from 1st year Pass/General Courses to Honours Courses in the 2nd year.

1 Students who migrate from non-formal streams in the University of Delhi (i.e. School of Correspondence Courses and Continuing Education, Non-Collegiate Women's Education Board and Non-Formal Education Cell, formerly External Candidates Cell) to the Regular stream and vice versa, shall carry as such the marks obtained in the preceding year(s).

2 Tutorials shall be held regularly for the post-graduate courses of the University by the concerned Department in cooperation with Colleges; and at least 25% marks shall be assigned for Internal Assessment in each paper of the post-graduate courses. The Internal Assessment in the postgraduate courses may be based on regularity and attendance; class tests and house examination; and written assignments, projects/term papers/seminars/fieldwork. Post-graduate courses where the weightage of Internal Assessment is 25 per cent or more, Departments may continue with the existing schemes.

3 In the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties, or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the institution concerned, or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor, or a student who is required to represent the University at the Inter-University Youth Festival, or a student who is required to participate in periodical training in the Territorial Army, or a student who is deputed by the College to take part in Inter-College sports, fixtures, debates, seminars, symposia or social work projects, or a student who is required to represent the College concerned in debates and other extracurricular activities held in other Universities or such other activities approved by the Vice-Chancellor, the following provision will apply :

8.1. A student in the categories listed above, will have to fulfil the requirement of written assignments and projects/term papers/seminars/field-work with the flexibility, however, that he/she may, if necessary, be allowed additional time for submission of written assignments.

8.2 A student in the categories listed above, who is unable to write the House Examination on account of his/her participation in such aforesaid activities, may be assessed by the College through an alternative mode in lieu of the House Examination.

This may be done only in exceptional circumstances.

8.3 A student in the categories listed above, will get the benefit of attendance for Internal Assessment for the classes missed as per the existing provisions of Ordinance VII.2.(9)(a)(i).

9.1. The University reserves the right to review, and if necessary moderate the marks in Internal Assessment in any paper/ papers in any College/Department.

9.2. The respective University Moderation Committees in each subject shall moderate, if necessary, the Internal Assessment marks across Colleges.

EXTRA-CURRICULAR ACTIVITIES

SPORTS

Facilities are available for team games such as Swimming, Baseball/Soft Ball, Volleyball, Table-tennis, Judo, Basketball and Athletics. Arrangements for coaching in Gymnastics, Yoga, Archery and Shooting are also available. Baseball and Netball will be offered if a sufficient number of students opt for these.

THE COLLEGE MAGAZINE

The College brings out a magazine annually. The literary and creative talents of the students are given adequate expression through their contributions to the magazine.

STUDENTS UNION

Maitreyi College is proud of its active, vibrant, well-balanced and responsible Students Union. It comprises of elected representatives of the student body who undertake the task of organising cocurricular activities for various inter-and intra-college competitions. They are guided by a group of faculty advisors who help to coordinate their activities. Students are encouraged to join Music, Dramatics, Debate and Fine Arts Societies.

'Rhapsody' the Inter-College Festival, organised by the Students Union every Year in winter is one of the most eagerly awaited events of college life.

NCC AND NSS

Our College maintains two companies of NCC who are actively associated with all projects of NCC. The NSS unit of the College is engaged in many community activities. Chief among them are adult literacy camps, working with the Blind Relief Association and Spastics society. It also campaigns against drug abuse and is actively involved in projects related to environmental issues.

Note: All students are required to join at least one of the following co-curricular activities: NCC or NSS or sports.

ACADEMIC ASSOCIATIONS

Each department of the college runs its own academic association. Through these associations class room teaching is supplemented with seminars, workshops, debates, educational tours, field work and lecture given by eminent persons.

FACILITIES

Library and Reading Room

There is a well-equipped library with a separate periodical section. There are books on a variety of subjects

besides many reputed journals and popular magazines in our library. The library also has Photostatting facilities and is equipped with a multimedia projector. Its two spacious reading rooms are open to all the students throughout the year from 9.00 am to 5.00 pm (except on Sundays and other Public Holidays.) The college also offers the facility of a Book-Bank for deserving and meritorious students on its rolls.

Laboratories

The College has 15 very well equipped laboratories for practicals in subjects like Computer Science, Chemistry, Botany, Zoology, Physics and Electronics.

Career counselling

The College has also started career counselling to help students discover their potential and vocation. Consequently many students from our college have been selected by prestigious companies for interesting jobs.

Book Store

The college book store offers a wide selection of text and other books. Various stationery items and mementos are also available.

College Canteen

It is run by a contractor and supervised by the Students Union. The college canteen serves as a pleasant eating and meeting place for students. A coin-operated telephone is installed in the canteen for use by the students.

Gardens

The College is proud of its beautiful lawns, plants and flowers which regularly win trophies from the university. Students are encouraged to keep the front lawns clean and untrodden.

Medical Room

The college medical room provides basic medicines and has first-aid facilities should the need arise. A doctor visits the college on appointed days.

College Complaints Committee against Sexual Harassment

Maitreyi College seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the College.

Teachers' Representatives

1. Dr. Prachi Bagla(Chairperson) Department of Commerce Tel.No. 98180 15570
2. Mrs. Manjula Saxena (Secretary) Department of Sociology Tel. No. 98108 93977

Non-Teaching Staff Representative

1. Mr. Raj Kumar, Department of Botany Tel. No. 9711390139, 7503917820
2. Ms. Mamta Department of Zoology Tel. No. 7503977589

Students

1. Laxmi, BA(H) Pol. Science III Year Section B, Tel.No. 8285236307, 9311678889

2. Nidhi Ojha, B. Com. Programme II Year Section A, Tel. No. 7838717464
3. Ishani Mudgal, Bachelor with Honours in Botany I Year Tel. No. 8377990134

Co-opted Members

1. Mrs. Gita Sagar
2. Mrs. Madhu Kalia

Legal Aid Cell

The college is associated with the Delhi Legal Services Authorities, which works towards the constitutional obligation of the state to ensure legal aid and guidance for the college community.

UNIVERSITY OF DELHI

Ordinance XV(D): Prohibition of and
Punishment for Sexual Harassment

Executive Council Resolution No. 96 dated 30.09.2003

University of Delhi 2004

PROHIBITION OF AND PUNISHMENT FOR SEXUAL HARASSMENT: ORDINANCE XV(D)

1. SHORT TITLE AND EXTENT

The present ordinance is based on the Policy against Sexual Harassment by the Delhi University and seeks to maintain and create an academic and work environment free of sexual harassment for students, academic and non-teaching staff of the Delhi University. The ordinance will also apply to outsiders and residents, on the Delhi University campus, to the extent specified herein these rule and procedures.

2. DEFINITIONS

- i. "Students" includes regular students as well as current ex-students of Delhi University.
- ii. "Teaching staff" include any person on the staff of the Delhi University or any colleges or institution affiliated to it, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall also include employees employed on a casual or project basis.
- iii. "Non-Teaching Staff" includes any person on the staff of the Delhi University or of any colleges or institutions affiliated to it, who is not included in the teaching staff. It includes employees who are full-time, temporary, ad-hoc, part-time, visiting honorary, or on special duty or deputation, and employees employed on a casual or project basis.
- . "Member of the University" includes all those included in categories i – iii above.
- . "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to an employee by the University of Delhi or by any of its affiliated colleges or institutions.
- vi. "Outsider" includes any person who is not a member of the University or a resident. It also includes, but is not limited to, any private person offering residential, food and other facilities to students, teaching staff or non-teaching staff of the Delhi University or any college or institution affiliated to Delhi University.
- vii. "Campus" includes all places of work and residence in the Delhi University or any college or institutions affiliated to the Delhi University. It includes all places of instruction, research and administration, as well as hostel, health centres, sports grounds, staff quarters and public places (including shopping centres, eating places, parks, streets and lanes) on the Delhi University campus or the campus of any college or institution affiliated to the Delhi University.

viii. "Sexual harassment" includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favours, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Explanation: "Sexual harassment" shall include, but will not be confined to, the following:

- a. When submission to unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services or opportunities at the Delhi University.
- b. When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.
- c. When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
- d. When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

3. SCOPE OF THE ORDINANCE

This Ordinance shall be applicable to all complaints of sexual harassment made:

- i. by a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- ii. by a resident against a member of the university or by a member against a resident irrespective of whether the sexual harassment is alleged to have taken place within or outside the campus.
- iii. by an outsider against a member of the University or by a member of the university against an outsider if the sexual harassment is alleged to have taken place within the campus.

- iv. by a member of the university, against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

4. COMPLAINT MECHANISM

Implementation of the University policy against sexual harassment shall be achieved through:

- i. **College Complaints Committees**, which shall be set up in each college of the University of Delhi as complaints and redressal bodies.
- ii. **University Units Complaints Committees**, which shall be set up in clusters of University Departments/Centres as complaints and redressal bodies.
- iii. **Central Pool Complaints Committees**, which shall be complaints and redressal bodies (one each for the North and South Campuses) for those units that are not affiliated to any college/department/institution and have not been included in either CCC or UCC
- iv. **The Apex Complaints Committee**, which shall be an apex regulatory and appellate body of the University of Delhi for redressal and resolution of complaints .

5. REDRESSAL

- i. UCC/CCC/CPCC/ACC may ask the College/University to suspend the alleged harasser from an administrative post/class if his/her presence is likely to interfere with the enquiry.
- ii. The victim of sexual harassment shall have the option to seek transfer of the perpetrator or her/his own transfer where applicable.
- iii. Notwithstanding the contents of any other ordinance relating to service conditions etc., the head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/Executive Council (EC) and take disciplinary action on the basis of recommendations of the Complaint Committees provided that in the case of termination of service the existing rules of the university will also be forwarded.
- iv. The disciplinary action shall be commensurate with the nature of the violation.

¹The composition of the Committees, mode of election/nomination powers, duties and procedure to be followed is outlined in the Appendix to Ordinance XV(D), which will be read as part and parcel of Ordinance XV(D)

A. In the case of University/college employees, disciplinary action may be in the form of :

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Adverse remarks in the Confidential Report
- v) Debarring from supervisory duties
- vi) Denial of membership of statutory bodies
- vii) Denial of re-employment
- viii) Stopping of increments/promotion
- ix) Reverting, demotion
- x) Suspension
- xi) Dismissal
- xii) Any other relevant mechanism.

B. In case of students, disciplinary action may be in the form of:

- i) Warning
- ii) Written apology
- iii) Bond of good behaviour
- iv) Debarring entry into a hostel/campus
- v) Suspension for a specified period of time
- vi) Withholding results
- vii) Debarring from exams
- viii) Debarring from contesting elections
- ix) Debarring from holding posts
- x) Expulsion
- xi) Denial of admission
- xii) Declaring the harasser as “persona non grata” for a stipulated period of time.
- xiii) Any other relevant mechanism

C. In the case of third party harassment, the University/college authorities shall initiate action by making a complaint with the appropriate authority.

ORDINANCE XV(D): APPENDIX

I. CONSTITUTION OF THE COMMITTEES

(a) COLLEGE COMPLAINTS COMMITTEE (CCC)

1 *Two teacher representatives to be elected/nominated by the procedure outlined in Clause 4 (Procedure for the Constitution of First Committee).

2 *Two non-teaching Staff representatives of the College (of which one must be from Group D) to be elected/nominated by the procedure outlined in Clause 4.

3 *Three student representatives to be elected from a Gender Sensitising Committee of students comprising one elected representative of each class. At least one of the three representatives should be a second year graduate student. The details of this procedure are outlined in Clause 4.

4 *Two persons with known contribution to women's issues, to be co-opted by the Committee from outside the College. One of these may preferably have a legal background.

5 The Chairperson (woman) to be elected from amongst the members.

6 The Member Secretary to be elected from amongst the members.

*At least 50% of the members in each of these categories should be women.

The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The College should ensure that the new Committee is constituted latest by 20th September every year.

Complaints can be given to any member of the Committee. It will be incumbent on the Principal or any teacher/head of an administrative unit to forward a complaint s/he receives to the committee immediately.

(b) UNIVERSITY UNITS COMPLAINTS COMMITTEE (UCC)

1 *Two teacher representative to be elected/nominated by the procedure outlined in Clause 4 (Procedure for the Constitution of First Committee).

2 *Two non-teaching Staff representatives of the College (of which one must be from Group D) to be elected/nominated by the procedure outlined in Clause 4.

3 *Three student representatives to be elected from a Gender Sensitising Committee of students comprising one elected representative of each class. At least one of the three representatives should be a post-graduate student and one should be a research student. The details of this procedure are outlined in Clause 4.

- 4 *Two persons with a known contribution to women's issues, to be co-opted by the Committee from outside the Unit. One of these may preferably have a legal background.
- 5 The Chairperson(woman) to be elected from amongst the members.
- 6 The Member Secretary to be elected from amongst the members.

*At least 50% of the members in each of these categories should be women.

The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The Unit should ensure that the new Committee is constituted latest by 20th September every year. Complaints can be given to any member of the Committee. It will be incumbent on the head of any department/administrative unit or any teacher to forward a complaint s/he receives to the committee immediately.

(c) CENTRAL POOL COMPLAINTS COMMITTEE (CPCC)

1 *Two members elected/nominated from each of the four categories, group A, B, C and D by the procedure outlined in Clause 4.

2 *Three persons with known contribution to women's issues to be co-opted by the Committee from outside the Unit. One of these may preferably have a legal background.

3 The Chairperson (woman) to be elected from amongst the members.

4 The Member Secretary to be elected from amongst the members.

*At least 50% of the members in each of these categories should be women.

The term of each member shall be two years. The previous Committee will continue till the new Committee is constituted. The Unit should ensure that the new Committee is constituted latest by 20th September every year.

Complaints can be given to any member of the Committee. It will be incumbent on the Registrar or the head of an administrative unit to forward a complaint s/he receives to the committee immediately.

(d) APEX COMPLAINTS COMMITTEE (ACC)

1 The Director, Women's Studies and Development Centre will be the Member Secretary of this Committee. Her office will function as the nodal agency and Secretariat.

2 One woman from the Proctorial team to be nominated by the Vice-Chancellor.

3 *Two teacher representatives to be elected/nominated from the pool of teacher representatives on all CCCs, UUCCs, by the procedure outlined in Clause 4.

4 *Two non-teaching representatives to be elected/nominated from the pool of non-teacher representatives on all CCCs, UUCCs, CPCCs by the procedure outlined in Clause 4.

5 *Three student representatives to be elected from the pool of student representatives on all CCCs, UUCCs by the procedure outlined in Clause 4. These should include at least one each from the undergraduate, graduate and researcher categories.

6 One woman teacher of the University with known contribution to women's issues to be co-opted by the committee.

7 *Two persons to be nominated by the Vice Chancellor from a panel prepared by the Committee. The panel will include names of five persons (with at least three women) from outside the University, who have made a known contribution to gender issues. One of these may preferably have a legal background.

8 One person with known contribution to gender issues to be nominated by the Vice-Chancellor.

9 The Chairperson (woman) will be nominated by the Vice Chancellor from Category 7.

*At least 50% of the members in each of these categories should be women.

The term of each member (other than students) shall be two years. The previous Committee will continue till the new Committee is constituted. The WSDC should ensure that the new Committee is constituted latest by 20th September every year.

Complaints can be given to any member of the Committee.

II. PROCEDURE FOR THE CONSTITUTION OF THE COMMITTEES

- (a) COLLEGE COMPLAINTS COMMITTEE(CCC) and
(b) UNIVERSITY UNITS COMPLAINTS COMMITTEE (UCC)**

Section A. The First Committee: (Year One)

Member Secretary of the Apex Complaints Committee (viz. the Chairperson of The Women's Studies Development Centre) shall send a notice to each Principal or Head of Department/Institution to initiate the process of election to the first complaints committee.

Two representatives each will be elected from amongst the Teachers, Non-Teaching Staff, of each College/University Unit. Three Students will be elected through a two-tier process of election. First a representative to the Gender Sensitising Committee will be elected by each class in the College/Unit. The members of the Gender Sensitising Committee will then elect three representatives from amongst themselves.

1. Election Schedule

Last date for nomination : (duly proposed and seconded): 1st week of August Withdrawal :
2nd week of August Polling : 3rd week of August

A minimum interval of three working days should be given between the stages. In any case, the whole process shall be completed on or before 25th August.

2. Mode of Election

- a) Polling Time: One day each for Teachers and Karamcharis and for the elections of student representatives by the GSC. The first stage for the election of the student representatives, i.e. electing from each class a member of the GSC, can be done over a period of a week
- b) Each voter in a category can cast as many votes as there are seats, one each in favour of different candidates from his/her category – Student, Teacher, Non-Teaching Staff.
- c) Election will be through secret ballot.
- d) The two teachers/non-teaching staff and three students polling maximum number of votes will be elected as representatives of the category, provided that:
 - i) Representatives in each category will include a minimum of 50% of women.

- ii) The representatives of non-teaching staff must include at least one from Group D.
- iii) The student representatives include at least one from 2nd year in the CCC and at least one each from the post-graduate and research students in the UCC.
- iv) The elections will be conducted by the Principal, Senior most Head of Department as Returning Officer and Secretary, Staff Council a Senior Professor as Presiding Officer.
- v) At the time of counting the votes a nominee of each candidate can be present as an observer.

3. Nature of Campaigning

Any campaigning against the tenets and spirit of the policy will lead to disqualification of the candidates by the presiding officer.

4. Procedure for the Constitution of First Committee

The 1st meeting of seven elected members will be called before the 5th of September by the senior most Teacher elected. The seven members will elect a Chairperson (a woman) and Member Secretary for the year. They will also make a panel (in order of preference) of at least four individuals from outside the College/University Unit with known contribution to women's issues. Immediately after the meeting (within three days) the Chairperson must write to the first two individuals on the panel requesting them to give their consent to be members of the Committee. This whole process of co-opting two members from outside the College/University Unit (of which at least one should be a woman), should be completed preferably by the 20th of September. The two co-opted members will remain on the Committee for a period of two years.

Section B: Subsequent Committees

1. For Teachers/Non-Teaching Staff.

- a) In the following year (II), the elected representative E1 who had polled the highest number of votes will continue and the other representative E2 will be replaced by a representative N1 nominated by the entire existing Committee, subject to the conditions laid down in mode of election 2(d)(i) and 2(d)(ii) of Section-A.
- b) In the following year (III), the elected representative E1 will be replaced by an elected representative E3 (subject to the conditions laid down in mode of election 2(d)(i) and 2(d)(ii) of Section-A.

- c) In the following year (IV), the nominated representative N1 will be replaced by a freshly nominated representative N2.

Thus elections will be held in alternate years, interspersed by nomination. Nomination from within the institution, which will take place in alternate years, should be completed not later than the 15th of August.

2. For Students

(a) College Complaints Committees (CCC)

In year II

- i) The second year student who had polled the highest number of votes (and is promoted to Third Year) will continue to be a member of the committee in Year II.
- ii) The other two students will be replaced by fresh elections subject to 2(d)(i) and 2(d)(ii) of Section-A.

This procedure is to be repeated every year.

(b) University Units Complaints Committees (UUCC)

In Year II

- i) The student with the highest number of votes and who has continued to remain a regular student of the University in the same course, will remain a member of the Committee.
- ii) The other two students will be replaced by fresh election subject to provisions in 2(d)(i) and 2(d)(iii) of Section-A.

This procedure is to be repeated every year.

NOTE:

Subsequent elections to the CCC/UUCC from all categories will be conducted by the Chairperson and the Member Secretary.

In subsequent years the election of the Chairperson and Member Secretary will be from amongst all its members (including those co-opted from outside the University).

(c) CENTRAL POOL COMPLAINTS COMMITTEE (CPCC)

Section A: The First Committee: (Year One)

- i) Two representatives each will be elected from Group A, B, C and D employees, of which at least one in each category shall be a woman representative.
- ii) The first meeting will be called by the senior most representative from Group A.
- iii) The eight elected members will elect a Chairperson and a Member Secretary for the year.
- iv) The elected members shall form a panel of 5 persons from outside their unit with known contribution to women's issues, 3 of which shall be co-opted into the committee as prescribed for the CCC/UUCC.

Section B: Subsequent years

- i) In the year (II), the representative E1 who had polled the highest number of votes will continue and the other representative E2 shall be replaced by a representative N1 nominated by the entire existing committee, subject to the conditions laid down in 1(a) of Section-B.
- ii) In the following year (III) the elected representative E1 shall be replaced by freshly elected representative E3 (subject to the condition in 1(a) of Section-B.
- iii) In the following year, the nominated representative N1 shall be replaced by a freshly nominated representative N2.

This procedure will be repeated every year.

NOTE:

- 1 The election in the first year will be conducted by the Registrar
- 2 The mode of election will be the same as for the CCC/UUCC.
- 3 In subsequent years the election/nomination to the CPCC will be conducted by the Chairperson and Member Secretary of the CPCC
- 4 In subsequent years the election of the Chairperson and the Member Secretary will be from amongst all the members of the committee (including those co-opted from outside).

(d) THE APEX COMPLAINTS COMMITTEE (ACC)

Section A : The First Committee: (Year One)

1. Two teachers, two non-teaching staff, and three students will be elected respectively from an electoral college consisting of all the representatives from that category in all the CCC/UUCC/CPCC, subject to at least 50% women in each category.
2. The electoral college for each category shall consist of all the representative members who are elected/nominated to the CCC/UUCC/CPCC by the 31st of August. (This will not include the co-opted members).
3. Of the non-teaching staff, at least one each should be from the category of Group D.

4. Of the student representatives there should be at least one from each of the categories – Under Graduate, Post Graduate, and Researcher.
5. The process of election, conducted by the Chairperson of the WSDC (who is the Member Secretary of the ACC), should be completed by the 20th September.
6. Constitution of the Committee: The first meeting of the seven elected members and the VC's nominee from the Proctorial team should be called by the Member Secretary in the last week of September.

The nine members will nominate to the committee a woman teacher from the University who has demonstrated active concern on gender issues. In addition, they will prepare a panel of five persons (of whom at least three should be women) from outside the University, with known contribution to gender issues. From this panel the Vice-Chancellor should invite a woman to be the Chairperson of the Apex Committee, and one other person as a member of the committee. They should be nominated for a period of two years.

In addition, one person with known contribution to gender issues, shall be nominated to the Committee by the Vice Chancellor.

The entire process of Constitution of the ACC should be completed by the 15th of October each year.

Section B: Subsequent years

1. For teachers and non-teaching staff

- a) In the following year (II), the representative E1 who had polled the highest number of votes will continue and the other representative E2 will be replaced by a representative N1 nominated from the electoral college for that category by the entire existing committee subject to the conditions laid down in mode of election 2(d)(i) and 2(d)(ii) of Section-A.
- b) In the following year (III), the elected representative E1 will be replaced by an elected representatives E3 (subject to the conditions laid down in mode of election 2(d)(i) and 2(d)(ii) of Section-A.
- c) In the following year (IV), the nominated representative N1 will be replaced by a freshly nominated representative N2.

Thus elections will be held in alternate years, interspersed by nomination.

2. For Students

Elections will be held every year.

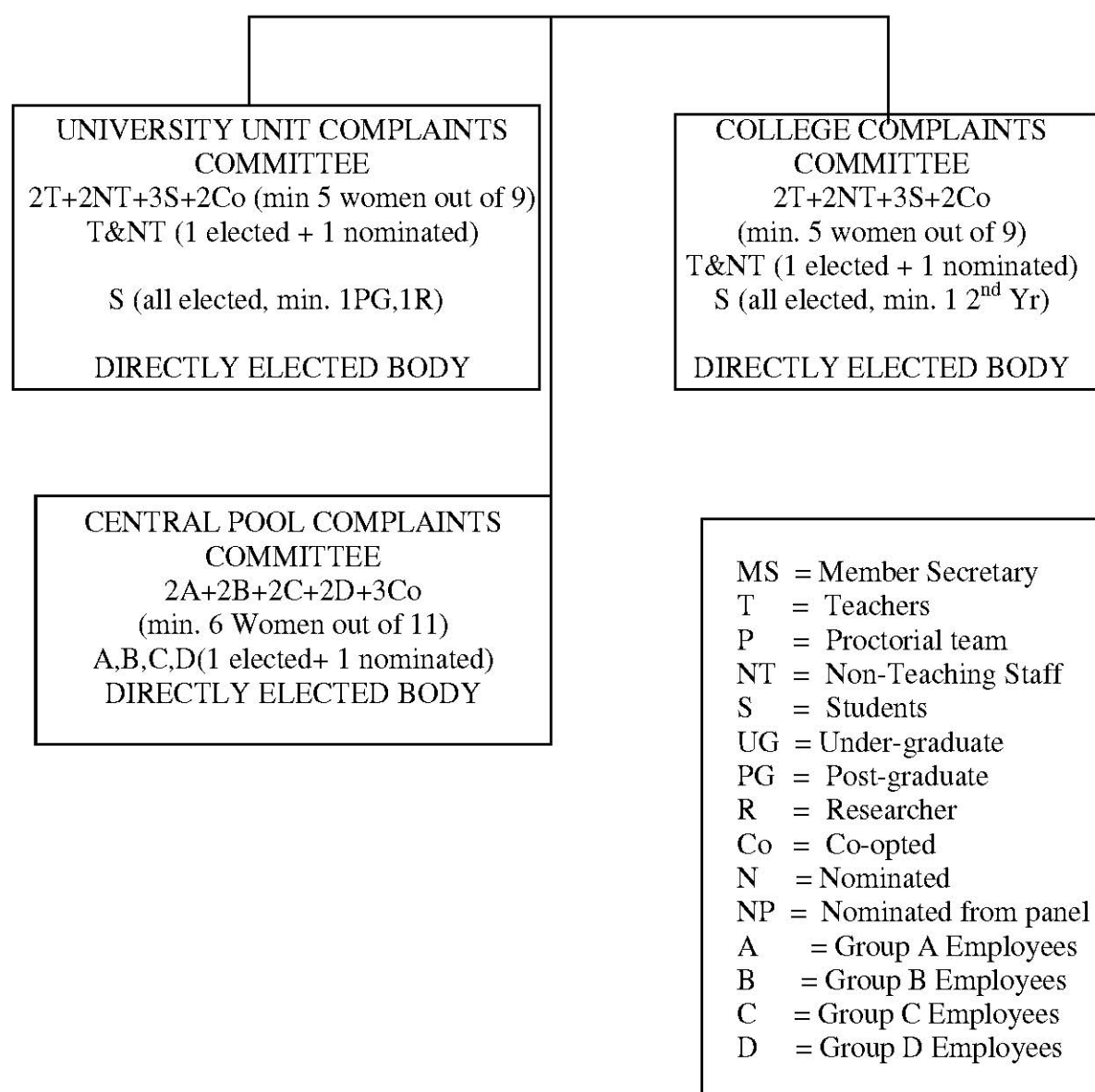
NOTE:

- 1 The membership of co-opted persons in CCC/UUCC/CPCC, can be renewed after every two years by mutual consent of the other committee members.
- 2 A casual vacancy in any category will, within ten days, be filled temporarily by nomination of a person from that category by the entire committee until a regular selection can be held. This arrangement should not ordinarily continue beyond a period of three months, but not beyond six months in any case.
- 3 No member of the Apex Committee should be simultaneously a member of CCC/UUCC/CPCC. The members elected/nominated from CCC/UUCC/CPCC to the ACC will cease to be members of the former. The vacancies so created in the CCC/UUCC/CPCC will be filled by nomination, of a person from the relevant category, by the entire existing committee until the position is filled by the regular method of selection in the next academic session.
- 4 If for an election to a CCC/UUCC/CPCC/ACC there are no candidates from a particular category then the existing committee shall nominate a person(s) from that category for that year.
- 5 If, in the case of membership to be decided on the basis of highest number of votes, both members had equal number of votes, or were elected unopposed, then the decision can be taken by drawing of lots in the Committee.
- 6 A member of the University, who has previously been convicted for sexual harassment shall not be eligible for membership of any of the complaints committees.
- 7 Only regular students of the University shall be eligible to stand for election, vote or be nominated to the committee although the current ex-students shall have the right to approach the committee in case of any complaint.
- 8 Only permanent employees (teachers or non-teaching staff) shall be eligible to stand for elections or to be nominated to the Committees, although temporary/adhoc or contractual employees shall have the right to vote.

General-As soon as the complaint is received, the same shall be sent to the committee within three days and the committee should initiate the process of inquiry within a week of the date of receipt of the complaint by the committee. The report of the Committee shall be placed before the Governing Body in the case of Colleges, or the Executive Council in all other cases.

STRUCTURE OF COMPLAINTS COMMITTEES/CENTRE

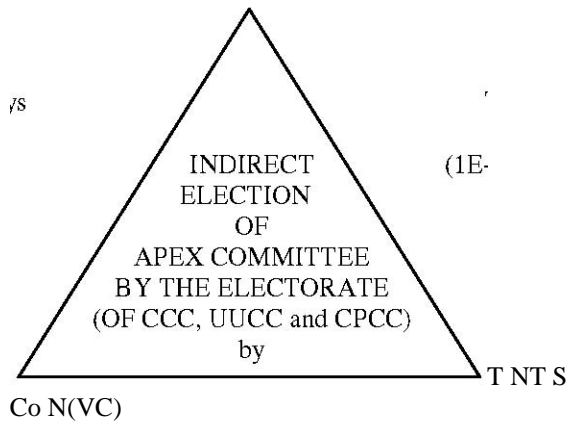
APEX COMPLAINTS COMMITTEE 1MS+1P+2T+2NT+3S+1Co+2NP(VC)+1N(VC) (min. 8 women out of 13) T&NT (1elected + 1 nominated), S(all elected, 1 UG, 1PG, 1R) INDIRECTLY ELECTED BODY



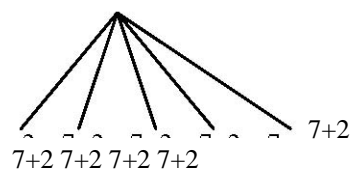
STRUCTURE OF COMPLAINTS COMMITTEE/CENTRE

- At least half APEX COMPLAINT COMMITTEE the Chairperson} of each committee shall be women be a woman INDIRECT (1E+1N) (1E+1N) (3E) (1) (2+1) ELECTION BY THE ELECTORATE {1 CCC, UCC and CPCC) by

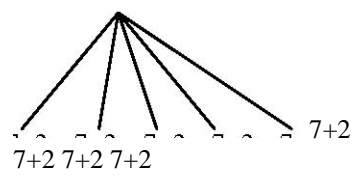
- Chairperson shall
- College Complaint



OF APEX COMMITTEE
UG, 1 PG, 1 RES} (OF
always
Committees University Unit
Complaint Committees



7+2



Women Central Pool Complaints Committee Teachers

8+3

W	-	N	-	Non-teaching
T	-	T	-	Teachers
S	-	S	-	Students
E	-	E	-	Elected
N	-	N	-	Nominated
Co	-	Co	-	Co-opted
R	-	R	-	Researcher
ES	-	ES	-	Researcher
P	-	P	-	Post-Graduate

POWER AND DUTIES OF ACC / UCC / CPCC/CCC

◁ Preventive

- 1 To create and ensure a safe environment that is free of sexual harassment.
- 2 To create an atmosphere promoting equality and gender justice.
- 3 To publicise the policy in Hindi and English widely, especially through prospectuses, notice boards etc.
- 4 To publicise in English and in Hindi the names and phone numbers of members of the committees.
- 5 To plan and carry out programmes for gender sensitisation with the assistance of the Gender Sensitising Committees and the WDCs (wherever they exist).

◁ Remedial

- 1 The mechanism for registering complaints should be safe, accessible and sensitive.
- 2 To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- 3 To recommend to the concerned authorities follow-up action and monitor the same.
- 4 To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- 5 To seek medical, police and legal intervention with the consent of the complainant.
- 6 To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

PROCEDURE TO BE FOLLOWED

Procedure for Registering Complaints

- 1 All complaints must be brought by the complainant in person. The exception for this will be in cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed.
- 2 If the complainant wishes s/he can be accompanied by a representative.
- 3 Employees not covered by UUCC, CCC and CPCC can approach the ACC directly.
- 4 The Vice-Chancellor can refer any complaint to any of the Committees including the Apex Committee.
- 5 A complainant can go directly to the Apex Committee. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such a case, it is open to the ACC to refer the complaint back to the appropriate CCC/UUCC/CPCC.

Enquiry Procedures

- 1 All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee.
- 2 All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working days must be given.
- 3 The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
- 4 After the report has been finalised, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her. (Revealing the identity either in exceptional cases such as stalking may put the complainant at greater risk or as a result of social prejudices the complainant may face additional adverse effects as a result of public circulation of the finished report.)
- 5 During an enquiry the quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category as well as, one of the two members co-opted from outside.
- 6 The UUCC/CCC/CPCC/ACC will, within ten days of the receipt of a complaint, establish

a prima facie case of sexual harassment on the basis of both the definition of sexual harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.

7 In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement) the complaint will be investigated in order to explore whether a prima facie case of sexual harassment exists and whether intervention or some other assistance is required.

8 In case a prima facie case is established the UUCC/CCC/CPCC/ACC shall set up an enquiry committee of 3-5 members, with at least one member of the complainant's category, as well as a member from outside the University.

9 The sub-committee must inform the accused in writing about the charges made against him/her and s/he should be given a period of five days from the date of receipt of the notification to respond to the charges.

10 During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.

11 The sub-committee must submit its report to the larger committee not later than 15 working days. The larger committee will discuss the report and make recommendations for punitive action if required.

12 The entire process of enquiry should be completed within one month.

13 The complainant or the accused may appeal to the Apex Committee if they are dissatisfied with the decision of the CCU/UUCC/CPCC.

NOTE:

1 A complainant has the right to go public if s/he so desires. Going public before giving in the complaint to the committee by the complainant should not prejudice the committee members. Once a complaint has been given to the committee, the complainant should preferably not go public till the enquiry is completed unless required.

2 Filing of a grievance/complaint shall not adversely affect the complainant's status/job, salary/promotion, grades etc.

3 The UUCC/CCC/CPCC/ACC should make efforts to ensure that the complainants and the witnesses are not further victimised or discriminated against while it is dealing with the complaint. The committee shall take action against anyone who intimidates the complainant or members of the committee, during or after the enquiry.

4 Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.

5 Each UUCC/CCC/CPCC/ACC should form a small crisis intervention group comprising a group of committee members who should be readily accessible. At least 75 percent of the crisis intervention group should be women. The telephone numbers of members should be widely publicised. The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help.

Redressal

1 UUCC/CCC/CPCC/ACC can ask the College/University to suspend the alleged harasser from an administrative post/classes if his/her presence is likely to interfere with the enquiry.

2 The victim of sexual harassment as per the Supreme Court judgment, will have the option to seek transfer of the perpetrator or their own transfer where applicable.

3 The Head of the institution upon receipt of the enquiry report, shall refer the same to the Governing Body/ Executive Council (EC) and institute disciplinary action on the basis of the recommendations of the Complaint Committee under relevant

service rules.

4. The disciplinary action will be commensurate with the nature of the violation.

A. In the case of University/College employees, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remarks in the Confidential Report
- v. Debarring from supervisory duties

- vi. Denial of membership of statutory bodies
- vii. Denial of re-employment
- viii. Stopping of increments/promotion
- ix. Reverting, demotion
- x. Suspension

- xi. Dismissal
- xii. Any other relevant mechanism.

B. In case of students, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Debarring entry into a hostel/ campus
- v. Suspension for a specific period of time

- vi. Withholding results
- vii. Debarring from exams
- viii. Debarring from contesting elections
- Debarring from holding posts such as member of Committee of Courses, membership of college union, etc.
- Expulsion
- Denial of admission

- Declaring the harasser as "persona non grata" for a stipulated period of time
- Any other relevant mechanism.

(NOTE: The reasons for the action have to be provided in writing. Action will be taken against person(s) who try to pressurise the complainant in any way).

C. In the case of third party harassment/outsider harassment, the University/College authorities shall initiate action by making a complaint with the appropriate authority.

1 Enhancement of disciplinary action, by the committee, could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence etc.

2 Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning, verbal apology, promise of good behaviour etc.

NON COLLEGIATE WOMEN'S EDUCATION BOARD

Admission Mrs. Anju Narain Admission Forms Mr. Chet Ram and Mr. Sanjay Ahuja Submission

Mark Sheets and Mr. Arjun Singh Mr. Chamel Singh Degree Certificate Identity Cards Mr. Chamel Singh

WORKING OF LIBRARY

N - Non-teaching

T

S - Students

E - Elected

N - Nominated

Co - Co-opted

R

ES - Researcher

P

G - Post-Graduate

U

Under-Graduate

G - te

Working hrs.

-

9:00 a.m to 5:30 p.m.