

Sai University, Chennai

Tamil Nadu-603105

Sai University Prevention, Prohibition and Redressal of Sexual Harassment Regulations, 2025

In adherence to the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 [hereinafter referred to as UGC Regulation] Sai University [hereinafter referred to as SaiU] shall have an independent regulatory framework titled Sai University Prevention, Prohibition and Redressal of Sexual Harassment Regulations, 2025 to ensure the objectives of the UGC Regulations.

Chapter 1

1.1. Short title, Commencement and Application

These Rules may be called Sai University Prevention, Prohibition and Redressal of Sexual Harassment Regulations, 2025 [hereinafter referred to as the Regulation].

The Regulation shall come into force from the date of issuance of this Notification.

The Regulation shall apply to SaiU and to all constituent institutes/ Schools/ Offices/ Departments/ Sections/ Workplaces and its campuses.

1.2. Definitions

Unless the context otherwise requires,

- a) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- b) 'Aggrieved Student' means, in relation to a campus, a student as defined in the Regulation who has any complaints in the matters concerned with sexual harassment as defined;
- c) 'Aggrieved Employee' means, in relation to a workplace, an employee as defined in the Regulation who has any complaints in the matters concerned with sexual harassment as defined;
- d) 'Aggrieved Individual' means, in relation to the University, a third party or visitor or outsider, who is not an employee or a student of the University, but a visitor to the University or any of its campuses in some other capacity or for some other purpose or reason;
- e) 'Aggrieved Woman' means, in relation to campus, a woman of any age, whether employed or not, and a student or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- f) 'Appellant' means the person who is making the appeal against the recommendations of the Internal Complaints Committee;
- g) 'Appointing Authority' means the authority having power vested in it by the competent authority to appoint a person as an employee in various categories;
- h) 'Commission' means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);

i) 'Campus' means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

j) 'Complainant' means the aggrieved individual making a complaint to the Internal Complaints Committee;

k) 'Complaint' means a written statement with facts and reasons (i.e. cause of the action) filed by the Complainant to the Internal Complaints Committee against the respondent;

l) 'Covered Individuals' are persons who have engaged in protected activity, such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity. Such a person can be an employee, a fellow student, or guardian of the offended person;

m) 'Employee' means a person as defined in the Act and also includes, trainee, apprentice (or called by any other name), interns, volunteers, teacher assistant, research assistant, whether employed or not, including those involved in field studies, projects, short visits and camps;

n) 'Executive Authority' means Vice Chancellor of the University in whom general administration of the University is vested;

o) 'Internal Complaints Committee' (ICC) means the Internal Complaints Committee constituted by the University;

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

q) 'Respondent' means the person against whom the complaint has been made.

r) 'School' means those units of the University which conduct academic programmes allied to the discipline/ faculty of the University or which undertake activities to support research/ extension activities/ entrepreneurship/ innovation/ administration of the University and are established with the approval of the Board of Management of the University.

s) 'Student' means a person duly admitted and on roll, pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in the University;

i. Provided that a student who is in the process of taking admission in the University, although not yet admitted, shall be treated, for the purposes of this Regulation, as a student of the University, where any incident of sexual harassment takes place against such a student, in the University:

ii. Provided that a person, who is not a student of the University, but is participating in any of the activities in the University, shall be treated as an aggrieved student or an aggrieved individual, as the case may be, for the purposes of this Regulation, where any incident of sexual harassment takes place against such a student within the University;

t) 'Sexual Harassment' means

i). An unwanted conduct with sexual undertones if it occurs, or which is persistent and demeans, humiliates or creates a hostile and intimidating environment, or is calculated to induce submission by actual or threatened adverse consequences, and includes any one or more, or all of the following unwelcome acts or behaviour (whether directly, or by implication), namely: -

- (a) Any unwelcome physical, verbal or nonverbal conduct of a sexual nature;
- (b) Demand or request for sexual favours;
- (c) Making sexually coloured remarks
- (d) Physical contact and advances; or
- (e) Showing pornography

ii) Any one (or more than one or all) of the following circumstances, if it occurs, or is present in relation to or connected with any behaviour, that has explicit or implicit sexual undertones.

- (a) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) Implied or explicit threat of detrimental treatment in the conduct of work;
- (c) Implied or explicit threat about the present or future status of the person concerned;
- (d) Creating an intimidating, offensive or hostile learning environment;
- (e) *Humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the person concerned;

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

v) 'University' means Sai University established by the Sai University Act, 2018 (Act No. 42 OF 2018).

w) 'Victimization' means any unfavourable treatment meted out to a person with an implicit or explicit to obtain sexual favour;

x) 'Workplace' means the Campus of the University, including

- i) Any school, department, organization, undertaking, establishment, enterprise, institution, office, branch, or unit which is established, owned, controlled, or wholly or substantially financed by funds provided directly or indirectly by the University;

- ii) Any sports institute, stadium, sports complex, or competition or games venue, whether residential or not, used for training, sports, or other activities relating to thereof in the University;
- iii) Any place visited by the employee or student arising out of or during the course of employment or study, including transportation provided by the Executive Authority for undertaking such journey for study;

Chapter 2

Internal Complaints Committee: Composition, Responsibilities, etc.

2.1. Internal Complaints Committee (ICC)

The University shall constitute Internal Complaints Committees (IC), to deal with the complaints/ cases of sexual harassment at its Campus.

2.2. The Composition of the Internal Complaints Committee

The ICC shall be composed of:

- i) Presiding Officer, shall be a female faculty member who is not below the rank of Professor (if employee of the rank of Professor is not available, then Associate Professor) nominated by the Vice Chancellor;
- ii) Two faculty members and two non-teaching employees preferably committed to the cause of women, or who have had experience in social work, or have legal knowledge, nominated by the Vice Chancellor;
- iv) Three students, if the matter involves student(s), enrolled at the undergraduate/ postgraduate level/ research level, nominated by the Vice Chancellor;
- iv) One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Vice Chancellor.
- v) Member Secretary: Head-Student Welfare/ One of the members of the Committee from amongst the non-teaching employees of the University shall act as Member Secretary of the ICC.

Provided that at least half of the total strength of the Committee shall be women.

Provided further that persons in senior administrative positions, such as Vice Chancellor, Pro Vice Chancellor, Rector, Registrar, Dean(s), Director(s), Heads of the Departments etc., shall not be members of the Internal Committee.

The term of office (tenure) of the members of ICC shall be for a period of three years. The tenure of the student members shall cease as and when they cease to be the student of University. The tenure of the faculty members and non-teaching employees shall cease as and when they cease to be employees of the University. The members appointed from amongst non-government organizations or associations shall be paid such fees or allowances for holding the proceedings of the ICC.

2.3. Removal of a Member from the Internal Complaints Committee

Any Member of the ICC, including the Presiding Officer, shall be removed from the ICC by the Appointing Authority, if they:

- i) Contravene the provisions of Section 16 of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013; or
- ii) Have been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against them; or
- iii) Have been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against them; or
- iv) Have so abused their position as to render their continuance in office prejudicial to the public interest.

Any vacancy, including casual vacancy created on account of any of the above reasons or any other reason including retirement, resignation, or completion of studentship, shall be filled in by a fresh nomination from the respective category for the remaining part of the tenure of the ICC, by the Vice Chancellor.

2.4. Responsibilities of the Internal Complaints Committee

The following shall be the responsibilities of the ICC:

- i) Provide assistance if an employee or a student chooses to file a complaint with the police;
- ii) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining Complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- iii) Protect the safety of the complainant by not divulging the person's identity, and providing mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint or also provide for the transfer of the respondent;
- iv) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;
- v) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity;
- vi) Act decisively against all gender-based violence perpetrated against employees and students of all sexes, recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment, humiliation, and exploitation.

2.5. Jurisdiction

The ICC has jurisdiction in complaints of sexual harassment filed by:

- i) The employees/ students belonging to the campus;
- ii) The aggrieved individual (third party/ visitor) who does not belong to the University but has come on the campus in some other capacity or for some other purpose or reason against Employees/ students belonging to the campus;

- iii) The aggrieved employee(s)/ student(s) belonging to the campus against a third party/ visitor who does not belong to the University but has come on the campus in some other capacity or for some other purpose or reason;
- iv) Any other case as may be directed by the University

In case both the complainant and the respondent are third parties who have come on the campus in some other capacity or for some other purpose or reason, and the complaint is received, then the complaint shall be transferred to the ICC of the Complainant.

Chapter 3

Inquiry by the ICC

3.1. Procedure for making Complaints to the ICC

- i) Any person (employee/student), who is aggrieved by the act(s) of sexual harassment shall make a complaint in writing against the person(s) concerned, to the ICC within three months from the date of the incident, and in case of series of incidents, within a period of three months from the date of the last incident. However, the ICC may extend the time limit for making a complaint not exceeding three months, with reasons recorded in writing, if it is satisfied that the circumstances were such that it prevented the person from filing a complaint within the said period.
- ii) The ICC can Suo-moto take cognizance of a complaint of sexual harassment, if such a complaint is published/reported by the aggrieved person on an electronic/ print medium. If doing so, the ICC shall call upon the Complainant to verify the contents of the complaint in writing before proceeding with the Inquiry.
- vi) The complaint shall be made under the signature of the Complainant to the Presiding Officer of the ICC.
- vii) In case of a complainant who cannot write, the Presiding Officer or any member of ICC shall render reasonable assistance to the person for making the complaint in writing.
- viii) In situations, when an aggrieved person is unable to make a complaint on account of physical or mental incapacity or death; friends, relatives, colleagues, co-students, psychologists, or any other associate of the victim, may file the complaint on behalf of the aggrieved person.

3.2. Procedure for ICC Inquiry

- i) The ICC shall, upon receipt of the complaint, issue notice to the respondent along with a copy of the complaint with a covering letter under the signature of the Member Secretary within a period of seven working days, from receipt of the complaint.
- ii) The ICC shall communicate on email or otherwise a proforma of non-disclosure statement to the complainant, respondent and witnesses (as and when the occasion arises), who will be deposing during the course of inquiry before the ICC including any other concerned/involved person as and when called for. It

is mandatory for the complainant and respondent to affix his/ her signature and submit the non-disclosure statements before the commencement of the Inquiry.

- iii) If the non-disclosure statement is not submitted by any of the parties, in such cases, the ICC shall at its discretion decide to proceed ex-parte or dispose the complaint for non-prosecution.
- iv) Upon receipt of the copy of the notice along with complaint, the Respondent shall file a reply to the complaint along with the list of documents, names and addresses of the witnesses, if any, within a period of ten working days.
- v) The Member Secretary on instructions of Presiding Officer shall convene a meeting of ICC within a period of seven working days after the receipt of Respondent's written reply.
- vi) After lodging the complaint with the ICC, it shall be mandatory for the complainant and respondent to comply with/ respond/ cooperate in providing all requisite information to the ICC for a just and fair adjudication of the complaint. If the parties fail to extend the required cooperation the committee shall at its own discretion may draw adverse inference against such party.
- vii) The ICC shall consider the Complaint and the Respondent's written reply.
- ix) The ICC may if necessary constitute a sub-committee consisting not more than three members, of whom at least two shall be women from amongst the members of the ICC for finding the facts or any other matter. It shall record statements, collect evidence and submit it to the ICC, in a sealed envelope within ten working days. The sub-committee shall make a spot visit if necessary, shall arrange for meetings, and shall give opportunity of being heard to the complainant(s) and respondent(s) and the persons involved and submit the final report to the chairperson of the ICC.
- x) The ICC may examine the witness/es, if required.
- x) The ICC shall allow inspection of all the documents to the complainant(s) and the respondents for their knowledge;
- xi) The respondent(s) shall have no right to cross examine the complainant(s) and witnesses.
- xii) Depending upon the nature of the Complaint, further also in the interest of justice, ICC may decide to hold a meeting on more than one occasion.
- xiii) The Member Secretary shall record summary of the proceeding for the meeting on all such occasions.
- xiv) If any of the parties fail to appear consecutively for three meetings, then after giving due notice, the ICC shall proceed to take appropriate decision in the matter including disposal of the complaint or proceeding ex-parte. Provided

that, the committee shall consider any application for leave of absence, in a liberal manner.

- xv) The committee shall take appropriate decision(s) after providing due opportunity of natural justice to all the concerned parties and consideration of all the statements, depositions, materials on record.
- xvi) The identity of the complainants, respondents and witnesses shall be protected in accordance with Regulations/Acts etc.
- xvii) The ICC shall complete the inquiry as expeditiously as possible and in not later than ninety working days from the date of receipt of the complaint.
- xviii) The inquiry report shall have details on evidences, depositions, statements, findings and recommendations; the ICC shall submit the report to the Vice Chancellor, who is the Executive Authority of the University, within a period of ten working days from the date of conclusion of inquiry, for further action;
- xix) The Registrar shall communicate the findings and recommendations of the ICC to both the parties to the complaint within a period of three working days.
- xx) Either of the parties can file appeal before the Executive Authority of the University within a period of thirty working days from the date of receipt of the recommendation(s);
- xxi) The Vice Chancellor shall act on the recommendation(s) of the internal committee after completion of thirty working days, unless an appeal against the findings is filed within that time by either party; Provided that in case of exigency, before expiry of thirty (30) working days or pending the final decision of appeal filed, if any, the Vice Chancellor, in the interest of justice, can pass appropriate interim order, taking into consideration, safety and security of the students and conducive environment on campus.
- xxii) In case either of the party appeals to the Vice Chancellor against the findings and recommendations of the ICC, the Vice Chancellor, by following prescribed due procedure, shall take appropriate decision;
- xxiii) If the Vice Chancellor decides not to act as per the recommendation(s) of the ICC, he/she shall record reasons in writing for the same and shall convey his/her decision to the ICC and both the parties to the proceedings;
- xiv) If the Vice Chancellor decides to act as per the recommendations of the ICC, then a show cause notice answerable within ten working days shall be served on the party against whom the action is decided to be taken. The Vice Chancellor shall proceed for action, only after considering the reply or hearing the aggrieved person.
- xv) The ICCs shall function as per the Regulations framed in this behalf, and the Registrar of the University shall conduct the official correspondence to UGC/MHRD/ AICTE/BCI/ any other statutory bodies and government agencies on behalf of the University;

Chapter 4

Conciliation and Interim Redressal

4.1. Conciliation

At any time prior to or during the enquiry process the Aggrieved (Complainant) may seek conciliation of the matter in which case the ICC may facilitate such resolution of the complaint by conciliation between the Parties, and on the basis of documented reconciliation signed by the Parties, all the enquiry proceedings of the ICC shall be dropped.

Provided that no such conciliation shall be encouraged in consideration to any monetary payment

Provided further that notwithstanding such conciliation, if the ICC is of the opinion that the conduct of the employee or the student (as respondent) as the case may be is a serious misconduct/act of indiscipline under the Code of Conduct and Ethics/Disciplinary Rules prescribed by the University it may recommend for appropriate punitive action under this Regulation, or the Vice Chancellor may *suo motu* take such action.

4.2. Interim Redressal

The University may:

- i) grant leave to the aggrieved person up to three months with all benefits as per the service conditions;
- ii) ensure that respondents are warned to keep distance from aggrieved, and wherever necessary, if there is a definite threat, restrain entry into the campus;
- iii) restrain the Respondent (faculty/member of the teaching staff) from evaluating/ assessing the work performance of all internal and external examination/ tests of the complainant (student), when the Complainant is a student and Respondent is faculty/ staff;
- iv) take strict measures to provide conducive environment of safety and protection to the Complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment;

Chapter 5

Punishments and Compensation

5.1. Punishment

- i) anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the University, if the respondent is an employee;
- ii) where the respondent is a student, depending upon the severity of the offence, the University may:
 - (a) withhold privileges of the student, such as access to library, hostel, auditorium, gymnasium, transportation, scholarship(s), allowances, identity card etc.;

- (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the School/ Institute/ Department including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and/ or performance of community services;
 - (e) forfeiture of academic award, granted earlier;
- (iii) the aggrieved person is entitled to the payment of compensation. The University shall issue direction for payment of the compensation recommended by the Internal Complaints Committee and accepted by the Vice Chancellor, which shall be recovered from the respondent. The compensation payable shall be determined on the basis of:
- (a) mental trauma, pain, suffering, distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

5.2. Compensation

The aggrieved person (complainant) may put his/ her claim of compensation from the respondent on any or all of the above grounds or any such other grounds, in the form of request to the ICC. The ICC shall study and examine the claim of compensation of the complainant and recommend just claim, agreed by both the parties, to be given to the complainant by the respondent to the Vice Chancellor for his/ her approval;

While recommending the claim, the ICC shall take into consideration the income and status of the respondent and the aggrieved person and the feasibility of such a payment either in lump sum or in instalment(s);

After the approval of the Vice Chancellor, the Presiding Officer of the ICC shall inform the aggrieved person (complainant) and the respondent, the decision of the Vice Chancellor and shall monitor the process of compensation;

5.3. Action against false and frivolous/ malicious complaints and misuse of provisions for prevention of Sexual harassment

- i) To ensure that the provisions for protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicized within all constituents/ departments of the University. If the ICC concludes that the allegations made were false, malicious or complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of service rules of the University, if the complainant happens to be an employee and if he/ she happens

to be a student, punishment shall be as per the provisions of the University Rules.

- ii) Malicious intent on the part of complainant shall not be established without an inquiry, in accordance with the procedure prescribed and conducted before any action is recommended. In case after the inquiry as mentioned hereinbefore, no malicious intent is proved or found, however, at the same time the aggrieved woman is not in a position to provide adequate proofs/evidence, in such case the ICC shall give the report to the Executive Authority for approval and after the approval, the complainant woman shall not be punished in any way.
- iii) The Vice Chancellor may accept/ partially accept/ reject the recommendations of the ICC and convey his/ her decision to the ICC.

Chapter-6

Appeals

7.1 Procedure for Appeals

- i) In case either of the parties prefers an appeal before the Vice Chancellor against the findings and recommendations of the Internal Committee, then the concerned party shall submit a written appeal under signature within a period of thirty working days from the date of receipt of the ICC report.
- ii) Acting on the appeal, the Vice Chancellor shall decide the date of the hearing of the appeal.
- iii) The Registrar shall send a notice of hearing to the appellant(s) within a period of seven working days.
- iv) The University shall arrange for inspection of documents, material, statements etc., if so desired by the Appellant, on the university campus.
- v) The Appellant may submit a written statement on or before the hearing of the appeal, if he/she desires.
- vi) The Appellant(s) does not have right to legal representation during the appeal.
- vii) The Vice Chancellor shall follow the principles of natural justice while dealing with the appeal. The Vice Chancellor may in appropriate cases seek assistance of an expert to arrive at a just and fair decision.
- viii) After hearing all the concerned parties and considering all the available materials on record, the Vice Chancellor shall take just and fair decision on the appeal.
- ix) The decision of the Vice Chancellor shall be final and binding on the Appellant.
- x) The Registrar, SaiU shall communicate decision of the appeal(s) to the Appellant within a period of seven working days and to the concerned officer of the University for necessary action.