



BABA FARID UNIVERSITY  
OF HEALTH SCIENCES  
Sadiq Road  
Faridkot-151203 (PB) INDIA  
Phone: 01639-256232,256236  
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*Signed by*

*19/3/14*  
*19/3/14*

No. 07-BFUHS/Exams./14/

*1592-1685*

Date:

*19/3/14*

To

All Principals,  
Affiliated with Baba Farid University of Health Sciences,  
Faridkot

It is hereby informed that Worthy Vice-Chancellor has formed a women grievance cell for the students and employees of constituted/affiliated colleges of the university and university employees with following members for the same.

1. Dr. Ravinder Kaur, Controller of Examinations - Chairperson
2. Dr. Seema Grover, Prof. (Obst & Gynae) - Member
3. Sh. R.P. Goyal, Law officer cum NGO - Member
4. Ms. Bhuvan Gautam, Supdt. (Gen) - Member
5. Ms. Manreet Kaur, P.R.O. - Member

Please find enclosed herewith the vishakha guidelines against sexual harassment at workplace. These guidelines must be put on the notice board for wide publicity along with the main guidelines formed by the University committee.

You are hereby also directed to install one complaint box at your institute for women grievances cell. Helpline Numbers given in the guidelines i.e. 01639-256232, 256236 must be displayed on the Notice Board.

Kindly find enclosed Performa send by UGC and you are directed to must fill the proforma and send it to undersigned for record immediately. On similar pattern of Vishakha guidelines committee at institute level must be formed and conveyed the same to the undersigned. This committee will work under women grievances cell of university.

Treat it as most urgent.

*Ravinder Kaur*  
Controller of Examinations

# **Baba Farid University of Health Sciences, Faridkot**

## **Guidelines for women Grievances cell**

In due honour of the Hon'ble Supreme Court of India and as per the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal,) Act 2013, The Baba Farid University of Health Science, Faridkot under the patronage of Vice Chancellor Dr. S.S.Gill has formed the committee having Dr. Ravinder Kaur Shukla as its Chair Person and following member.

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|---|-----------------|
| 1. Dr. Ravinder Kaur Shukla, Controller of Exams    | Chairperson (F) |
| 2. Dr. Seema Grover, Prof. (Obst & Gynae) GGSMC&H M | Member (F)      |
| 3. Sh. R.P. Goyal, Law Officer, Cum NGO             | Member (M)      |
| 4. Ms. Bhuvan Gautam, Supdt (Gen)                   | Member (F)      |
| 5. Ms. Manreet kaur, Public Relation Officer        | Member (F)      |
| 6. Concerned Principal of Complainant College       | Member          |

The objective of the University is to provide Protection against Sexual Harassment of Women at Work Place and in order to maintain fundamental Rights of Women to equality under Article 14 and 15 of the Constitution of India and her right to life and live with dignity and to maintain safe environment free from Sexual Harassment and Protection of the human rights as per the "Vishaka Guidelines".

Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

And in order to avoid any such the University has introduced helpline numbers for the female staff working in its offices and in all its constituents & affiliated colleges the numbers are 01639-256232, 256236, 256234(Fax). The employee is also at liberty to file a complaint for its redressal which will be decided in time bound period and the name of the complainant will be kept secret.

That after inquiry if the person is found to be guilty he will be subjected to the specific offences as per the Indian Penal Code or under any other law and will be subjected to the disciplinary action as per the service rules. The victim of sexual harassment shall have the option to seek transfer to seek transfer of the perpetrator or their own transfer.

*Ravindra*  
Controller of Examinations  
Cum Chairperson  
Women Grievances Cell  
Baba Farid University of Health sciences,  
Faridkot

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## Vishaka Guidelines

against

## Sexual Harassment at Workplace

**Guidelines and norms laid down by the Hon'ble Supreme Court in  
Vishaka and Others Vs. State of Rajasthan and Others(JT 1997 (7)  
SC 384)**

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**HAVING REGARD** to the definition of 'human rights' in Section 2 (d) of the Protection of Human Rights Act, 1993,

**TAKING NOTE** of the fact that the present civil and penal laws in India do not adequately provide for specific protection of women from sexual harassment in work places and that enactment of such legislation will take considerable time,

It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

### **Duty of the Employer or other responsible persons in work places and other institutions**

It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required.

### **Definition**

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- a) **Physical contact and advances;**
- b) **A demand or request for sexual favours;**
- c) **Sexually coloured remarks;**
- d) **Showing pornography;**
- e) **Any other unwelcome physical, verbal or non-verbal conduct of sexual nature**

### **Criminal Proceedings**

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

### **Disciplinary Action**

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

### **Complaint Mechanism**

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organisation for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.

### **Complaints Committee**

The complaint mechanism, referred to above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO<sup>4</sup> or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

### **Worker's Initiative**

Employees should be allowed to raise issues of sexual harassment at a workers' meeting and in other appropriate forum and it should be affirmatively discussed in Employer-Employee Meetings.

### **Awareness**

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

### **Third Party Harassment**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

**The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employers in Private Sector.**

**These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.**

Annexure 'A'

If your University/College has constituted such a committee. If not, please explain the reason.

If you have constituted a Committee, kindly submit an action taken report to this office on the following points at the earliest:

- a) What is the name of the Committee?
- b) When was it constituted? Month & Year \_\_\_\_\_
- c) Is the Committee legally constituted as per the Vishakha guidelines? Kindly give the designations of the Chairperson and Members of the Committee as also their sex.
- d) Have you framed a policy against Sexual Harassment? Yes/No.
- e) If yes, please attach a copy of the Policy against Sexual Harassment.
- f) If no, the reason for not having a written policy document.
- g) Please give details of the functioning of the Committee as follows:
  - i) No. of referrals so far: Self \_\_\_\_\_ Others \_\_\_\_\_
  - ii) No. of meetings held.
  - iii) No. disposed off and decisions taken.
  - iv) No. Pending & why are pending.
  - v) Describe the awareness campaigns held.
- h) Is the committee functioning through the administrative structure of the institution or independent of it? Describe.