

No: SUK-IBA/Rgr/264/24

Date 02 - 02 - 2024

NOTIFICATION

Consequent upon the approval of the Syndicate vide resolution# 18.31 in the 18th Meeting of Syndicate, Sukkur IBA University held on December 08-09 & 16, 2023, the Vice Chancellor, Sukkur IBA University has been pleased to approve the adoption of following HEC Policies at Sukkur IBA University:

- (i) "HEC Policy on Drug & Tobacco Abuse" at Sukkur IBA University
- (ii) "HEC Campus Security & Surveillance Policy 2020" at Sukkur IBA University
- (iii) "HEC Policy on Protection against Sexual Harassment in HEIs " at Sukkur IBA University

The copies of policies attached at Annexure - A



Azhar Ali Soomro
Registrar
Sukkur IBA University

Cc to:

1. ES to Vice Chancellor
2. PVC
3. All Deans/HoDs/Sectional Heads
4. All Directors
5. Internal Auditor
6. Director Finance
7. All Concerned



SUKKUR IBA UNIVERSITY

MERIT - QUALITY - EXCELLENCE

No: SUK-IBA/Rgr/1059/2023

Date 25-7-2023

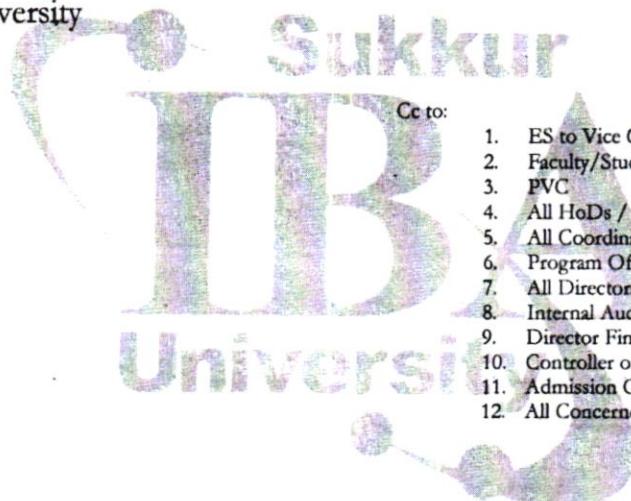
NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University and pending approval of the Syndicate of Sukkur IBA University the updated “HEC- Policy on Drug and Tobacco Abuse” is implemented at Sukkur IBA University (Main Campus/Sub Campuses) with immediate effect.

The Policy is attached at Annexure – A


REGISTRAR

Sukkur IBA University



Cc to:

1. ES to Vice Chancellor
2. Faculty/Students/Staff
3. PVC
4. All HoDs / Sectional Heads
5. All Coordinators
6. Program Office
7. All Directors
8. Internal Auditor
9. Director Finance
10. Controller of Examinations
11. Admission Office
12. All Concerned



HIGHER EDUCATION COMMISSION

**Policy on Drug and Tobacco Abuse in
Higher Education Institutions**

2021

Glossary of Terms and Abbreviations

ADTC	Anti-Drug And Tobacco Committee constituted under Section 3 of this policy
ANF	Anti-Narcotics Force
Drug(s)	This includes "narcotic drugs" as defined in the Control of Narcotics Substances Act, 1997 as well as "psychotropic substance" listed in the Schedule to the Act, pharmaceutical drugs, sedatives and tranquilizers described in The Drugs Act, 1976 if used without a prescription or authorization, and alcohol prohibited by The Prohibition (Enforcement of Hadd) Order (4 of 1979)
Drug Abuse	Possession, use or the sale or distribution of such drugs
Focal Person	The Focal Person appointed under Section 3 of this Policy
HEC	Higher Education Commission
HEI	Higher Education Institute
NGO	Non-governmental organization
Smoking	Smoking shall have the same meaning as it does under the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Smoke free	Smoke free shall mean the prohibition of smoking and other use of tobacco in accordance with the provisions of the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Anti-Tobacco Legislation	The 'Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002,' or any other anti-tobacco legislation in the HEI's jurisdiction, as applicable
Illicit Smoking	Smoking in any form for the consumption of drug and is considered as drug abuse.

1. AIMS AND OBJECTIVES

- 1.1. Drug abuse and smoking pose serious risks to human health and the social life of the community and have significant economic and environmental costs.
- 1.2. According to the United Nations Office of Drugs and Crime (UNODC)'s 2020 World Drug Report, in 2018, more than 35 million people suffered from the consequences of drug abuse. In fact, the number of drug users worldwide is on the rise with cannabis being the most commonly used drug.¹ Other commonly used drugs include alcohol, methamphetamine, heroin, amphetamine-type stimulus (ATS), cocaine, ecstasy, opium, poly drug (a combination of several drugs), pharmaceutical cocktails, tranquilizers and sedatives. Factors contributing towards drug abuse include easy access to drugs at low prices, rapidly changing social norms, existence and presence of drug dens and cartels, unemployment and economic distress, lack of awareness on drug abuse within the family and in educational institutions, mental health problems (such as anxiety, depression, anger, guilt, grief, low self-esteem, frustration, rejection etc.), curiosity/urge to experiment, influence of media portrayals, peer pressure, lack of support by parents, the family and the community. To address the problem, the Federal Government has passed various laws including the Control of Narcotics Substance Act, 1997 and the Drugs Act, 1976, which proscribes the possession and distribution of illicit drugs and alcohol with penalties for violations provided in the Code of Criminal Procedure up to and including capital punishment.
- 1.3. With respect to smoking, the World Health Organization documents that more than 8 million people die each year from tobacco use with 1.2 million of these deaths from passive smoking alone and many others facing tobacco-related health complications.² Accordingly, the Federal Government enacted the Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002) to limit smoking at public places of work or use and in public service vehicles (except in designated areas) and to outlaw tobacco storage, sale, or distribution in the vicinity of educational institutions. Individuals and institutions who violate the law may face the penalty set out in sections 11 (a) and (b) of the Ordinance.
- 1.4. Like all other institutions, universities have a legal responsibility to implement all relevant national laws and policies and should join hands with all stakeholders including psychologists and psychiatrists, social workers, NGOs, and others to address the problem of unlawful drug and tobacco abuse.
- 1.5. To ensure that HEIs contribute to the reduction of drug abuse and smoking, this policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002. It is binding on all HEIs in the country, whether operating in the public or private sectors. Violations or failures to comply with the HEC's policies may lead to regulatory action being taken against non-compliant HEIs. The policy supplements national and provincial legislation on drug and tobacco use including the Drugs Act, 1976, the Control of Narcotics Substances Act XXV, 1997, the Drug Regulatory Act, 2012, and the Prohibition of Smoking in Enclosed Places and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002)

¹ UNODC World Drug Report 2020, <https://www.unodc.org/unodc/press/releases/2020/June/media-advisory---global-launch-of-the-2020-world-drug-report.html>.

² Tobacco, Key facts, World Health Organization, <https://www.who.int/news-room/fact-sheets/detail/tobacco#:~:text=Tobacco%20kills%20more%20than%208,%2D%20and%20middle%2Dincome%20countries>.

2. SCOPE

- 2.1. This policy covers all public and private sector HEIs and is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of HEIs (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias & transport etc.)³

3. ANTI-DRUG & TOBACCO COMMITTEE AND FOCAL PERSONS FOR DRUG AND TOBACCO ABUSE

- 3.1. Anti-Drug & Tobacco Committee (ADTC): Each HEI shall constitute an "Anti-Drug & Tobacco Committee" comprising of five members duly notified by the Vice Chancellor/Rector of the HEI. Any sub-campus of the HEI shall also establish its own sub-committee constituted on a similar pattern to perform similar duties.
- 3.2. Composition of the ADTC: The committee shall be headed by the senior most committee member and include:
- a. Director Student Affairs or senior university officer / faculty designated as Chair of the accessibility committee.
 - b. two members from the faculty (one male and one female, both female in case of all women university)
 - c. at least one member from the student body as may be prescribed by the university
 - d. one representative of psychological wellbeing committee / university's medical center / planning & development department
 - e. one staff member deputed as secretary to the ADTC.

General Provisions for work of the ADTC:

- a. for the purpose of a meeting of the accessibility committee, three members shall constitute a quorum.
- b. in absence of the Chair, the senior most member shall act as Chair of the meeting.
- c. the Chair and the members shall hold office for the period of three years and shall in no case be eligible for re-appointment for more than one similar term.
- d. the Vice Chancellor shall appoint all members of the ADTC except the ex-officio members and the representative of the student body

- 3.3. Roles and Responsibilities of the ADTC: The committee will be responsible for ensuring a drug free and smoke free environment in the HEI and to take measures to safeguard the interests of the students in the following ways:
- i. by inquiring into, investigating and resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in the HEI;
 - ii. by inquiring into, investigating and resolving any matter regarding the violation of Anti-Tobacco Legislation at the HEI;
 - iii. by coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed;

³ Each university may develop its own regulations for application of the policy on campus residential areas.

- iv. by raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption;
 - v. by providing advice to HEIs regarding the implementation of this policy and relevant legislation; and
 - vi. by ensuring effective coordination with all relevant stakeholders inside and outside the HEI.
 - vii. maintain close liaison with hostel wardens for implementation of this policy and may relocate the reasonably suspected student for drug abuse or found addicted student.
 - viii. By taking any other appropriate measures including but not limited to testing of an accused from any authorized laboratory
- 3.4. **Focal Person for Drug and Tobacco Abuse:** The member of the ADTC who is from the HEI's administration shall be appointed a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption. The Focal Person will act as a liaison for the members of the HEI to the ADTC. If a student, staff, or faculty member feels that he or she needs medical and/or mental health assistance and counselling or would like to report Drug Abuse or smoking, the student, faculty or staff member may reach out to the Focal Person who will connect the individual to the services requested or refer the matter to the ADTC to begin an inquiry as the case may be.

4. EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE

- 4.1. HEIs must undertake efforts to prevent drug abuse, smoking and illicit smoking. This section lists actions that HEIs must take as facilitated by the ADTC and the Focal Person.
- 4.2. **Awareness raising against drug abuse and tobacco consumption:**
 - i. Drug abuse: Possession, use, distribution and sale of drugs is prohibited in Pakistan. Each HEI must ensure that students, staff and faculty are aware of the legal and disciplinary penalties for drug possession, distribution and sale.
 - ii. Smoking: HEIs must display labels in accordance with the prohibition of smoking under Anti-Tobacco Legislation. Additionally, all students should be made aware of the adverse effects of smoking on health.
- 4.3. **Awareness raising strategies:** In order to create and promote awareness and to educate people about the negative effects of drug and tobacco use and its prohibition, HEIs, through the ADTC, shall take the following measures:-
 - i. All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session, arranged by the HEI. The session shall make them aware of this policy and the hazards of drug abuse and smoking.
 - ii. An undertaking in the form set forth in Annex-A&B shall be signed by all existing and newly recruited/admitted faculty, staff members, and students, and shall be submitted to the relevant office of the university.
 - iii. The HEI shall distribute drug and tobacco awareness material through student handbooks and pamphlets, including in the admissions materials (for awareness of both parents and students), incorporating details about the HEC policy (as well as its web link). This may

include graphical images/pictorial illustrations of the adverse health effects of drug and tobacco consumption.

- iv. The relevant warnings under this policy as well provisions related to punishments for violations shall be displayed on the notice board of each department in the HEIs.
- v. Awareness raising campaigns throughout the academic year including seminars, walks, workshops, and lectures shall be arranged in collaboration with ANF, NGOs, and professionals from reputable rehabilitation centers. Events may be organized if the HEI is in session in connection with the 'International Drug Abuse Day' (June 26th) and 'World No Tobacco Day' (May 31st).
- vi. To create awareness against drugs abuse and smoking and strengthen prevention interventions, HEC in collaboration with national and international entities will develop and offer self-paced E-Course through National Academy of Higher Education that will be mandatory for all students (before completion of the degree), faculty and administrative staff during one year of launch of this policy.
- vii. Any other programs the ADTC may determine appropriate from time to time.

4.4. Activities and programs: Students must be encouraged to participate in a diverse array of programs as healthy engagements that may prevent any inclination toward smoking or Drug Abuse. These include (but are not limited to):

- i. extra and co-curricular activities on campus such as theater, dramatics etc.
- ii. community service including plantation, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes (the HEI may require community engagement & service hours at the undergraduate level);
- iii. fitness, exercise, sports and athletic activities;
- iv. Students, faculty and administrative staff of the university who have volunteered and worked extraordinarily for implementation of this policy shall be publicly acknowledged and conferred upon the certificate of appreciation on 'International Drug Abuse Day' (June 26th) and/or 'World No Tobacco Day' (May 31st) annually;
- v. hosting and monitoring of recreational events by HEIs to provide an avenue to bring together students without drug and tobacco use; and
- vi. any other program the ADTC may determine from time to time.

4.5. Engaging student clubs, organizations and societies and collaboration with other organizations: Student societies can additionally be engaged by the HEI in awareness raising activities. HEIs can collaborate with various governmental/non-governmental organizations, effectively working for the cause to eradicate drug abuse and discourage tobacco consumption. Through these liaisons, the students can also be provided with an opportunity to volunteer and facilitate ADTC's workings.

5. SUPPORT FOR MEMBERS OF HEIs DEALING WITH DRUG AND/OR TOBACCO ADDICTION/DEPENDENCE

- 5.1. HEIs should ensure that students, faculty, and staff facing drug and/or tobacco addiction/dependence are provided with adequate support. This section lists some of the support HEIs must provide. HEIs are encouraged to provide additional support as they choose.
- 5.2. On campus counsellor/psychologist/psychiatrist: A counsellor, psychologist, or psychiatrist available at the HEI shall help students, staff and faculty members by guiding them through any problems or issues such as peer pressure and demotivation which often lead to drug and tobacco consumption. Any student suffering from any mental health issues, such as anxiety, depression, or post-traumatic stress disorder may also seek assistance of the trained professional. If the student requires further assistance, the counsellor/psychologist/psychiatrist may refer the student to rehabilitative services. For this purpose, the HEI shall maintain a list of such services.
- 5.3. Coordination with Parents: In case a student's parents have been notified pursuant to the provisions of Section 7.2 or Section 7.3 of this policy, the HEI shall endeavor to coordinate with the parents of such students for purposes of helping the students with rehabilitation and facilitating their return to their studies in case of any gap.
- 5.4. Helpline: All HEIs shall establish a helpline that students, faculty and staff can call whenever they face a mental health issue or a situation in which they may have been tempted to use drugs or tobacco. This helpline will be staffed by a trained counsellor and a team of trained volunteers. Volunteers may include student, faculty, or staff. The helpline may refer students to the on-campus counsellor/psychologist/psychiatrist, rehabilitative services, the ADTC or the relevant Focal Person.
- 5.5. De-stigmatization of the affected students and university members: Because students, faculty and staff using drugs may need significant medical and psychological assistance, all those who seek support for drug or tobacco dependence and addiction from the Focal Persons, counsellors/psychologists/psychiatrists and the helpline will receive counselling on a confidential basis. Provided that, in the event that a student requires medical attention for drug use the HEI shall promptly inform the student's parents of the matter and coordinate with them to assure the best care for the student.

6. COMPLAINT PROCEDURE

- 6.1. Regular inspection/monitoring: Campus security shall undertake frequent and random visits to the cafeterias, canteens, tuck shops, and other such places susceptible to the sale, usage and distribution of drugs/tobacco and stop any suspicious and illicit activity occurring in contravention of this policy and relevant legislation.
- 6.2. Training programs: Staff and faculty may receive training aimed at understanding behavior indicative of drug abuse so that they may refer such matters to the Focal Person in order to protect the health of the students.
- 6.3. Complaint: Any person associated with the HEI including (but not limited to) the student, faculty member, non-teaching staff, administrative staff, or a visitor may submit a complaint in writing to the Vice Chancellor, stating that any person has engaged in drug abuse, illicit smoking, or the unlawful sale or distribution of drugs/tobacco at the HEI. The identity of the whistle blower/complainant shall be kept

confidential. The Vice Chancellor will forward the complaint to the committee without revealing the identity of the whistle blower. The Focal Person shall maintain a proper record of all complaints.

- 6.4. **Initial Scrutiny:** Each complaint shall be assessed based on shared information. Complaints substantive in nature and associated with sufficient supporting documents/evidence shall be considered for further investigation by the ADTC.
- 6.5. **Investigation:** The ADTC shall investigate all non-frivolous complaints before making its decision through the following process:
 - i. Initiation of an inquiry.
 - ii. The body of facts or information (evidence) that the ADTC uses could be:
 - Eye witness evidence
 - Physical evidence – individual found in possession of any illegal substance, individual found intoxicated (proven by a drug test) or individual caught distributing any illegal drugs or tobacco on campus
 - Video recording of the security cameras
 - iii. A personal hearing/s with the accused prior to any checking.
 - iv. Random testing/checking of possessions/individuals by campus security on the recommendation of a committee member.
- 6.6. **Decision:** All complaints shall be decided by the ADTC within one month of their receipt and the ADTC's recommendation shall be communicated to the concerned in writing. The HEI may assign penalties as detailed in section 7 of this policy.
- 6.7. **Appeal:** An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision to the Vice Chancellor / Rector, who shall review the recommendations of the ADTC and uphold, minimize, or revert the decision made by the committee within seven working days. The decision taken by the Vice Chancellor / Rector shall be final.
- 6.8. **False Complaint:** In the event that the ADTC determines that a false allegation was made in the complaint with mala fide intent, it may send its findings to the Vice Chancellor / Rector and recommend the Vice Chancellor / Rector take disciplinary action against the complainant.

7. PENALTIES

- 7.1. To discourage drug abuse and smoking, the HEI may impose the penalties detailed below.
- 7.2. **Drug Abuse:** For drug-related violations, the HEI may, on recommendation by the ADTC, take disciplinary action against students, staff, faculty, and visitors in the following way:
 - i. For first time offenders in case of minor infractions, the ADTC may refer the offender to the in-house counsellor/psychologist/psychiatrist to undergo medical and mental health treatment. This referral must be in writing and require the completion of the counselling or rehabilitative program within a set period.

- ii. In the event of a significant violation and/or repeated violations of this policy, the ADTC may recommend that the HEI issue a warning and ultimately suspend or expel the offender (and in case of students, notify the student's parents). Further, the HEI would have to comply with any reporting requirements under any applicable law.
 - iii. If a student, faculty, or staff member is involved in the distribution or sale of illicit drugs, the HEI shall report the violation to the appropriate authorities including law enforcement agencies.
 - iv. In the event a visitor is found on the premises engaging in any drug-related offense, campus security shall immediately report the violation to the appropriate authorities including law enforcement agencies.
- 7.3. **Smoking:** For smoking-related violations, the HEI may, on recommendation by the ADTC, impose the following penalties:
 - i. For a first violation, the ADTC may recommend the HEI issue a warning letter and a notice of displeasure;
 - ii. For a second violation, the ADTC may recommend suspension of the student for one week or more from the premises of the HEI with parental notification for students and disciplinary action for faculty and staff as per the HEI's regulations;
 - iii. For a third violation or more, the ADTC may recommend a longer suspension depending on the severity of the violation and further disciplinary action for faculty and staff as per HEI's regulations;
 - iv. In case any visitor is found smoking in the HEI's premises, the visitor shall be fined Rs. 1,000 by the HEI, and any further necessary action shall be taken in accordance with the Anti-Tobacco Legislation.
 - v. In case of any unlawful sale or distribution of tobacco on the premises of the HEI, the violator shall be fined Rs. 5,000 by the HEI and shall be reported to the appropriate authorities including law enforcement agencies.

8. ENFORCEMENT OF THIS POLICY

- 8.1. **Survey/ Feedback mechanism:** An annual survey shall be conducted, asking students and staff members to respond to an anonymous close ended questionnaire related to matters covered under this policy. In case the student body is large, survey shall be conducted through random sampling. The office of the Focal Person shall analyze the findings and present them to the ADTC for review and comment.
- 8.2. **Compliance reports:** HEIs must submit annual compliance reports along with survey reports by December 31st of each year to the HEC in a format prescribed by the HEC from time to time.
- 8.3. **Implementation of this policy:** Each HEI shall establish the standing ADTC and designate the Focal Person in accordance with the provisions of the policy no later than October 31, 2021 and submit a statement

of compliance with this provision to the HEC by the aforementioned date (including the names and designations of the appointed members). Further, HEIs that do not currently have an on-campus counsellor/psychologist/psychiatrist, or a helpline must make arrangements in this regard by December 01, 2021 (and submit a statement of compliance to the HEC by the aforementioned timeline).

8.4 HEC may assign weightage to the HEIs compliance with this policy in the recurrent grant formula, the ranking criteria and the Institutional Performance Evaluation (IPE)

UNDERTAKING

Roll number/ Registration Number	
Program Title	
Name	
CNIC/CRC Number	
Contact Number	
Father/ Guardian's Name	
Father/ Guardian's Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Existing Medical Problem or Mental-Health Issues	
Taking any Medicine on a Regular Basis (if yes, please give details)	

I _____ son/daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the HEI. The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug / tobacco related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Signature of Father/ Guardian (for students)

Dated:

Dated:

Note: Please submit this undertaking form at the concerned office after joining the HEI. For current members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

UNDERTAKING FOR FACULTY AND STAFF

Name	
Designation	
Department	
CNIC/CRC Number	
Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Medical Problem or Mental-Health Issues	
Taking any Medicine on a Regular Basis (if yes, please give details)	

I _____ son/daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the HEI. The HEI is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Dated:

Note: Please submit this undertaking form at the concerned office after joining the HEI. For current members of the HEI, please submit in accordance with the timelines prescribed by the HEI.



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MERIT - QUALITY - EXCELLENCE

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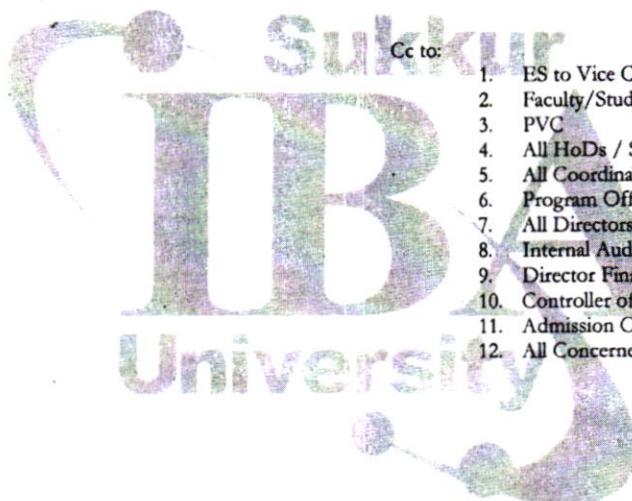
Date 2-8-2023

NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University and pending approval of the Syndicate of Sukkur IBA University the updated "HEC – Campus Security and Surveillance Policy 2020" is implemented at Sukkur IBA University (Main Campus/Sub Campuses) with immediate effect.

The Policy is attached at Annexure – A


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CAMPUS SECURITY AND SURVEILLANCE POLICY

I. GENERAL POLICY

The purpose of this policy is to regulate the installation, placement and use of security cameras under Safe campus project to monitor and record public areas for safety and security. This policy applies to the use of security cameras for monitoring and recording and therefore applies to the premises of University and to all members of this community, including faculty, staff, students, visitors, vendors and contractors. In general, cameras are intended to serve two main purposes for the university's community:

Monitoring of Personal Safety – To capture video, in the event an individual is the subject of harm or crime, that provides information or evidence of what occurred and who is responsible, and thereby deter crimes or harmful conduct toward individuals.

Monitoring of Property Protection – To capture video, in the case of lost, stolen or damaged property, that provides information or evidence of what occurred and who is responsible, and thereby deter property crimes or violations.

II. DEFINITIONS

Security Cameras – a device used to transmit a signal containing images that can be viewed remotely by authorized ---- University personnel;

Security Camera Monitoring – the viewing of security camera images in real-time by authorized Rice University personnel.

Security Camera Recording – the digital, analog or other electronic storage of security camera images.

Operators – those authorized to view live or “real-time” security camera video feeds.

Security Systems Manager – the Sergeant in charge of Command and Control Center (CCC Room) who is most directly responsible for maintaining university's security camera operation in compliance with this policy.

III. ELABORATION OF POLICY

A. RESTRICTIONS

The use of security cameras, monitoring of cameras, or recording must conform to applicable University Policies, and applicable federal/ provincial and state laws. Such cameras may not be used where audio and video recordings are prohibited. Further, security cameras shall not be used in areas where there are legitimate personal privacy concerns. Examples of such areas at University generally include, but are not limited to;

- The interior of residential/dormitory rooms
- Restrooms
- Locker Rooms, shower areas, or other areas where persons change clothes

- Private Offices
- Any space used to provide physical, medical or psychological care

An exception may be made for legitimate investigations, with approval from the Office of General Counsel and consistent with state and federal law.

B. PRINCIPLES

HEC is committed to enhancing the quality of life of the every campus community by integrating the use of technology into its safety and security program. A key component is to utilize electronic security cameras and their recordings.

To maintain personal privacy in accordance with University values and applicable laws, this policy establishes procedures and regulates the use of cameras that observe public or common areas.

1. HEC's contractor will conduct a survey and will share TSR (Technical Survey Report) regarding placement of Cameras. However, the decision of whether to deploy security cameras and the specific placement of those cameras falls under the authority of university's Security Manager or designated POC (Point of Contact) of University to HEC. These decisions will be based on risk assessments, safety concerns, vulnerabilities and historical acts of criminal behavior.
2. Video cameras recordings can only be accessed by in charge of Command and Control Center neither HEC nor any other person from University is allowed to access these video cameras recordings.
3. Video cameras (and their recorded images) by will not be used to monitor the conduct of faculty, staff, students, vendors, contractors or other visitors except as part of a legitimate investigation pertaining to conduct violating the law or University policy (usually resulting from a written complaint or report). While real-time viewing is not the typical use for security cameras, this policy does not prohibit (nor does it imply or promise) real-time viewing.
4. The live or "real-time" monitoring of security cameras will be limited. University's Chief Security officer or State security agencies/ police will be permitted to view live video when necessary and will be conducted only by trained, authorized personnel and at all times will be consistent with this policy and applicable law. Violations of this policy or applicable law may result in disciplinary action by the University (up to and including termination of employment) or prosecution.

C. ROLES AND RESPONSIBILITIES

1. University is responsible for the implementation of this policy and is authorized to oversee and coordinate the use of all University security cameras, including installation and monitoring.
2. Recordings will reside on a secure Informational Technology server and are not considered to be law enforcement records until a copy is obtained by authorized university's security in charge from the secured server and placed into an incident report, investigative file or other University documentation. HEC will not be responsible any loss and misuse of recordings.

3. The University's Chief Security officer is primarily responsible for departmental compliance with this policy and will review requests for release of video recordings. No release will occur without consultation with the Vice Chancellor/ Rector and University legal counsel. The Chief Security officer will review and determine camera locations to ensure that each fixed location camera conforms to this policy and will be responsible for compiling the master list of camera placements at University under Safe campus project. Included with the list of camera locations will be a general description of the technology deployed and the capabilities of the cameras. The location of temporary cameras that are to be used for special events or investigations will be reviewed by the Chief Security officer to ensure compliance with this policy and must be approved before deployment.
4. If concerns arise regarding camera placement, written requests can be made to the Chief Security officer to forgo the installation of a proposed camera or for the removal of an existing camera. The Chief Security officer will determine the appropriateness of an installation or removal after weighing the concern of the person(s) making the request and the safety and security of the community.
5. In consultation with the University's higher authority, the Chief Security officer will review any complaints regarding camera locations and determine whether the policy is being followed. The Chief of Police will decide the merits of any complaint while weighing the potential benefits in community safety against any impact on privacy and other issues raised in the complaint.
6. The Chief Security officer will review all requests received by the university to release recordings made under this policy. No release of recordings shall occur without authorization as required by law or in accordance with official requests for digital recordings directly related to a criminal investigation, arrest, prosecution, subpoena or applicable law. Absent other legal requirements, the Chief Security officer will approve release of recordings only for legitimate purposes, such as to protect the University and its members from harm or for purposes of legal defense.
7. The in charge CCC Room will audit camera operations, including the recording storage, on a regular basis and should recommend any procedural changes needed to ensure standards and operations conform to this policy.

D. PROCEDURES

HEC will maintain written procedures on the installation and use of security cameras. These procedures are provided as Appendix 1 of this policy, and may be updated by HEC

E. REQUEST FOR SECURITY CAMERAS/INSTALLATION

1. All requests to install new or additional security cameras must be made Vice Chancellor/Rector to HEC and must include the following:

Proposed Location Purpose

Name and position of departmental point of contact

2. HEC shall review all requests to ensure compliance with the policy and to provide subject matter expertise to the department regarding camera placement, fields of view and to coordinate installation and training.
3. HEC shall be responsible for the coordination and installation of security camera systems finalized by university POC and shall monitor only Up/down status of these cameras along with accessories from HEC Central NOC by working with University's IT team and Security departments.
4. Any security cameras Purchased, contract, install or attempt to install security cameras or recording equipment other than HEC Safe campus will independent of this policy.
5. Display clear caution at locations where cameras are installed for information of the public that they are being observed.

IV. CROSS REFERENCES TO RELATED POLICIES

Policy 805, Environmental Health and Occupational Safety Program

Policy 815, Equal Opportunity/Non-Discrimination/Affirmative Action Policy

V. RESPONSIBLE OFFICIAL AND KEY OFFICES

Responsible officers

In-charge of Command and Control Center
POC to HEC

Other Key Offices:

Chief Security Officer
Vice Chancellor
Rector/ Pro-Rector

Appendix. Additional NOC Procedures

(Version 1.1)

1. Any University personnel with access to view or retrieve camera recordings are subject to this policy and are required to acknowledge their understanding and compliance with this policy prior to being granted access to security camera systems
2. All information acquired from the use of security cameras (either viewed in real-time or recorded) is considered confidential. Any dissemination of observations or other information other than for official purposes is prohibited.
3. University is responsible for oversight, enforcement and quality assurance of all security cameras covered by this policy and shall randomly review camera recordings to ensure compliance with this policy
4. HEC on request of University will limit camera positions, fields of view and capabilities such as "zooming" so as to conform to policy.
5. Individual departments with approved security cameras in their workspaces shall be granted access to view camera feeds, but not retrieve stored recordings except through request procedures outlined in this policy. If post-incident investigation is required, departments should contact the Chief Security officer and complete an official report.
6. In situations where application of this policy is not clear, the Chief Security officer will maintain the status quo of the recordings at issue but seek clarification from University higher authorities or HEC.
7. No attempt shall be made to alter any part of camera recordings. In-charge of Command and Control Center will configure security camera recording systems to reasonably prevent operators from tampering with, duplicating, reproducing or disseminating in an unauthorized manner any recorded information.
8. Recordings will be maintained on a secure server. In most cases, recordings will be stored for a period of no less than 07 days and no more than 15 days, depending on configuration settings in the recording device. Once the storage of an archival device reaches capacity, stored images may become overwritten and unavailable. An exception to this procedure is a recording retained as part of a criminal investigation or judicial or administrative proceeding (criminal, civil or internal), preservation of evidence or other bona fide use as approved by the Chief Security officer. Images saved for such purposes may be recorded to another storage device in accordance with applicable evidentiary procedures.
9. All Operators will be trained in the technical and policy parameters of appropriate camera use.
10. Operators will receive and review a copy of this policy with the RUPP Security Systems Manager and must provide written acknowledgment that they have read and understood its content.
11. Operators will receive training on site after the installation of Safe campus project.

12. Operators will not alter or augment camera angles to view private or excluded areas identified within this policy, including residential spaces or windows to such spaces.
- a. Operators will not monitor individuals based on general characteristics of race, gender, ethnicity, sexual orientation, disability or other protected class covered by University non-discrimination policies. Operators in control of cameras shall only monitor suspicious behavior or search for suspects or particular individuals, without regard to irrelevant individual characteristics.
 - b. Mobile or portable video equipment may be used in criminal investigations if approved by the Chief Security officer. This equipment may also be used in non-criminal investigations or during events but only for a limited duration, when there is significant risk to public safety or security, and with approval of the Chief.
 - c. Security cameras may be viewed live or in real-time by authorized and trained operators, though such monitoring is expected to be very limited. In each case, the monitoring of cameras shall be consistent with this policy.
 - d. Secondary recording of live video feeds, such as through the use of a mobile phone or other video camera, is strictly prohibited.
 - e. The policy will be reviewed periodically in light of the feedback received from the universities, faculty, students, etc., and revised as may be necessary.

VI. UNDERTAKING

On behalf of University ----- it is acknowledged that the above policies, procedures, codes, and instructions have been read, understood, circulated and will be abide

Name: _____
(Vice Chancellor/ Rector/ Chief Security officer)

Date: _____

Signature/ Stamp: _____

Sukkur IBA University Campus Security and Surveillance Policy

1. Introduction

Sukkur IBA University is committed to providing a safe and secure environment for all its students, faculty, staff, and visitors. The implementation of a comprehensive security and surveillance policy is crucial to maintaining the safety and well-being of the university community. This policy outlines the guidelines and procedures for the use of surveillance cameras on the campus and related security matters. This policy is inline with Higher Education Commission's (HEC) policy "Campus Security and Surveillance Policy". All the aspects mentioned in the HEC policy shall form an integral part of this policy document.

2. Purpose

The purpose of this policy is to:

- a) Deter criminal activities and misconduct on the campus.
- b) Enhance the safety and security of individuals and property.
- c) Assist in the investigation of incidents and identification of perpetrators.
- d) Support law enforcement and emergency response efforts.

3. Scope

This policy applies to all areas within the Sukkur IBA University campus and its sub-campuses where surveillance cameras are installed. It encompasses all individuals accessing the campus, including students, faculty, staff, contractors, visitors, and any other stakeholders.

4. Use of Surveillance Cameras

- a) Camera Placement and Coverage: Surveillance cameras will be strategically placed in public areas, including but not limited to entrances, exits, parking lots, hallways, common areas, and other locations where security concerns exist.
- b) Camera Types: The University will use a mix of fixed and pan-tilt-zoom (PTZ) cameras as deemed appropriate by the Campus Security Department.
- c) Privacy Considerations: Surveillance cameras will not be installed in private areas, such as restrooms, changing rooms, and residential spaces. The university will respect individuals' privacy rights and comply with applicable privacy laws and regulations.
- d) Access Control: Access to surveillance camera footage will be limited to authorized personnel within the Campus Security Department and other designated officials responsible for security and law enforcement.
- e) Data Storage and Retention: Surveillance camera footage will be stored securely, and retention periods will comply with relevant laws and regulations. Retained footage may be used as evidence in investigations or legal proceedings if required.
- f) Monitoring and Review: Surveillance camera feeds may be monitored in real-time by authorized personnel for security purposes. Periodic reviews of camera effectiveness and coverage will be conducted to ensure optimal functionality.
- g) Public Notice: Signs will be posted at various campus entrances and other appropriate locations to inform individuals that surveillance cameras are in operation.

5. Responsible Use and Data Protection

- a) Training and Awareness: All personnel involved in the management and operation of surveillance cameras will receive appropriate training on the responsible use of such systems and the protection of captured data.
- b) Data Security: Access to surveillance camera footage will be password-protected and limited to authorized personnel only. Data will be stored on secure servers, and measures will be in place to prevent unauthorized access, tampering, or disclosure.
- c) Data Sharing: Surveillance camera footage will only be shared with external parties, such as law enforcement, as permitted or required by law or when necessary for the investigation of criminal activities. In addition to this, the footage can also be shared with university's disciplinary committee on the request of committee's chair. Sharing of footage without approval of Vice Chancellor, to any individual is strictly prohibited to maintain the privacy of Sukkur IBA University community.

6. Reporting Misuse or Abuse

Any suspected misuse or abuse of surveillance cameras or the captured footage should be reported immediately to the Campus Security Department. Reports can be made anonymously if preferred.

7. Compliance and Review

- a) This policy will be reviewed periodically to ensure it remains up-to-date and compliant with relevant laws and regulations.
- b) Any proposed changes to this policy will be subject to appropriate review and approval processes.

8. Conclusion

Sukkur IBA University acknowledges the importance of surveillance cameras in enhancing campus security and safety. This policy aims to strike a balance between maintaining a secure environment and respecting individuals' privacy rights. By adhering to this policy, the university reaffirms its commitment to providing a safe and conducive learning and working environment for all members of the university community.



SUKKUR IBA UNIVERSITY

MERIT - QUALITY - EXCELLENCE

No: SUK-IBA/Rgr/1099/2023

Date 2-8-2023

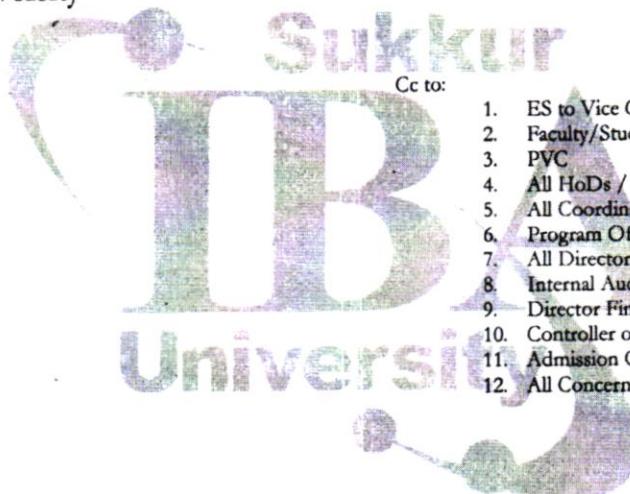
NOTIFICATION

Consequent upon the approval of the Vice Chancellor, Sukkur IBA University and pending approval of the Syndicate of Sukkur IBA University the updated "HEC – Policy on Protection against Sexual Harassment in HEIs" is implemented at Sukkur IBA University (Main Campus/Sub Campuses) with immediate effect.

The Policy is attached at Annexure – A

REGISTRAR

Sukkur IBA University



Cc to:

1. ES to Vice Chancellor
2. Faculty/Students/Staff
3. PVC
4. All HoDs / Sectional Heads
5. All Coordinators
6. Program Office
7. All Directors
8. Internal Auditor
9. Director Finance
10. Controller of Examinations
11. Admission Office
12. All Concerned



THE HIGHER EDUCATION COMMISSION

**POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS**

[Effective July 1, 2020]

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HIGHER EDUCATION COMMISSION
POLICY ON PROTECTION AGAINST SEXUAL HARASSMENT IN
HIGHER EDUCATION INSTITUTIONS

1. PRINCIPLES AND PURPOSES OF THE POLICY

- 1.1. Higher Education Institutions ("HEIs") are highly consequential institutions in society that are dedicated to the pursuit and dissemination of knowledge. Members of the HEI community have several important rights and privileges, central among which is the right to pursue inquiry and search for knowledge without hinderance from unlawful or otherwise unacceptable constraints. The Higher Education Commission (the "HEC"), which has been mandated by law to prescribe conditions under which HEIs in the country may be opened and operated, takes very seriously the freedom of teachers, researchers, scholars, students and other members of the HEI community to live and work in a safe environment in which their dignity is protected.
- 1.2. Protection against sexual harassment is important not only because it threatens the freedom and conduciveness of the environment at institutions of higher learning. At a more fundamental level, such conduct is unacceptable because it violates personal dignity and shall not be tolerated at HEIs in Pakistan under any circumstance.
- 1.3. In accordance with the terms of this policy, sexual harassment shall be prohibited at HEIs in Pakistan, and shall constitute a punishable offence under the policy. The HEC affirms the right of every member of the HEI community to live, study and work in an environment that is free from sexual harassment. The goal of this policy is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all parties concerned.
- 1.4. All administrators, deans, managers, faculty, department chairs, directors of schools or programs and others in supervisory or leadership positions have an obligation to be familiar with and to uphold this policy and its procedures along with informing members of their staff about its existence. HEIs are encouraged to formulate internal policies that further strengthen or expand the protections available under the HEC's policy on sexual harassment.
- 1.5. This policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002, and is binding on all higher education institutions in the country, whether operating in the public or private sectors. Violations or failure to comply with the HEC's policies may lead to regulatory action being taken against non-compliant HEIs.
- 1.6. This policy is consistent with and has been made in light of the provisions of the Protection Against Harassment of Women at the Workplace Act 2010 (as amended) (the "**2010 Harassment Act**"). It extends the protection against sexual harassment to all members of the HEI community, and provides the option to aggrieved persons to seek recourse to resources within the HEI or to seek redressal through the provisions of the 2010 Act.

2. PROHIBITED CONDUCT

- 2.1. "Sexual harassment" means any unwelcome sexual advance, request for sexual favors or other verbal or written communication or physical conduct of a sexual nature, or sexually demeaning attitudes, where:
- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual participation in any activity at the HEI;
 - b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.
- 2.2. Sexual harassment may be overt or subtle, and can range from visual signals or gestures to verbal abuse to physical contact along with hand or sign language to denote sexual activity, persistent and unwelcome flirting (see Annex 1 for examples of various manifestations).
- 2.3. The following behaviors are specifically prohibited under this policy. This following are meant to provide specificity to the definition provided in clauses 2.1. However, it is not an exhaustive list, and other behaviors that fall within the scope of the definition above shall also be prohibited.
- a) ***Especially Egregious Non-Consensual Acts:*** Acts that would be included in the category of rape. While such situations will be covered under the laws of the country, and law enforcement institutions and the courts will investigate and adjudicate accordingly, the HEI administration has a special obligation to take preventative measures, offer immediate assistance and take interim measures when required.
 - b) ***Non-Consensual Sexual Contact:*** Includes sexual contact with another person without consent.
 - c) ***Sexual Exploitation:*** Taking of actions that violate the sexual privacy of others or taking sexual advantage of another without their consent. For example, taking pictures, videotaping, viewing or distributing explicit images or sexual information of another person without their consent.
 - d) ***Other Pervasive or Severe Behaviors:*** It is not necessary that there be actual sexual contact for a behavior to be categorized as sexual harassment. Other unwelcome behaviors are also prohibited if (i) they are based on an individual's sex or gender (ii) are persistent or highly serious and (iii) create an atmosphere which is intimidating or hostile. These include but are not limited to lewd remarks or gestures, highly offensive jokes of a sexual nature, commenting inappropriately about another's body, and stalking.
 - e) ***Sex Discrimination:*** Adverse treatment of individuals based on their sex or gender rather than on merit. This would include instances such as the singling out (for such adverse treatment as lower salary or grades, or more severe punishment) of person(s) on the basis of sex or gender.

- 2.4. All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done electronically such as through the internet, e-mails, social media, texting, telephone, voicemail etc.
- 2.5. All actions of harassment or discrimination may be taken by a person of any gender against a person of the same or another gender, and would need to be considered by the HEI if the act qualifies as a prohibited act under the policy.
- 2.6. Sexual harassment is especially offensive when perpetrated by persons in authority, and when submission is made a condition toward any HEI activity or benefit (for example, when submission is made the basis of the evaluation of an individual).
- 2.7. Sexual harassment will be considered especially egregious when the accused knew or reasonably should have known that the victim was in an impaired or incapacitated state. However, impairment of the accused, such as a result of the use of any illegal substances, shall not diminish their responsibility for harassment under this policy.

3. JURISDICTION

- 3.1. This policy applies to actions by students, faculty, staff, other members of the HEI community (such as interns, residents etc.), or third parties (such as service providers, visitors etc.), when the misconduct occurs:
 - a) on the HEI property (i.e. on campus) or in its immediate vicinity;
 - b) off the HEI property, if (i) the conduct occurs in connection with an HEI recognized program or activity or (ii) the conduct may create a hostile environment or pose a safety risk on campus; and
 - c) using the university's computing or network resources accessed from an off-campus location, which shall be deemed to have occurred on campus.

4. DESIGNATED RESOURCES

- 4.1. The HEI shall designate at least two members of the HEI administration (the "**Focal Persons**"), at least one of whom shall be a woman, to offer support and immediate assistance to those who have experienced sexual harassment. Contact information of such individuals shall be easily available, including on the HEIs website.
- 4.2. The HEI shall also constitute an Inquiry Committee to investigate and adjudicate any allegations of prohibited conduct (the "**Inquiry Committee**") in accordance with the provisions of Section 7 below. Those who have experienced sexual harassment may also contact members of the Inquiry Committee for support and advice.

5. COMPLAINTS AND REPORTING

- 5.1. A complaint may be lodged by any person who has experienced sexual harassment as defined in Section 2 (Prohibited Conduct) read with Section 3 (Jurisdiction) of this policy, with either the Focal Person or with any member of the Sexual Harassment Inquiry Committee.

- 5.2. In cases in which the conduct in question falls within the scope of the 2010 Harassment Act, the affected person shall also have an option to submit a complaint to the Ombudsperson in accordance with the provisions of the 2010 Harassment Act.
- 5.3. In the event that a complainant is reluctant to contact the Focal Persons or any members of the Inquiry Committee, the complainant may contact a colleague, instructor, the employment supervisor, manager, department chair, dean or VC. It will be the responsibility of the individual contacted to report the case to the Inquiry Committee without identifying either the complainant or the alleged offender and to ask for advice on procedure and policy from them to effect solution, if a solution is necessary.
- 5.4. Complainants shall be encouraged to submit complaints promptly, preferably within 3 months but no later than 12 months from the last date of the alleged harassment. An extension of up to 1 year may be granted by the Focal Persons or the Inquiry Committee upon written request stating the reasons for the delay in submitting the complaint.
- 5.5. All members of the HEI community are encouraged to report any instances of sexual harassment that they may have observed to the Focal Persons or the Inquiry Committee. For the purposes of safeguarding the campus community, HEIs have an obligation to investigate material violations of this policy even in the event that a formal complaint has not been filed.
- 5.6. As soon as a complaint or report is received by one of the designated resources, it shall be shared by him or her (within a period of 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.
- 5.7. For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness. If the incident reported through this mechanism constitutes prohibited conduct under Section 2 of this policy, the Inquiry Committee shall deal with the complaint accordingly.

6. INTERIM MEASURES AND SPECIAL ARRANGEMENTS

- 6.1. As soon as a complaint or report is received by designated resources or any member of the HEI administration, depending on the nature and seriousness of the offence, the Focal Persons shall take appropriate steps to provide interim measures that may be requested by the affected persons or as otherwise may be deemed appropriate. If the affected person is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:
 - a) adjustment in class or examination schedules, including for the purposes of attending hearings;

- b) access to counselling services or other appropriate medical assistance;
- c) change in the work assignments;
- d) arrangement for any assessments or evaluations to be made by a neutral person;
- e) adjustment to class schedule, including withdrawal from course or changing the section;
- f) notifying the campus security officials (or law enforcement in case of serious violations) regarding the violation;
- g) impositions of a HEI wide order designed to prohibit contact or communication between certain persons;
- h) change of the housing arrangement of certain persons; or
- i) any other measures that may be deemed appropriate.

7. INQUIRY COMMITTEE

- 7.1. The Inquiry Committee shall be responsible for the investigation and adjudication of any complaint received in connection with the violation of this policy.
- 7.2. The Inquiry Committee shall be constituted in the following manner:
 - a) The committee shall consist of three members, at least one of whom shall be a woman and one of the members shall be a member of the senior management of the HEI.
 - b) All members of the committee shall be employees of HEI and will be appointed by the Vice Chancellor (the "VC") after the VC has taken nominations from senior members of the HEI administration. The VC may co-opt one or more members from outside the HEI if it is otherwise not possible to designate three members as described above.
 - c) Members of the Committee shall be individuals who are known for being principled, credible, fair, gender-sensitive and have a strong character (someone who will not change their decision due to pressure from friends, colleagues or seniors). They shall have no conflict of interest in particular cases, and shall be impartial and unbiased.
 - d) Members of the Committee shall be appointed for a term of two years (shorter terms may be required occasionally to fill vacancies). No member shall serve for more than two consecutive terms. Former members will be eligible for reappointment after a lapse of two years.
 - e) One of the members of the committee shall be appointed as the Chair by the VC, whose duties shall include, but are not limited to: maintaining order during hearings, answering procedural questions, granting or denying adjournments, maintaining proper documentation of the proceedings, which shall constitute the official record and reporting recommendations of the Committee to the VC. All these duties shall be undertaken in consultation with the Committee members.

- f) In case a complaint is made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.
- 7.3. The HEI shall endeavor to provide training to members of the Inquiry Committee in investigation and adjudication of conduct prohibited under this policy.
- 7.4. An HEI staff member shall be appointed to assist the Inquiry Committee. This work shall include responsibilities such as organizing meetings, acting as a liaison between the committee and the other parties involved, record keeping, making and updating a database to track the processing of complaints, and ensuring appropriate awareness raising about the issue of sexual harassment at HEI.
- 8. INVESTIGATION AND ADJUDICATION**
- 8.1. All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Persons or any other office of the HEI.
- 8.2. As soon as is reasonably practicable after receiving a complaint, the Inquiry Committee shall determine whether the alleged conduct in the complaint meets the criteria set forth in Sections 2 (Prohibited Conduct) and Section 3 (Jurisdiction) of this policy. If it is determined by a majority of the members of the Inquiry Committee that the alleged conduct meets the aforementioned criteria, a formal investigation shall be initiated.
- 8.3. In the absence of a formal complaint, if a serious violation of this policy is reported to the Inquiry Committee, or a series of allegations against the same person are received, the Inquiry Committee may determine by majority vote to initiate proceedings after notifying the VC.
- 8.4. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:

- a) communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;
- b) require the accused within seven days from the day the charge is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed ex parte; and
- c) enquire into the charge and may acquire and examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary (including by summoning potential witnesses) and each party shall be entitled to cross-examine the witnesses against him/her.

- 8.5. The following rules shall be applicable to the hearings conducted by the Inquiry Committee:
- a) All hearings shall be closed hearings;
 - b) The Inquiry Committee will hear statements from the complainant(s) and respondent(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting inquiry;
 - c) The Inquiry Committee shall have discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case;
 - d) The Chair of the Inquiry Committee shall have the power to compel a witness to attend, and the complainant(s) and/or respondent(s) may request the Chair's aid in this regard;
 - e) The complainant and the respondent may at any stage of any of the procedures outlined in this policy be represented and/or accompanied by another person of her/his choice.
 - f) The Committee shall have the right to acquire any relevant piece of evidence to further their understanding of the case and the relevant parties, witnesses and administration are required to provide them with this documentation and/or evidence to facilitate the investigation;
 - g) Objective documentation of the proceedings of the Inquiry Committee shall be maintained where high confidentiality of the records and other such material shall be upheld at all times;
 - h) The respondent shall be allowed to cross question the complainant and witnesses unless the committee decides otherwise;
 - i) Where any procedural matter is not dealt with in this policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.
- 8.6. Members of the HEI community have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the complainant may wish to limit their participation in the proceedings. The complainant shall not be subject to discipline, but the HEI may be obligated to proceed with the investigation.
- 8.7. Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The committee members will reach a decision unanimously or by a majority after the deliberations. Where the complaint is found to be valid, the Committee will recommend an appropriate penalty.
- 8.8. The Inquiry Committee shall complete the inquiry and recommend its final decision within a period of 30 days. It shall then send its decision to the VC giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the Inquiry Committee shall be implemented within seven days.

9. CONFIDENTIALITY

- 9.1. Confidentiality shall be enjoined on the Focal Persons, the Inquiry Committee and all others involved in the process. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.
- 9.2. The Focal Persons, members of the Inquiry Committee and their support staff shall be subject to administrative disciplinary action for inappropriate breaches of confidentiality on their part.
- 9.3. All notes and records arising in connection with an investigation shall be maintained in a confidential file at HEI.

10. PENALTIES

10.1. In cases in which the respondent is a student, the following sanctions may be imposed:

- a) In case of minor violations, the student may be issued a warning or reprimand. These shall be considered when adjudicating future violations.
- b) In case of more serious violations, the following formal sanctions may be imposed: disciplinary probation, withholding of degree for a period of time, suspension or expulsion.
- c) The following may be added to any of the penalties listed above: campus service; relocation from campus housing; exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more HEI designated activities, (provided such penalty is appropriate to the offence and where the penalty does not prevent the respondent from pursuing her/his studies); attending educational program; inclusion of decision in the student's record, except in the case of the first instance of a minor violation (for up to seven years).

10.2. In cases in which the respondent is a member of the faculty, researcher or employee/staff of the HEI, the following sanctions may be imposed (individually or in combination), keeping in view the terms of the applicable employment policies:

- a) oral or written reprimand;
- b) counselling or training;
- c) inclusion of the decision in a specified personnel file(s) of the respondent;
- d) exclusion of the respondent from a designated portion(s) of HEI buildings or grounds, or from one or more designated HEI activities, where such penalty is appropriate to the offence and where the penalty does not prevent the respondent from carrying out her/his professional duties;
- e) the imposition of a fine;
- f) recommendation for suspension of the respondent without pay;
- g) recommendation that dismissal proceedings be commenced; or
- h) other sanctions, as deemed appropriate, in accordance with the terms of the employment policies.

11. RIGHT OF APPEAL

- 11.1. Both the complainant and the respondent shall have a right to appeal the decision of the Inquiry Committee within a period of 30 days from the date of notification of the decision.
- 11.2. In cases in which the conduct falls within the scope of the 2010 Act, the aggrieved party shall have an option to file an appeal to the Ombudsman in accordance with the provisions of the 2010 Act.
- 11.3. There shall be a three-member appellate body (the "Appellate Body") appointed by the VC that shall include at least one senior member of the HEI administration (at the level of dean or equivalent) and at least one of the members of which shall be a woman. No member of the Inquiry Committee shall concurrently be a member of the Appellate Body. In case the complaint had been made against one of the members of the committee, that member shall be replaced by another (impartial member) for that particular case.
- 11.4. Appeal to the Appellate Body against the decision of the Inquiry Committee can be filed on the following grounds:
- a) the alleged conduct does or does not fall within the scope of this policy;
 - b) the Inquiry Committee reached a decision without consideration of material information;
 - c) the imposed penalty is unfair because it is disproportionate or materially different from that imposed for similar misconduct; or
 - d) the adjudication process followed by the Inquiry Committee was procedurally unfair.

- 11.5. In order to reach its decision, the Appellate Body may communicate with the parties, the members of the Inquiry Committee or other members of the HEI community as it deems fit.
- 11.6. The Appellate Body may, on consideration of the appeal and any other relevant material, confirm, set aside, vary or modify the decision within 30 days in respect of which such appeal is made, and shall communicate the decision to both the parties, the VC and the Inquiry Committee.

12. MALA FIDE ALLEGATION

- 12.1. False allegations of sexual harassment made out of malice or intent to hurt the reputation of the persons against whom the complaint is filed are to be dealt with as serious offences. Making mala fide allegation of sexual harassment knowing it to be false, whether in a formal or informal context, is a serious offense under this policy.
- 12.2. In the event that the Inquiry Committee determines that a false allegation made in the complaint with mala fide intent, it may recommend appropriate action against the complainant by sending its findings to the VC (by recording reasons thereof and including any note of dissent) for endorsement and action. In cases in which the conduct falls within the scope of the 2010 Act, the Inquiry Committee may recommend the handing over of such cases to the

Ombudsperson for taking further action against the complainant who made the false allegation with mala fide intent.

13. PROTECTION AGAINST REPRISAL

- 13.1. HEIs shall not allow reprisal or threats of reprisal against any member of the HEI community who makes use of this policy (formally or informally). HEIs shall also prohibits such threats or actions against anyone who participates (e.g. testifies, assists, etc.) in proceedings held under its jurisdiction.
- 13.2. Retaliation or any other action against complainant of sexual harassment is to be taken seriously under the provisions of this policy. All allegations of retaliation would be investigated formally under the purview of this policy, and if substantiated, would result in appropriate disciplinary action.

14. SPECIAL CONSIDERATIONS REGARDING RELATIONSHIPS BETWEEN INDIVIDUALS

- 14.1. In contrast with sexual harassment, personal relationships among consenting adults of the HEI community that do not breach the social and cultural norms of the society are, in general, a private matter.
- 14.2. Under the policy it is highly inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The policy requires that the individual may not involve themselves in such conduct as the professional responsibility for supervision or oversight would be affected in such cases. Relationships with a difference in power and authority can seriously affect the institutional working as well as the credibility of all involved. In particular, intimate or romantic relationships between faculty members and students (whether at the undergraduate or the graduate level) shall be prohibited.

15. EDUCATION FOR PREVENTION

- 15.1. To ensure prevention of sexual harassment on campus, HEIs should develop programs to educate its staff, faculty and students as well as provide written material for reference. Education is essential to sensitizing the university faculty, staff and students in order to eliminate sexual harassment on campus. This shall be done in multiple ways, including those listed below:
 - (a) available on the HEI website;
 - (b) be a part of the package that all new hires receive;
 - (c) be a part of orientation of new students and included in any written material given to them;
 - (d) be included in the HEI's Prospectus (a summarized version); and
 - (e) displayed in prominent locations on campus
- 15.2. The HEC's Sexual Harassment Policy, any of the university's internal policies as well information regarding the 2010 Act shall be:

- 15.3. The names of the Focal Persons and the members of the Inquiry Committee shall be made visible/accessible to the HEI community through its website, posted on notice boards, etc.
- 15.4. The HEI shall ensure that its relevant members (e.g., Focal Persons, members of the Inquiry Committee, HR personnel, etc.) attend a training to educate themselves on sexual harassment and relevant the laws and policies. Once trained, designated HR personnel shall be made responsible for educating all personnel, staff, faculty, students that join the HEI. This will be an ongoing activity.
- 15.5. All departments at HEI must disseminate and display information about these programs, what constitutes sexual harassment, how to respond to it and what to do when someone asks for advice about sexual harassment.

ANNEX 1
EXAMPLES OF SEXUAL HARASSMENT CASES AT HEIs
A. Actual Reported Cases

The following is a list of actual reported cases that are provided as examples of what constitutes sexual harassment.

- a. Asking female students to visit personal offices of their supervisors/authorities in-charge after office hours to discuss their grades and assignments.
- b. Asking female students to meet supervisor/authorities in-charge out of the HEI premises with the promise of improvement in grades.
- c. Financial and sexual gratification from graduate students (PhD, M-Phil, Masters) by their supervisor.
- d. Unwelcome sexual advances, whether or not they involve physical touching.
- e. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life.
- f. Comments on an individual's body, comments about an individual's sexual activity, deficiencies, or prowess; displaying sexually suggestive objects, pictures, or cartoons.
- g. Unwelcome staring, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments.
- h. Inquiries into one's sexual experiences.
- i. Discussion of one's sexual activities (even if males are discussing this it is done deliberately in front of female students or colleagues).
- j. Using derogatory and abusive language that refers to others mother's or sister's bodies.
- k. Acts of sexual connotation relating to the same as a common usage in conversation.

B. Types and Examples

The following list provides further examples of actual reported or common cases by category:

1. Misconduct by Teachers

- a. Male Teacher asked the Female student, if you want "A" grade, you need to take your final exam at my home.
- b. Male head of the department forced the female subordinate employee by telling her that if she wants her contract extended she needs to spend time with him after office hours.
- c. Male HOD deliberately touching or hitting the body of female employee by file or pen/pencil.
- d. Male Teacher referring to female bodies and reproductive cycles to embarrass female students during class lectures.

- e. Needy female students were given financial support by Faculty member in exchange for sexual favors
- f. Students complaints of a teacher telling vulgar jokes during classes which had sexual innuendos
- g. Complaints against male supervisor/teacher spending long hours locked away in office with a young female colleague or student.

2. Misconduct by Students

- a. A male student making vulgar jokes about a female student on the social media or verbally telling vulgar jokes about her to his fellow students.
- b. Students sending in written notes letters, emails with requests for intimacy
- c. Female student asked the teacher to provide the final grade list of all students. When the teacher refused to do that, the student registered a complaint against the teacher that he tried to hold her hand in parking lot while asking her to meet in private for grade list.
- d. Female student visiting male teacher in his office unnecessarily and spending long hours and initiating intimacy for benefits (of grades, employment or even monetary).
- e. Repeatedly following particular female students around the campus

3. Misconduct by Employees

- a. Using vulgar language to address females (student, faculty and other employees)
- b. To touch their intimate parts in the presence of women
- c. Younger faculty member was blocked by Dean of the relevant faculty to get higher education (PhD/Phil) [upon her refusal to comply with his undue demands].
- d. Junior faculty was transferred to another department against her will by the authorities as a punitive measure for not complying with undue requests for (sexual) favors.
- e. Giving extra favors to young female faculty/staff in nominating their names for international/domestic trips for their attention.
- f. Threatening female students by using forged/fake documents and pictures to blackmail them into compliance.
- g. Anonymous letters/pamphlets/e-mails defaming or character assassination of employees/teachers/students.