



# Gujarat Forensic Sciences University

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No. GFSU/Admin/ 1284 /2015

Date: 12/06/2015

## NOTIFICATION- 2 /2015

### Prevention of Sexual Harassment

Read: 1. Notification No. vide Office Order No.: GFSU/SB/36/2013, dated 18/04/2013- Constitution of Complaint Committee for prevention of Sexual Harassment  
2. Approval of Director General on note-dated 02/06/15

Sub: Reconstitution of Complaint Committee for prevention of Sexual Harassment

Due to relinquishment of some members from the membership of the Complaint Committee for Prevention of Sexual Harassment, the Director General has reconstituted the Complaint Committee as under:

#### Chairperson & Counsellor

1. Dr. Astha Pandey  
Assistant Professor- IFS  
Gujarat Forensic Sciences University  
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#### Members:

2. Mrs. Nitasha Khatri  
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## **Member Secretary**

8. Shri Divyesh Bhagat  
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1. Any kind of sexual harassment of women is strictly prohibited. The sexual harassment includes:

- 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.

The following is also covered within the definition of sexual harassment:

- a. Eve-teasing,
- b. Unsavoury remarks,
- c. Jokes causing or likely to cause awkwardness or embarrassment,
- d. Innuendos and taunts,
- e. Gender based insults or sexist remarks,
- f. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- g. Touching or brushing against any part of the body and the like,
- h. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- i. Forcible physical touch or molestation.





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2. Any act of sexual harassment as narrated above will be viewed very seriously and the stern action will be taken against the person concerned.

*The functions of the committee shall be;*

3. To provide the procedure for the solution, settlement or prosecution of the acts of sexual harassment.

4. The person who becomes victim of any act of sexual harassment narrated in (1) above should report to the **Chairperson of the Complaint Committee**. The Chairperson will also work as **Counselor** in this regard.

5. The committee will process individual grievances concerning any kind of harassment including sexual harassment in the Gujarat Forensic Sciences University and its Institutions and take suitable actions in the manner and mode provided as under:

- a) Any women employee or girl student will file a complaint concerning any sexual harassment against a boy student or a male officer or an employee
- b) Such a complaint may either be oral or in writing
- c) Any complaint in writing has to be signed by the person making the complaint
- d) If the complaint is oral, the same shall be put in writing (in detail) by the Counselor and will read out to the complaint and will not be acted upon till the same is signed by the complainant
- e) The complainant shall be recorded full secrecy at each stage.
- f) The Committee shall also act suo-moto in case of getting information from internal sources that sexual harassment has taken place and the complainant is not willing to lodge a complaint.
- g) The Chairperson will convene a meeting of the committee at the earliest but within a period of one week from the date of such complaint
- h) Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard. The committee shall, then decide whether the complaint deserves to be proceeded with depending on the evidence and presentation made before it.
- i) In case the committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he may be warned about his behaviour. The matter shall then be treated as concluded and disposed of with a note to that effect made in the complaint register

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- j) In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the same be proceeded after observing law of natural justice and full opportunity should be given to present their version to both the concerned parties.
- k) Based on the inquiry made by the Complaint Committee and also the presentation and evidences presented, the committee will give its final report including the recommendation of the penalty to be imposed to the Director General of the University.
6. The committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 190 & when trying a suit in respect of the following matters, namely:--
- (a) Summoning and enforcing the attendance of any person and examining him on oath;
  - (b) Requiring the discovery and production of documents; and
  - (c) Any other matter which may be prescribed.

The inquiry shall be completed within a period of ninety days.

## **7. Penalties:**

The Director General may decide the penalty upon the nature of guilt for the employees and the students on the recommendation of the Complaint Committee.

## **Punishment for false or malicious complaint and false evidence:**

The Committee may recommend taking action against the complainant and the witness for giving false evidence or producing any forged or misleading document.

**All the Directors, Faculty and University staff are hereby requested to kindly bring this to the notice of all the employees and students of the Institutions concerned.**

Registrar  
GFSU, Gandhinagar