

## POSH POLICY

*(Prevention, Prohibition and Redressal of Sexual Harassment at Workplace)*

### 1. Preamble

**WE, THE MEMBERS OF CT UNIVERSITY**, do hereby solemnly resolve to uphold the highest standards of integrity and mutual respect within our academic community.

**CT UNIVERSITY IS COMMITTED** to providing a safe, healthy, and dignified working environment for all its employees, students, and stakeholders. Sexual harassment at the workplace violates the fundamental rights of women to equality and life with dignity.

**THIS POLICY IS FRAMED** in accordance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* and the Rules framed thereunder.

### 2. Objectives

- The objectives of this policy are: -
- To prevent acts of sexual harassment at the workplace.
- To provide a fair and effective complaint redressal mechanism.
- To promote a gender-sensitive and respectful work environment.

### 3. Scope and Applicability

This policy applies to: -

- All employees (permanent, temporary, contractual, probationary).
- Teaching and non-teaching staff.
- Students, interns, apprentices, and consultants.
- Visitors, vendors, and service providers.
- The policy covers all workplaces, including:
  - Offices, departments, and all university campuses.
  - Off-site locations, fieldwork, conferences, and official travel.
  - Virtual/online workspaces and digital communication

### 4. Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior (whether directly or by implication), such as: -

- Physical contact and advances.
- Demand or request for sexual favors.
- Making sexually colored remarks.

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- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

## 5. Internal Complaint Committee (ICC)

As per the Act, an **Internal Complaint Committee (IC)** has been constituted at **CT University**.

### Composition: -

- Presiding Officer: Senior woman employee.
- Employee Members: Two or more employee members.
- Student Members: Two students (enrolled at the University) to represent the student body in relevant cases.
- External Member: One member from an NGO/legal background.

**Requirements:** Minimum 50% women members.

**Tenure:** The tenure of members shall be three years.

## 6. Complaint Mechanism

- Any aggrieved woman may submit a written complaint to the IC within **three months** of the incident.
- Complaints may be submitted in person, by email, or by post.
- Assistance shall be provided if the complainant is unable to write.

## 7. Conciliation

Before initiating an inquiry, the ICC may, at the request of the aggrieved woman, take steps to settle the matter through conciliation. **Monetary settlement shall not be made as a basis of conciliation.**

## 8. Inquiry Procedure

- Inquiry shall be completed within **90 days**.
- Principles of natural justice shall be followed.  
Both parties shall be given an opportunity to be heard.
- The Inquiry report shall be submitted to the employer within **10 days** of completion.

## 9. Action on Inquiry Report

- The Employer shall act on ICC recommendations within **60 days**.
- Disciplinary action may include warning, apology, counseling, suspension, termination, etc.

## 10. False or Malicious Complaints

If the ICC concludes that the complaint was malicious or false, appropriate action may be taken as per service rules. **Mere inability to prove the complaint shall not attract action.**

## 11. Confidentiality

- Strict confidentiality shall be maintained regarding: -

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- Identity of the complainant and respondent.
- Details of the complaint and inquiry proceedings. Breach of confidentiality shall invite disciplinary action.

## 12. Duties of Employer

The employer shall: -

- Provide a safe working environment.
- Display POSH policy and IC details prominently on campus.
- Conduct regular awareness and training programs.
- Assist the IC during inquiries.
- Submit an annual POSH report to the District Officer.

## 13. Awareness and Training

Regular awareness programs shall be conducted for employees and students to sensitize them about POSH compliance and gender-neutral respect.

## 14. Review and Amendment

This policy may be reviewed and amended from time to time in accordance with changes in law or organizational requirements.

Approved by: *Competent Authority*

Deputy Registrar



Effective Date: 22/02/2026

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**This policy is mandatory and binding on all employees, faculty members, students, interns, contractual staff and visitors of CT University.**

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