

**JADAVPUR UNIVERSITY**  
**KOLKATA-700 032**

Ref. No.....

Dated.....

**CIRCULAR**

It is hereby notified for information of all concerned that Jadavpur University has constituted '**Internal Complaints Committee" (ICC) as per "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL ACT, 2013", and "THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL )RULES, 2013", to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.**

**Sexual Harassment is punishable offence under law.**

"Sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

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

**Circumstances may amount to Sexual Harassment**

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment :-

- Implied or explicit promise of preferential treatment in her employment; or
- Implied or explicit threat of detrimental treatment in her employment; or
- Implied or explicit threat about her present or future employment status; or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- Humiliating treatment likely to affect her health or safety.

**Complaint to be made**

Any complaint of sexual harassment of women at workplace is to be **made in writing** by the aggrieved women to any one of the following officials within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident-

- 1) Vice-Chancellor, Jadavpur University
- 2) Registrar, Jadavpur University
- 3) Prof. Sumita Sen ,Dept. of International Relations and Presiding Officer, ICC
- 4) Dean of Students – Convener, ICC

REGISTRAR

Copy to : All Depts./Sections/Units including Salt Lake Campus  
Records-two copies