

केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

(पूर्व में राष्ट्रिय संस्कृत संस्थान, मानित विश्वविद्यालय)

शिक्षा मन्त्रालय, भारत सरकार के अधीन

56-57, सांस्थानिक क्षेत्र, जनकपुरी, नई दिल्ली - 110058



Central Sanskrit University

Established by an Act of Parliament

(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)

Under Ministry of Education, Govt. of India

56-57, Institutional Area, Janakpuri, New Delhi - 110058

F. No. CSU/ICC/2024/01

05.02.2024

To,

The Directors/Principals/Heads/Incharge
Central Sanskrit University/
Adarsh Sanskrit Mahavidyalaya/Adarsh Sanskrit Shodh Sansthan

Subject: Guidelines to be followed by Presiding Officer of ICC Committee reg.

Sir/Madam

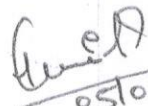
With reference to the UGC letter dated 23.01.2024 and this university's notification dated 28.01.2024, I am directed to inform you that as per the guidelines of Protection of Women from Sexual Harassment Act, 2013, it is mandatory for Presiding Officers of ICC Committees of all Campuses to strictly comply with the below mentioned points:

1. The **composition of ICC** must be in the following manner:
 - One Presiding Officer (Female)
 - Two faculty members
 - Two members from non-teaching staff
 - Two/ three students
 - One external Legal member
2. There should be one **Complaint box** in every campus/institution. The **ICC Committee details and Women Helpline Toll free number** should be mentioned on every Complaint Box.
3. A copy of **every complaint related to Sexual Harassment** should be forwarded to main ICC Committee through mail (icc@csu.co.in).
4. The **email ID for handling ICC related work** has been made separately for each Campus. The email ID and password will be made available to respective Presiding Officers of ICC Committee through e-mail.
5. The details of ICC Committees of each Campus are to be uploaded on the **Campus Website**.
6. The **Sexual Harassment Complaint Form** (Annexure 1) link is to be uploaded on the Campus Website.
7. The format for **Report of ICC Committees of Campuses** is attached at **Annexure 2** and is to be uploaded on the Website of every Campus.

Accordingly, you are requested to take necessary action as mentioned above, if already done please ignore.

This is issued with the approval of the Competent Authority.

Enclosures: As above


05/02/2024
Dr. Sunita
Convenor, ICC

Copy for information and necessary action forwarded to

1. Directors, All Campuses, CSU
2. Incharge Adarsh Scheme- in case of non-availability of the sufficient staff or facilities in any ASM/ASS to constitute zone wise ICC with the approval of Hon'ble V.C., CSU, if required.
3. Hon'ble Vice Chancellor Office

4. Registrar Office
5. Dy. Director (Administration)
6. ICT Incharge for uploading it on the website of University
7. Guard file.