



SANT BABA BHAG SINGH UNIVERSITY
UNIVERSITY INSITUTE OF LAW
Village, Khiala, P.O Padhiana, Distt Jalandhar-144030

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GENDER SENSITIZATION AND COMPLAINT HANDLING STATUS POLICY

University Institute of Law
Sant Baba Bhag Singh University
Jalandhar, Punjab

1. PREAMBLE

The University Institute of Law, Sant Baba Bhag Singh University, Jalandhar, is committed to fostering an inclusive, respectful, and gender-sensitive academic environment. The Institute recognizes that gender equality and dignity are essential components of a progressive educational institution.

Legal education plays a crucial role in shaping future legal professionals who uphold constitutional values of equality, justice, and human dignity. Therefore, the Institute adopts a Gender Sensitization and Complaint Handling Status Policy to promote awareness about gender issues and ensure the effective redressal of gender-related complaints.

This policy is framed in accordance with:

- The Constitution of India (Articles 14, 15, and 21)
- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- UGC (Prevention, Prohibition and Redressal of Sexual Harassment) Regulations, 2015
- National Education Policy (NEP) 2020
- Bar Council of India Rules of Legal Education
- University statutes and policies.

2. OBJECTIVES OF THE POLICY

The objectives of this policy are:

1. To promote gender equality and respect within the campus community.
2. To raise awareness regarding gender rights and responsibilities.

3. To prevent gender discrimination and harassment.
4. To establish a transparent complaint handling mechanism.
5. To encourage reporting of gender-related grievances without fear.
6. To ensure timely and fair redressal of complaints.
7. To promote gender sensitization through education and awareness programs.
8. To create a safe and supportive environment for all students and staff.
9. To ensure compliance with UGC guidelines and statutory laws.

3. SCOPE OF THE POLICY

This policy applies to:

- Students (BA LL.B., LL.M.)
- Faculty members
- Administrative staff
- Research scholars
- Visiting faculty
- Interns
- Any person present on the university campus

The policy applies to incidents occurring:

- On campus
- During academic activities
- At internships, legal aid camps, and field visits
- During seminars, conferences, and workshops
- In hostels and university accommodation
- In online communication related to academic activities.

4. GENDER SENSITIZATION COMMITTEE

To promote gender awareness and address complaints, the Institute shall constitute a **Gender Sensitization Committee**.

Composition

The committee shall include:

- **Chairperson** – Senior Faculty Member
- **Female Faculty Representative**
- **Faculty Member (Gender Studies / Social Justice Orientation)**
- **Administrative Representative**

- **Student Representative (Female)**
- **Student Representative (Male)**
- **External Member (NGO / Legal Expert / Social Worker)**

Tenure

- Faculty members: **Three years**
- Student representatives: **One academic year**

5. FUNCTIONS OF THE GENDER SENSITIZATION COMMITTEE

The committee shall perform the following functions:

1. Promote **gender sensitivity and equality** on campus.
2. Organize **awareness programs and workshops**.
3. Encourage **discussion on gender justice and equality**.
4. Support the **Internal Complaints Committee (ICC)** in gender-related issues.
5. Monitor implementation of gender equality initiatives.
6. Maintain records of **gender sensitization activities**.
7. Assist in **preventing gender discrimination and harassment**.

6. GENDER SENSITIZATION PROGRAMS

The Institute shall conduct various awareness programs including:

- Orientation programs on gender equality
- Workshops on prevention of sexual harassment
- Guest lectures by gender rights experts
- Legal awareness programs related to gender justice
- Student discussions and seminars
- Awareness campaigns on women's rights and dignity.

These programs shall be conducted **at least once every semester**.

7. COMPLAINT HANDLING MECHANISM

Gender-related complaints may include:

- Sexual harassment
- Gender discrimination
- Harassment based on gender identity
- Offensive remarks or behavior
- Hostile academic environment based on gender

Complaint Channels

Complaints may be submitted through:

1. Internal Complaints Committee (ICC)
2. Student Grievance Redressal Committee
3. Written complaint to the Institute administration
4. Email submission to the designated authority.

8. PROCEDURE FOR HANDLING COMPLAINTS

The following procedure shall be followed:

Step 1: Submission of Complaint

The complaint shall be submitted in writing to the appropriate committee.

Step 2: Preliminary Review

The committee shall examine the nature of the complaint.

Step 3: Inquiry

If required, the matter shall be referred to the **Internal Complaints Committee** for investigation.

Step 4: Hearing

Both parties may be heard in accordance with principles of **natural justice**.

Step 5: Decision

Recommendations shall be submitted to the university authorities for appropriate action.

9. CONFIDENTIALITY

All complaints shall be handled with **strict confidentiality**. The identity of the complainant and respondent shall not be disclosed except where required by law.

10. PROTECTION AGAINST VICTIMIZATION

No person shall face:

- Retaliation
- Harassment
- Discrimination

for filing or supporting a complaint under this policy.

11. COMPLAINT HANDLING STATUS REPORT

The Institute shall maintain records of complaints including:

- Number of complaints received
- Nature of complaints
- Status of complaints
- Action taken

An annual complaint status report shall be prepared and submitted to the University authorities.

12. AWARENESS AND PUBLICITY

The Institute shall ensure that:

- Policy details are displayed on notice boards
- Policy is available on the university website
- Students are informed during orientation programs
- Awareness materials are circulated periodically.

13. POLICY REVIEW

The Gender Sensitization Policy shall be reviewed periodically in accordance with:

- UGC guidelines
- Statutory amendments
- University regulations.

14. EFFECTIVE DATE

This policy shall come into force with immediate effect upon approval by the Dean/UIL/SBBSU

Anuja Bali
Dean

**Dean, University Institute of Law
Sant Baba Bhag Singh University,
Village Khiala, P.O.Padhiana,
Distt. Jalandhar-144030 (PB).**

**University institute of Law
Sant Baba Bhag Singh University (SBBSU)**

ANNEXURE – I
GENDER SENSITIZATION ACTIVITY REPORT FORMAT

University Institute of Law
Sant Baba Bhag Singh University, Jalandhar, Punjab

1. Basic Information

- Name of the Institution: University Institute of Law
- University: Sant Baba Bhag Singh University
- Location: Jalandhar, Punjab
- Academic Year: _____

2. Details of the Activity

- Title of the Program / Activity: _____
- Type of Activity:
 - Workshop
 - Seminar
 - Guest Lecture
 - Awareness Campaign
 - Panel Discussion
 - Training Programme
 - Other (Specify): _____
- Date of Activity: _____
- Venue: _____
- Duration: _____

3. Organizing Authority

- Organizing Committee / Cell:
 - Gender Sensitization Committee
 - Internal Complaints Committee
 - University Institute of Law
 - Other: _____

4. Resource Person Details

Name	Designation	Institution / Organization
Dr. Jagdeep Kaur	Prof. & Dean UIET/SBBSU	University Institute of Engineering & Technology SBBSU
Dr. Nisha	Prof & Director	Research & Development Wing/SBBSU

5. Objectives of the Program

6. Key Issues Discussed

Examples:

- Gender equality and constitutional rights
- Prevention of sexual harassment
- Gender sensitivity in legal profession
- Women's rights and legal remedies
- Safe campus environment

(Describe briefly)

7. Number of Participants

Category	Number
Students	
Faculty Members	
Staff	
External Participants	
Total	

8. Outcome of the Activity

Briefly explain the impact of the program on participants.

9. Photographs / Documentation

Attach photographs, attendance sheets, and other supporting documents.

10. Prepared By

Name: _____

Designation: _____

Signature: _____

Date: _____

11. Approved By

Dean

University Institute of Law

Signature: _____

Date: _____

ANNEXURE – II
GENDER COMPLAINT STATUS REGISTER FORMAT

University Institute of Law

Sant Baba Bhag Singh University, Jalandhar, Punjab

The register shall be maintained by the **Gender Sensitization Committee / Internal Complaints Committee** to record the status of gender-related complaints.

S. No.	Date of Complaint	Name of Complainant	Course / Designation	Nature of Complaint	Committee Handling the Case	Action Taken	Current Status	Date of Disposal	Remarks

Instructions for Maintaining the Register

1. Each complaint shall be assigned a **unique serial number**.
2. Details must be recorded **immediately upon receipt of complaint**.
3. The register shall be maintained **confidentially**.
4. Sensitive information shall not be disclosed to unauthorized persons.
5. The register shall be reviewed periodically by the **Gender Sensitization Committee / Internal Complaints Committee**.
6. The data may be used for preparing the **annual gender complaint status report**.