



Dr. B. R. AMBEDKAR OPEN UNIVERSITY

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Centre for Internal Quality Assurance (CIQA)

Policy on SEXUAL HARASSMENT OF WOMEN AT WORKPLACE



B R A O U

ABOUT THE UNIVERSITY

The University, initially known as Andhra Pradesh Open University, was set up on 26th August 1982 through an Act of the A.P. State Legislature (APOU Act 1982). Subsequently, the University was renamed as Dr. B.R.Ambedkar Open University on 26 October, 1991 by the Government of Andhra Pradesh. The establishment of this University, the first of its kind in India, heralded an era of affirmative action on the part of the Government of Andhra Pradesh to provide opportunities of higher education to all sections of society to meet the changing individual and social needs. The University offers services to defense personnel, prison inmates and learners from remote and tribal areas who are not having access to education. All the programmes offered by the University are recognised by the University Grants Commission, New Delhi. The motto of the University is "EDUCATION FOR ALL". The university is adapting all the latest ICTs regarding teaching, learning and evaluation to reach the unreached.



- ◆ Enrichment of ongoing academic programs.
- ◆ Competency building through education and training programs. Interactive individual-based teaching-learning processes.
- ◆ Reliable and credible student evaluation systems.
- ◆ Result-oriented, accountable, and transparent administrative and logistic support systems. and
- ◆ Research, innovation, training, and networking for system development and staff development.



Dr. B. R. Ambedkar's social philosophy of education as a means of creating an egalitarian society is the vision of this University. Access to relevant, quality education and training programs for diverse sections of society with a focus on hitherto deprived sections at lower costs by using modern technologies in teaching-learning processes as well as in administrative and support services is the goal of this University. The University programs aim at making education and training instruments for living and for making a living.

POLICY ON SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

BRAOU Rules and Procedures for the Prevention, Prohibition and Punishment of Sexual Harassment of Women at the Workplace.

1. SHORT TITLE

These Rules and Procedures will be called the Rules and Procedures for the Prevention, Prohibition, and Punishment of Sexual Harassment of Women in the Workplace. These have been formulated to implement the University's POLICY FOR THE PREVENTION, PROHIBITION, AND PUNISHMENT FOR SEXUAL HARASSMENT OF WOMEN.



2. DEFINITIONS

- a. The staff includes any person of the University who is appointed as Teaching or Non-teaching staff whether full-time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include persons employed on a casual or project basis.
- b. The University includes all places of work at the headquarters, Hyderabad / Regional Centres / Learner Study Centers in so far as it is used for the University activities. It includes all places of teaching and administration, as well as all the lanes, canteens, etc. on the University campus.
- c. Departments/Centers include any department/Center of the University.
- d. Regional Centre includes any Regional Centre of the University.
- e. Learners Service Center includes any Study Centre of the University.
- f. Employee includes a person employed for any work directly, or by or through any agency (including a contractor), with or without the knowledge of the principal employer, whether for remuneration or not, or working voluntarily, whether the terms of employment are express or implied, and includes any person employed as a temporary, casual, badli, piece-rated or contract worker, probationer, trainee, apprentice or called by any other name.
- g. The membership includes all the employees, Teaching staff and non-teaching staff of BRAOU, or anyone working in the University. It also includes employees of its affiliated Centers and Partner institutions only to the extent that they are performing University-related activities.

- h. Outsider includes any person who is not a member of the University. It also includes but is not limited to any private person offering residential, food, or any other facilities to members of Dr. BRAOU.
- i. Partner Institution includes an institution with which the University agrees in furtherance of its objectives.
- j. College /School includes any School of Study of Dr. B R A O U - The University.
- k. Sexual Harassment: The following shall constitute sexual harassment of women:
 - 1. When submission to unwelcome sexually determined behavior such as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made a term or condition of employment, participation, or evaluation of a woman's engagement in any of the University activity.
 - 2. When unwelcome sexually determined behavior, including but not limited to, sexual advances, physical and /or verbal or non-verbal conduct, such as loaded comments, remarks or jokes, letters, phone calls, sms or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds, or display of a derogatory nature and have the purpose or effect of interfering with a woman's work or of creating an intimidating, hostile, or offensive employment, educational or living environment.
 - 3. When a man uses with a sexual purpose, the body or any part of it or any object as an extension of the body concerning a woman without her consent or against her will, such conduct will amount to sexual assault.

Explanation (a): It is clarified that it is the reasonable perception of the woman that would be relevant in determining whether any conduct was sexually determined and, if so, whether such conduct was unwelcome or not and that her objection would be disadvantageous to her in connection with her education or employment, including evaluation, grading, recruitment or promotion, or when it creates a hostile working, or living environment.

(b) "Hostile Environment" is said to be created when any act of Sexual Harassment has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment, or living environment.

3. SCOPE OF THE POLICY AND RULES AND PROCEDURES

JURISDICTION

These Rules and Procedures shall apply to all complaints of sexual harassment made by a woman against a man only:

- i. By a woman member of the University against any male member of the University irrespective of where the harassment is alleged to have taken place.
- ii. By a woman resident against a male member of the University irrespective of whether sexual harassment is alleged to have taken place within or outside the campus
- iii. By a woman member or resident against a male resident when sexual harassment is alleged to have taken place within the campus.
- iv. By an outsider woman against a male member of the University when sexual harassment is alleged to have taken place within the campus.
- v. In the case of third-party / outsider harassment, with the consent of the aggrieved woman, the University can take immediate steps and initiate action by making a complaint with the appropriate authority having jurisdiction over the offense. Further, the University and the committee will actively assist and provide available resources to the complainant, in pursuing the complaint.

4. GENERAL DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

THE UNIVERSITY shall:

- (a) Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment.
- (b) Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment.
- (c) Maintain a proactive program to educate all members as to the definition of sexual harassment and the procedure for redress.
- (d) Undertake workshops and training programs at regular intervals for sensitizing the members.
- (e) Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at Workplace" and give information about the redress mechanism that has been put in place and encourage women to file their grievances.
- (f) Facilitate initiation of proceedings under this Policy through the institution of the Committee against Sexual Harassment for redress of acts of sexual harassment.
- (g) Filing a complaint shall not adversely affect the complainant's status/job, salary/promotion, grades, etc. During the pendency of an inquiry and till the final determination of a complaint of sexual harassment under this Policy, the

University shall not alter the conditions of service of the Complainant / Supporter / Witness concerned to their prejudice, as a consequence to the filing, participation or holding of an inquiry under this Policy.

5. THE COMPLAINT MECHANISM AND THE SCOPE OF ITS FUNCTIONS GUIDING PRINCIPLES FOR THE CONSTITUTION OF COMMITTEES

- i) The Complaint and redress mechanism at the UNIVERSITY has been formulated under the following principles:
 - a. To ensure that the Committee against Sexual Harassment is gender-sensitive and representative, members will be drawn from different categories.
 - b. To make the Committee representative, each category of University members is given representation in the Committee.
 - c. The 1997 Supreme Court judgment makes it mandatory for each Committee to have a woman chairperson.
 - d. Half of the Committee members shall be women.
 - e. All members of the Committee Against Sexual Harassment should be neutral and unbiased.

6. STATUS

- i) To implement THE UNIVERSITY's Policy Against Sexual Harassment the following Committee shall be constituted:
 - THE UNIVERSITY Committee Against Sexual Harassment
- i) The Committee shall have statutory status and be empowered to carry out the mandate of this policy including conducting an inquiry into complaints of sexual harassment.
- ii) As clarified by the Supreme Court in Medha Kotwal Lele and ors. Vs UOI and ors. W.P. (Crl.) No. 173-177/1999, order dt. 26.04.04, the Committee Against Sexual Harassment envisaged and constituted under this Policy will be deemed to be an inquiry authority for the University Rules and the Report of the Committee Against Sexual Harassment shall be deemed to be an inquiry report under the University rules. The disciplinary authority will act on the report of the Committee Against Sexual Harassment following the Rules.

7. COMPOSITION AND METHOD OF CONSTITUTING THE COMPLAINT COMMITTEE AGAINST SEXUAL HARASSMENT.

Committee Against Sexual Harassment at the UNIVERSITY

It shall be composed of a total of 5 members drawn from the following categories:-

- Two staff members - one from the teaching staff and the other from Administration
- Two women staff members of which are shall be from the "supervisor" category and shall be from the "staff" category.
- One from Administration to coordinate the meetings.

8. CONTINUITY

- To ensure a measure of continuity in the Committee against Sexual Harassment, the outgoing Committee against Sexual Harassment shall nominate one person among them to continue as a member of the said Committee for another term of 2 years.
- The representation on the Committee of the category to which the member nominated by the Committee to continue belongs shall accordingly be adjusted to ensure that no category of members is over-represented.
- In no event shall any member of the Committee continue as a member for more than 2 terms i.e. 4 years.

9. POWER AND DUTIES OF THE COMMITTEE AGAINST SEXUAL HARASSMENT

A. Preventive

Gender sensitization and Orientation

1. To work towards creating an atmosphere promoting equality, non-discrimination, and gender justice
2. To promote and facilitate measures to create a work and study environment that is free of sexual harassment of women.
3. To publicize widely the policy against sexual harassment in Hindi, English, and the language of the region where the University is located, especially through the Newsletter, or other appropriate documents and display the same on notice boards, websites, offices, etc.
4. Every recruitment announcement must state: THE UNIVERSITY has a policy against sexual harassment and is committed to providing an environment free from sexual harassment of women in the workplace.
5. To regularly organize and carry out programs for gender sensitization of THE UNIVERSITY members through workshops, seminars, posters, film shows, debates, etc. It may enlist the help of specialized NGOs to carry out these programs.
6. All new services employment/consultancy or any other contract for work with any member of THE UNIVERSITY shall include the policy against Sexual Harassment as part of the contract.

7. Those already in service shall be asked to sign this Policy.
8. The Complaints Committee shall take suo-moto notice of grave violations of the basic principles of gender sensitivity and gender justice on the campus.

B. Remedial

Inquiry

1. To receive and take cognizance of complaints made about sexual harassment of women in the workplace.
2. To conduct inquiries into these complaints, place findings before the concerned disciplinary authority, and recommend penalties against the harasser following the rules and procedures laid down.
3. To ensure the safety of the complainant and witnesses during the pendency of the inquiry and till the final determination of the complaint, by advising the concerned authorities to issue warnings, suspension, or any other order, if the harasser harasses or intimidates the complainant or witnesses.
4. To make efforts to ensure that the complainants and the witnesses are not further victimized or discriminated against while the committee is dealing with the complaint. The committee shall take action against anyone who threatens or intimidates the complainant or members of the committee. This may be like issuing a restraining order against the defendant or any other person/s.
5. To seek medical, police, and legal intervention with the consent of the complainant.
6. To make arrangements for appropriate legal, psychological/emotional, and physical support for the complainant if she so desires.
7. In the case of third-party/ outsider harassment, with the consent of the aggrieved woman the University shall initiate action by making a complaint with the appropriate authority having jurisdiction over the offence. Further, the University and the committee will actively assist and provide available resources to the complainant/woman in pursuing the complaint.

10. GUIDELINES FOR ALL COMMITTEES AGAINST SEXUAL HARASSMENT

- a. The Chairperson (woman) and members of the committee are to be nominated by the Vice Chancellor from the panels recommended.
- b. At least 50% of the members in each of these categories should be women.

- c. The term of each Committee shall be two years. The previous Committee will however continue till the new Committee is constituted.
- d. In the event of the expiry of the term of a Committee Against Sexual Harassment during the pendency of an inquiry then for that complaint, the Committee Against Sexual Harassment will be regarded as a valid Committee, under this Policy and Service Rules, till the submission of the Enquiry Report to the disciplinary authority.
- e. A person shall be disqualified from being appointed, elected, nominated, or designated as, or for being continued as, a member of any Committee Against Sexual Harassment if there is any complaint concerning sexual harassment pending against him, or if he has been found guilty of sexual harassment/serious misconduct.
- f. If any complaint the defendant is the Head of the institution, then the said complaint shall be enquired into by the Management Committee.

11. PROCEDURE FOR REGISTERING COMPLAINTS

- i. The mechanism for registering complaints should be safe, accessible, and sensitive.
- ii. All complaints must be brought by the complainant in person.

The following exceptions will be admitted:

- a. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the committee will examine whether an inquiry, intervention, or some other assistance is needed.
- b. In cases of appeals where it is difficult for the complainant to travel in person to the location of the appellate body.
- c. In exceptional cases, third-party/witness complaints may be entertained. In such cases, the committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received, the committee shall proceed to enquire into it as per the procedure specified.
- iii. If the complainant wishes she can be accompanied by a representative.
- iv. Complaints can be lodged directly with any member of the relevant Committee Against Sexual Harassment, or through existing channels for lodging grievances, such as the University authorities, etc. If the complaint is made through any such channel, the person to whom the complaint is made, should bring it to the notice of the Committee within two working days of its receipt by her/him.

- v. A complaint can be directly referred by the Vice Chancellor/Registrar. However, in such cases, which will be exceptional, the VC/Registrar will record the reasons for the same.
- vi. The complaint may be oral or in writing. If the complaint is oral, it shall be reduced to writing by the Complaints Committee member receiving the complaint and the same shall be authenticated by the complainant under her date, signature, or thumb impression as the case may be.
- vii. All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.
- viii. All meetings of the committee will be called by the Chairperson and a notice of at least 2 to 5 working days must be given for the meeting.
- ix. Within ten days of the receipt of a complaint, the concerned Committee Against Sexual Harassment must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an inquiry by the Committee is to be instituted. If the Committee considers it necessary to hear the defendant at this preliminary stage, it shall issue a notice to him.
- x. In case a prima facie case is established, the Committee shall constitute an inquiry committee with at least one member of the complainant's and one of the defendant's categories. It shall have at least 50% women.
- xi. No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of an Enquiry Committee.
- xii. Any committee member charged with sexual harassment in a written complaint must step down as a member during the inquiry into that complaint.
- xiii. If the Committee Against Sexual Harassment decides not to conduct an inquiry into a complaint it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.

12. FUNCTIONS OF THE ENQUIRY COMMITTEE

- a. The Enquiry Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.
- b. The Enquiry Committee shall submit a detailed speaking report to the Committee Against Sexual Harassment in which it shall detail the proceedings of the

inquiry, the statements of the complainant, the defendant, and other witnesses, discuss the evidence, its findings, and reasons for the same and its recommendations regarding the nature of disciplinary action, if any.

13. PROCEDURE TO BE FOLLOWED BY THE ENQUIRY COMMITTEE

1. Procedure

- i. During the inquiry proceedings, the complainant and/or their witnesses and the defendant shall be called separately to ensure freedom of expression and an atmosphere free of intimidation.
- ii. The complainant will be allowed to be accompanied by one representative during the inquiry.
- iii. The Enquiry Committee shall strive to complete the inquiry in the shortest possible time, not exceeding three months from the date on which the complaint is referred to it. The Enquiry Committee shall be required to provide to the Complaints Committee reasons in writing for any delay in prolonging the inquiry beyond a period of 3 months.
- iv. Within one week of the institution of inquiry proceedings by the Committee, the Enquiry Committee shall prepare a document containing a summary of the complaint such as the location, date, and time on which the incident is alleged to have occurred, and shall hand over the same to the complainant and the defendant. The defendant shall be given all this information along with a copy of the Rules and Procedures of this Policy. The Enquiry Committee shall also make available to the defendant a true copy of the complaint(s) lodged by the complainant(s).
- v. The Enquiry Committee must inform the defendant in writing about the material particulars of the charges made against him and he should be given 5 days to respond to the charge sheet.
- vi. The Enquiry Committee shall provide a reasonable opportunity to the complainant and the defendant for presenting and defending his case.
- vii. Within not more than five working days of the receipt of the first intimation of the inquiry, the complainant and the defendant shall submit to the Convenor of the Enquiry Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Enquiry Committee to examine.
- viii. The complainant and the defendant shall be responsible for presenting their witnesses before the Enquiry Committee. However, if the Enquiry Committee

believes that the absence of either of the parties to the dispute is on valid grounds, the Enquiry Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid grounds.

- ix. The Enquiry Committee may call any person to appear as a witness if it believes that it shall be in the interest of justice.
- x. The Enquiry Committee shall have the power to summon any official papers or documents about the complaint under inquiry.
- xi. The Enquiry Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into, as such information shall be deemed irrelevant to a complaint of sexual harassment.
- xii. The Enquiry Committee shall have the right to summon, as many times as required, the defendant, complainant, and/or any witnesses for supplementary testimony and/or clarifications.
- xiii. The defendant, the complainant, and witnesses shall be intimated at least seventy-two hours in advance, in writing, of the date, time, and venue of the inquiry proceedings.
- xiv. The Enquiry Committee shall have the right to terminate the inquiry proceedings and to give an ex-parte decision on the complaint, should the defendant fail, without valid ground, to present himself for three consecutive hearings convened by the Enquiry Committee.
- xv. The venue of the inquiry should take into consideration the convenience and security of the complainant.
- xvi. If the complainant, defendant, or witness desires to appear before the Enquiry Committee accompanied by one person of their choice, they shall communicate the name of that person to the Convener of the Enquiry Committee. Such a person shall have only observer status and her/his presence during the proceedings shall be restricted to the testimony of the individual she/he is accompanying.
- xvii. The identities of the Complainant and all witnesses shall throughout be protected and kept confidential by the Enquiry Committee.
- xviii. The complainant(s) and the defendant, or any one person on her/his behalf, shall have the right to examine the written transcripts of the recordings with

the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the defendant on her/his behalf shall be only a member of the UNIVERSITY. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant(s)/ defendant should inform the Enquiry committee specifically if they wish to exercise this right. The Enquiry Committee may allow access to such documents on a specific date, to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office of the Committee Against Sexual Harassment.

- xix. The complainant and the defendant shall have the right of cross-examination of all witnesses. However, such cross-examination shall be conducted in the form of written questions and responses via the Enquiry Committee only. The defendant has no right to directly cross-examine the complainant or her witnesses
- xx. The defendant/complainant may submit to the Enquiry Committee, a written list of questions that he/she desires to pose to the complainant/witness. The Enquiry Committee shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory, or gender-insensitive. Any behavior, verbal or otherwise, on the part of the defendant or his nominee, that is designed to intimidate or subject the complainant or her witnesses to mental and physical trauma, can lead the Committee to recommend disciplinary action against the defendant.
- xxi. All proceedings of the Enquiry Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned, in token of authenticity, thereof.
- xxii. All persons heard by the Enquiry Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

Exception: A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee Against Sexual Harassment, the same shall not prejudice the Committee members. Once a complaint has been given to the Committee, the complainant should preferably not go public till the inquiry is completed, unless there are compelling reasons for her to do the same.

- xxiii. The members of the Enquiry Committee shall maintain confidentiality about the proceedings conducted by them.
- xxiv. If the complainant desires to tender any documents by way of evidence, the Enquiry Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Enquiry Committee shall supply true copies of such documents to the complainant.
- xxv. If the Enquiry Committee thinks that supplementary testimony is required, the Convener of the Enquiry Committee shall forward to the persons concerned, a summary of the proceedings and allow for seven days to submit such testimony, in person or writing, to the Enquiry Committee.
- xxvi. Nothing precludes the Enquiry Committee from taking cognizance of any new fact or evidence which may arise or be brought before it during the pendency of the inquiry proceedings. If a new fact or evidence is brought to the notice of the Committee Against Sexual Harassment after submission of the Enquiry Report to the appropriate disciplinary authority, then in the event of the constitution of the reconvened Enquiry Committee, at least half of the members of the Enquiry Committee shall be those who originally enquired into the said complaint.
- xxvii. The Enquiry committee shall be sensitive to the covert, private, and insidious nature of Sexual Harassment and shall consider that often the aggrieved woman may not be able to submit/ present direct or corroborative evidence.
- xxviii. The Enquiry Committee shall not permit any evidence or examination based on the aggrieved woman's character, personal life, conduct, personal and sexual history.
- xxix. The Enquiry Committee shall take note of the respective socio-economic positions of the parties, their hierarchy in the respective organization / workplace, the employer-employee equations, and other power differences while appreciating the evidence.
- xxx. The Enquiry committee shall inform the complainant/s, that she may give her evidence in writing provided that she makes herself available for examination by the defendant on the same unless the alleged victim of Sexual Harassment opts to give her evidence orally.
- xxxi. The Enquiry committee shall inform the complainant/s that she may give her answers to questions of a sensitive nature in writing at the inquiry proceedings during cross-examination.

- xxxii. All information received in the course of the examination and inquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee Against Sexual Harassment and the same shall not be made available according to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right To Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against the public interest. To the contrary, disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.
2. Enquiry to be completed within 90 days: - The inquiry shall be completed and the Enquiry Report submitted to the Committee Against Sexual Harassment within 90 days from the date on which the inquiry is commenced. In the event of any delay in the submission of the Enquiry Report, the reasons for the same shall be recorded in writing.

14. FINDINGS OF THE ENQUIRY COMMITTEE

- i) (a) After concluding its inquiry, the Enquiry Committee shall submit a detailed and reasoned written report of its findings to the Chairperson of the relevant Committee Against Sexual Harassment. The inquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the inquiry, and a discussion of the reasons upon which the findings arrived at by the Enquiry Committee.
- (b) No observations regarding the work and behavior of either the complainant or defendant shall be made, which are not related to the alleged act of sexual harassment. However, the Committee may consider as relevant, any earlier complaints of sexual harassment against the defendant.
- ii) Upon the completion of an inquiry, the said Committee may by a detailed and reasoned order pass any of the following orders:
- (a) If the Enquiry Committee finds no merit in the complaint, it shall write to the Chairperson of the Committee Against Sexual Harassment giving reasons for its conclusions. The concerned Committee may then dismiss the complaint which was the subject of the Inquiry.
- (b) If the Enquiry Committee finds the complaints proven on a balance of probabilities, it shall give a detailed and reasoned finding to that effect.

- (c) If the Enquiry Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken, taking into consideration the gravity of the offense of which he has been found guilty and the impact on the complainant. It shall also recommend whether after the disciplinary action has been taken, the disciplinary authority should publicize the identity of the offender, the misconduct, and the disciplinary action taken.

15. REPORT OF THE ENQUIRY COMMITTEE

- i) The report of the Enquiry Committee shall be deemed to be an inquiry report under the Conduct Rules, or any other rules governing the organization.
- ii) Within 5 working days of the receipt of the report of the Enquiry Committee, the Chairperson of the Committee Against Sexual Harassment shall convene a meeting. Each member of the Committee Against Sexual Harassment shall have the right to access the entire inquiry proceedings or any part thereof. The Committee Against Sexual Harassment will discuss the Report and recommendations for disciplinary action, if any, by Enquiry Committee. Within two working days of the adoption of the report of the Enquiry Committee, the Chairperson of the Committee Against Sexual Harassment shall forward the Enquiry Report, together with a summary of the opinions of the members of the Committee Against Sexual Harassment (including dissenting opinions) to the Disciplinary Authority.

16. ACTION TO BE TAKEN BY DISCIPLINARY AUTHORITY

- i) Upon receipt of the Enquiry Report, the disciplinary authority will promptly act on the Enquiry Report. If the disciplinary authority disagrees with or wishes to modify the recommendations made by the Committee Against Sexual Harassment, it may do so by recording the reasons in writing. The same shall also be communicated in writing to the concerned Committee Against Sexual Harassment.
- ii) A copy of the Enquiry Report shall be given by the disciplinary authority to the complainant and the defendant.
- iii) The disciplinary authority shall however take disciplinary action only after allowing the defendant to reply to the findings of the Committee Against Sexual Harassment through an oral or written representation following the service rules and principles of natural justice.
- v) No person accused of an act of Sexual Harassment under this policy shall be part of the decision-making process referred to in this section.

17. APPEAL

The complainant and the defendant shall have the right to appeal if they are dissatisfied with the decision of the concerned Committee Against Sexual Harassment or the disciplinary authority.

18. REDRESSAL

- i) The Committee can ask for the suspension/ transfer of the alleged harasser from his official position, during the pendency of the inquiry if his presence is likely to interfere with the inquiry.
- ii) The victim of sexual harassment will have the option to seek the transfer of the perpetrator or their transfer where applicable.
- iii) The Head of the institution upon receipt of the inquiry report shall refer the same to the Governing Body or any other appropriate body and institute disciplinary action based on the recommendations of the concerned Committee Against Sexual Harassment.
- iv) The disciplinary action will be commensurate with the nature and impact of the sexual harassment.

19. PENALTIES

- 1) Any member of the University staff, service provider, or resident, found guilty of sexual harassment shall be liable for disciplinary action.
- 2) The penalties listed below are indicative and shall not constrain the University authorities from considering other penalties following the rules governing the conduct of all members of the University.
 - i. Warning
 - ii. Written apology
 - iii. Bond of good behavior
 - iv. Adverse Remarks in the Confidential Report
 - v. Debarring from supervisory duties
 - vi. Denial of re-employment
 - vii. Stopping of increments/promotion
 - viii. Reverting, demotion
 - ix. Transfer
 - x. Dismissal
 - xi. A prohibition from entry into the campus etc.
 - xii. Any other relevant mechanism.



In the case of third-party harassment/outsider harassment, or harassment by service providers the Centre/University authorities may:

- i. Issue a warning, reprimand, or censure
 - ii. Write a letter communicating about his misconduct to his place of education, employment, or residence.
 - iii. Declare that the campus is out of bounds for him.
 - iv. Withdraw the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
 - v. Any other action, as may be necessary.
- 3) Penalty in Case of a Second Offence
A second, or repeated offense, may, on the recommendation of the concerned Committee Against Sexual Harassment, attract an enhanced penalty.
- 4) Non-adversarial modes of redress and resolution could also be considered in appropriate cases. Examples of this may be a verbal warning, verbal apology, the promise of good behavior, counseling, etc.

20. MONITORING AND REVIEW

The Committee will send an Annual Report to the Management detailing the work undertaken by them.

21. AMENDMENTS TO THE POLICY

Based on the experience of working on the policy, the Committee will have the power to make recommendations to the University about changes in the Policy/ Rules and Procedures.

22. WHERE SEXUAL HARASSMENT AMOUNTS TO A CRIMINAL OFFENCE

Where the conduct of Sexual Harassment amounts to a specific offense under the Indian Penal Code (45 of 1860) or any other law; it shall be the duty of the Committee Against Sexual Harassment to immediately inform the complainant of her right to initiate action under the law with the appropriate authority and to give advice and guidance regarding the same.

Any such action or proceedings initiated shall be in addition to proceedings initiated and /or any action taken under this Policy.

Monitoring and Review Committee

1. Director, Academic
2. Director, GRCR&D
3. Director, EMR&RC
4. Director, Learner Support Services
5. Registrar
6. Finance Officer
7. Incharge, WD&EC





Dr. B. R. AMBEDKAR OPEN UNIVERSITY

Prof. G. Ram Reddy Marg, Road No. 46, Jubilee Hills, Hyderabad - 500 033,
Website: www.braou.ac.in, www.braouonline.in

Recognised by University Grants Commission, New Delhi.

PROGRAMMES ON OFFER - 2023-24



(A) Bachelor's Degree Programmes			(D) Diploma Programmes		
B.A. - Bachelor of Arts (English, Telugu & Urdu Medium)	Course Duration 3 years	Tuition Fee Rs. 2,700/- 1st Yr 2,500/- 1IInd Yr	Diploma in Marketing Management (English Medium)	Course Duration 1 year	Tuition Fee Rs. 8,000/-
B.Com. - Bachelor of Commerce (Telugu & English Medium)	3 years	2,500/- 1IInd Yr	Diploma in Financial Management (English Medium)	1 year	8,000/-
B.Sc. - Bachelor of Science (English, Telugu & Urdu Medium) (Lab. Fee Rs. 1600/- for each Science & Psychology Subjects)	3 years	2,500/- 1IInd Yr	Diploma in Human Resource Management (English Medium)	1 year	8,000/-
(B) Master's Programmes			Diploma in Operations Management (English Medium)	1 year	8,000/-
M.A. English, M.A. Hindi, M.A. Telugu, M.A. Urdu,	Course Duration 2 years	Tuition Fee Rs. 5,300/- 1 year 5,000/- 2 year	Diploma in Business Finance (English Medium)	1 year	5,200/-
M.A. Economics, History, Political Science, Public Administration, Sociology - (Telugu Medium)	2 years	5,300/- 1 year 5,000/- 2 year	Diploma in Writing for Mass Media in Telugu	1 year	5,200/-
M.A. Journalism and Mass Communication (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Diploma in Environmental Studies (Telugu Medium)	1 year	5,200/-
M.Sc. Mathematics & Applied Mathematics (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Diploma in Human Rights (English Medium)	1 year	4,000/-
M.Sc. Botany, M.Sc. Environmental Science (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	Diploma in Women's Studies (English Medium)	1 year	4,000/-
M.Sc. Physics, M.Sc. Zoology, M.Sc. Psychology (English Medium)	2 years	15,300/- 1 year 15,000/- 2 year	Diploma in Culture & Heritage Tourism (English Medium)	1 year	5,200/-
M.Sc. Chemistry (English Medium)	2 years	18,300/- 1 year 18,000/- 2 year	(E) Certificate Programmes		
M.Com. (English Medium)	2 years	7,800/- 1 year 7,500/- 2 year	Certificate Programme in Food and Nutrition (Telugu Medium)	Course Duration 6 months	Tuition Fee Rs. 1600/-
(C) Professional Programmes (Post Bachelor's Level)			Certificate Programme in Literacy & Community Development (Telugu Medium)	6 months	2100/-
M.B.A. - Master's Degree in Business Administration (English Medium)	Course Duration 2 years	Tuition Fee Rs. 15,300/- 1 year 15,000/- 2 year	Certificate Programme in NGO's Management (Telugu Medium)	6 months	2100/-
M.B.A. - (Hospital and Health Care Management) with AHERF, KIMS & DET (English Medium)	2 years	1,20,000/-	Certificate Programme in Early Childhood Care & Education (English Medium)	1 year	5,400/-
Master's Degree in Library & Information Science (MLISc) (English Medium)	1 year	10,300/-	(F) Research Programmes (Ph.D in)		
Bachelor's Degree in Library & Information Science (BLISc) (English & Telugu Medium)	1 year	5,300/-	English, Hindi, Education, Economics, History, Political Science, Public Administration, Sociology, Commerce, Mathematics, Physics, Chemistry and Environmental Science (English Medium)	Course Duration 3 years	Tuition Fee Rs. 15,000/- 1 year 15,000/- 2 year 15,000/- 3 year
Bachelor's of Education (B.Ed - ODL) (Telugu Medium)	2 years	40,000/-			
Bachelor's of Education (B.Ed. Special Education - ODL) (English & Telugu Medium)	2 ½ years	40,000/-			

BRAOU CALL CENTRE NO : 18005990101

