

5: 6- Establishment of new Deptts/Centres/Courses

- (i) Establishment of a Women's Cell
in the University.

On the above subject, it may be stated that the Council vide resolution No.EC; 107:2000:6:7(ii) as adopted in its 107th meeting had Resolved to authorise the Vice-Chancellor to constitute the Committee which will also spell out the functions of the Cell.

Accordingly, the Vice-Chancellor constituted a Committee to look into the establishment of a Women's Cell in the University and also to spell out its function. The notification is placed at Annexure 'A'.

The said Committee met on 1st October, 2001 and furnished the report which is placed as Annexure 'B'.

Subsequently, the Chairperson of the Committee forwarded a report on the working of the Women's Cell alongwith a draft Ordinance on the same which is placed at Annexure 'C'.

Herein, the Council is apprised that as per the orders of the Vice-Chancellor on the body of the letter No.F.59/Dist/W.Cell/01-2716, dt.3.10.2001 at Annexure 'B' following the Supreme Court orders(placed as Annexure 'D'), the office has already initiated calling for necessary nominations for constitution of a Women's Cell as per recommendations vide item 2 of the report at Annexure 'B'.

But on going through the draft ordinance at Annexure 'D' there appears to be some contradictions in provisions made on the composition of Women's Cell.

The matter is placed before the Council for consideration.

NORTH-EASTERN HILL UNIVERSITY

SHILLONG

No:EC:107-4/Conf/2000-1937 Dated Shillong the 21st Dec'2000.

N O T I F I C A T I O N

In pursuance of Resolution No:EC:107:2000:6:7(ii) adopted at the 107th meeting of the Executive Council held on 13th July,2000, the Vice-Chancellor is pleased to constitute a Women's Cell in the University consisting of the following members to look into the Women's Cell and to spell out its function with immediate effect for a period of one year. The Committee also will have powers to co-Opt any other members.

1. Prof(Mrs)B Lyndem Laso, - Chairman.
Centre for Supporting Learning
System, NEHU, Shillong.
2. Prof (Mrs) C Marak, - Member
Department of Garo,,
NEHU,Tura Campus, Tura.
3. Dr (Mrs)Manorama Sharma, - do -
Department of History,
NEHU, Shillong.
4. Dr (Mrs)M Momin, - do -
Department of History,
NEHU, Shillong.
5. Smti N G Marwein, - do -
Section Officer,Estt.-I(Apptt.),
NEHU, Shillong.
6. Dr (Ms)Nabonita Ganguli - do -
Department of English,
NEHU, Shillong.
7. Smti Gabriel W Lyngdoh, - do -
Library Department,NEHU,
Mayurbhanj Complex,NEHU,Shillong.

Sd/-

JMS Khongwir
Deputy Registrar.

To

Member(s)

Copy to :-

1. Finance Officer, NEHU, Shillong.
2. P S to the Vice-Chancellor, NEHU, Shillong.
3. P S to the Pro-Vice-Chancellor,NEHU,Tura Campus, Tura.
4. Sr P A to the Registrar, NEHU, Shillong.

Sd/-

Deputy Registrar

No:EC:107-4/Conf/2000-362 Dated 29th August'01

N O T I F I C A T I O N

In continuation of Notification of even No:1937 dated 31st December'2000, on the constitution of a Women's Cell in the University, the Vice-Chancellor is pleased to nominate the Dean of Students' Welfare as one of the members of the above Cell with immediate effect for the residue term till 20th December'01.

Sd/-

P K D Purkayastha
Assistant Registrar(Conf)

To

Chairman,

Member(s)

Copy to :-

1. Finance Officer, NEHU, Shillong.
2. Deputy Registrar(Academic), NEHU, Shillong.
3. P S to the Vice-Chancellor, NEHU, Shillong.
4. P S to the Pro-Vice-Chancellor, NEHU, Tura Campus.
5. Sr P A to the Registrar, NEHU, Shillong.

Sd/-

Assistant Registrar.

5: 6: 1(4)

Annexure 'B'

NORTH EASTERN HILL UNIVERSITY
BIJNI COMPLEX, SHILLONG-793003
MEGHALAYA

PROF(MRS) B. LYNDEM(LASO) DISTANCE EDUCATION
CHAIRMAN
WOMEN CELL

No.F.59/Dost/W.Cell/01-2716
Dated 5/10/01

To

All the member
of Women Cell,
NEHU, Shillong.

Dear Madam,

Please find enclosed herewith the
Minutes of the Meeting of Women Cell held
on 1st October'01 at Centre for Distance
Education, NEHU, Shillong. I pause for your
comments and suggestion.

Yours sincerely

Sd/-

(Mrs.B.Lyndem(Laso))

Copy to :

T.S.to V.C, NEHU, Shillong for information.

MINUTES OF THE MEETING OF THE WOMEN CELL

A Meeting of the Women Cell was held on 1/10/01 at 2.00 p.m in the Centre for Distance Education, NEHU Bijn Complex, NEHU, Shillong.

The following members were present:-

1. Prof. (Mrs) M.Sharma
2. Dr.(Mrs)G.Das
3. Smti. N.G.Marwein
4. Smti. Gabriel W.Lyngdoh

At the very outset the Chairman welcomed all the Members of the Cell. The Members discussed at length regarding the formation and function of the Women Cell in the University and following proceedings are drawn up:-

1. A Women's Cell shall be set up in the University to assist the Vice-Chancellor in realising the following aims and objectives:-
 - a. Gender sensitization
 - b. Create awareness of the rights of women.
 - c. Prevention of sex discrimination in job and career opportunities.
 - d. Prevention of sexual harrassment in the University Campus.
 - e. Mediation and redressal as may be found necessary following any case of sex discrimination or sexual harrassment.

EXPLANATION NOTE:

SEXUAL HARRASSMENT INCLUDES SUCH UN-WELCOMED SEXUAL BEHAVIOURS AS :

- i. Physical contacts and advances;
 - ii. A demand for sexual favours;
 - iii. Sexually coloured remarks;
 - iv. Any other unwelcomed physical, verbal or nonverbal conduct of sexual nature which directly or impliedly humiliates or intimidates a women.
2. The Women Cell Shall be constituted as follows:-
 - a. A Chairperson to be nominated by the Vice-Chancellor from amongst senior women employees not below the rank of a Reader or Deputy Registrar.
 - b. Dean, Students's Welfare as Ex-officio member.
 - c. Two persons belonging to the students community

- at least one of whom shall be a women, to be nominated by the Vice-Chancellor on the recommendation of the Dean, Students' Welfare.
- d. Four persons belonging to the empl-oyees community two representing the non-teaching one of whom should be a woman and two representatives from the teaching employees one of whom should be a woman.
3. The Term of the Cell shall be two years.
4. The Functions of the Cell shall be:-
 - a. To examine complaints against sexual harrassment of sexual discrimination and submit its funding with recommendations to the Vice-Chancellor.
 - b. To pursue for time bound treatment of the complaints, whenever necessary.
 - c. One legal expert with expertise in handling cases of women issues and two social workers working in the relevant filed one of whom should be a woman.
 - d. To provide a special counsellor or any other support service to the victim.
 - e. To recommend to the Vice-Chancellor, measures for creation of a secure, cordial learning working atmosphere between men and women.
 - f. To report to the Vice-Chancellor if there lie a prima facie case for legal or disciplinary action against the perpetrator of the crime and pursue the case to the logical end.
 - g. The Executive Council or any other decision making body will invite nominee of the Women Cell as special invitee whenever any matter from the Women Cell is to be discussed or when any policy affecting the interest of women in the University community is taken.
5. Complaints shall be lodged be with the Chairman, Women Cell by the victim concerned within 10 (ten) days from the date of occurence of the incident of sexual harrassment or sex discrimination.
6. The Committee should have its general meeting at least twice during its term. Emergent meeting may also be held on any occasion as may be the exigency. Provided that in emergent meetings only the respective exigent case (s) should be transacted upon.

5:6:1(7)

7. The Committee should maintain due confidentiality while dealing with complaints of sexual harassment if it is convinced that openers would directly or indirectly humiliate the victim.

This cell will collect relevant papers from other Universities and Bodies having Women Cell on the basis of the information gathered from above mentioned document.

The Committee has decided to co-opt Dr. G. Das, Centre for Applied Statistics, NEHU. As a Member of the Committee.

The Meeting ended with the vote of thanks from the Chair.

Sd/-

(Prof. (Mrs) B. Lyndem (Laso)
Chairman
Women Cell, NEHU.

REPORT ON THE WORKING OF THE WOMEN'S CELL**Constituted Vide Notification No. EC:107-4/Conf/2000-1937 dt. 21st Dec 2000 and****Addendum No. EC:107-4/Conf/2000-362 dt. 29th Aug 2001**

The Women's Cell constituted Vide Notification No. EC:107-4/Conf/2000-1937 dated 21st December 2000 and Addendum No. EC:107-4/Conf/2000-362 dated 29th August 2001 met a number of times to work out rules and regulations for the composition and functioning of the Women's Cell. The Cell also co-opted Dr. G. Das, Centre for Applied Statistics, as a member. The Cell ultimately evolved a Draft Ordinance on a regular Women's Cell, stipulating therein its aims and objectives the rules on constitution of the Cell and its powers and functions. The Draft Ordinance aforesaid and enclosed at annexure I is submitted for favour of approval of the Vice-Chancellor and the appropriate authorities. This Draft Ordinance was prepared after examination and thorough deliberations of the honourable Supreme Court order in "Vishaka & others v.s State of Rajasthan and others" contained in the Govt. of India's instruction Vide Department of per & Trg., O.M.No. 11013/10/97-Estt(A) dated 13-2-1998 (enclosed herewith at annexure -II). The Cell also kept in view the need for gender sensitization and creation of awareness on Women's right befitting an educational institution.

The Women's Cell also felt it necessary for the regular functioning of the Cell, to have atleast the minimum office infrastructure i.e. an office room and office necessities, regular supporting staff : atleast one Section officer, one Secretarial staff and one Peon/Office Attendant, and preferably all of the supporting staff should be women. The Women's Cell therefore, decided to request the Vice-Chancellor to look into this aspect and to make provisions for basic infrastructure to facilitate effective and regular functioning of the Cell.

Chairperson of the Women's Cell
NEHU, Shillong

DRAFT ORDINANCE ON
THE NORTH EASTERN HILL UNIVERSITY WOMEN'S CELL
(framed in compliance of the Hon'ble Supreme Court Order in "Vishaka v.s State of Rajasthan" and the subsequent Govt. of India's instructions under Deptt of Per & Trg's O.M No. 11013/10/97-Estt(A) dated 13-2-1998)

1. A Women's Cell shall be set up in the University to assist the Vice-Chancellor in realising the following aims and objectives :
 - a) Gender sensitization
 - b) Create awareness on the rights of women
 - c) Prevention of sex discrimination in job and career opportunities.
 - d) Prevention of sexual harassment in the University campus.
 - e) Mediation and redressal as may be found necessary following any case of sex discrimination or sexual harassment.

EXPLANATION NOTE :

SEXUAL HARASSMENT INCLUDES SUCH UNWELCOME SEXUAL BEHAVIOURS AS :

- a) Physical contacts and advances.
 - b) A demand for sexual favours.
 - c) Sexually coloured remarks.
 - d) Showing pornography.
 - e) Any other unwelcome physical, verbal or non verbal conduct of sexual nature which directly or impliedly humiliates or intimidates women or creates harassment psychologically.
2. The women's Cell shall be constituted as under :
 - a) A Chairperson to be nominated by the Vice-Chancellor from amongst senior women employees not below the rank of a Reader or Deputy Registrar.
 - b) Dean, Student Welfare as Ex-Officio member.
 - c) Two women belonging to the students community to be nominated by the Vice-Chancellor on the recommendation of the Dean, Student's welfare.
 - d) Four persons belonging to the employees community – two representing the non-teaching community and two representing the teaching community to be nominated by the Vice-Chancellor on the recommendation of the General Body of the respective employee's association, provided that one representative from each of the communities should be a women.
 - e) One legal expert with expertise in handling cases of women's issues to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell.
 - f) Two Social workers working in the relevant field to be nominated by the Vice-Chancellor on the recommendation of the Chairperson of the Cell, one of whom should be a women.
 - g) Any other member (s) to be co-opted by the Cell as and when necessary.

3. The term of the Cell shall be three years.
4. The powers and functions of the Women's Cell :
 - a) The organise seminars, workshops, awareness camps and such other activities necessary to sensitise the University community on issues of gender justice and sexual harassment.
 - b) To recommend to the Vice-Chancellor measures for creation of a secure and cordial learning/ working atmosphere between men and women.
 - c) To examine complains against sexual harassment or sexual discrimination and take necessary remedial measures wherever possible or submit its findings with recommendations to the Vice-Chancellor.
 - d) To pursue for time-bound treatment of the complaints, wherever necessary.
 - e) To provide special Counsellors to the victim as and when necessary.
 - f) To report to the Vice-Chancellor if there lies a prima-facie case for legal or disciplinary action against the perpetrator of the crime and to pursue the case to its logical end.
 - g) To send a nominee or nominees of the Cell to various decision making bodies of the University wherever matters relating to women are to be discussed or any policy decision to be taken affecting the interest of women in the University community. The respective decision making bodies may include the Cells nominee (s) as special invitee (s).
 - h) To suggest measures and ensure protection of the general welfare of the women in the University community.
5. The modalities of the functioning of the Cell shall be as under :
 - a) Complaints shall be lodged with the Cell by the victim concerned at the earliest but not later than 30 (thirty) days from the date of occurrence of the incident of sexual harassment or sex discrimination. Complaints may also be lodged by a third party or any member of the University community about any undesirable situation which directly or indirectly affects the women of the University community in general.
 - b) The Cell should have a regular office space with the necessary infrastructure to be provided by the University to facilitate meetings with the complainants and to provide expert/professional counselling, when necessary.
 - c) The Cell should meet regularly atleast four times a year. Emergent meetings may also be held on any occasion as may be the exigency provided that in emergent meeting only the respective exigent case (s) should be transacted upon. The Cell will always endeavour to have time bound treatment of the complaints and ensure that justice is not delayed.
 - d) The Cell should maintain due confidentiality while dealing with complaints of sexual harassment if it is convinced that openness would directly or indirectly humiliate the parties concerned.
 - e) The Cell will evolve modalities on working timings and receipt of complaints etc. and these should be widely notified within the University.

6. Conduct of Meetings of the Women's Cell:

- a) Quorum one third of the total members subject to a minimum of four members of the Cell shall make the quorum for a meeting of the Cell.
- b) The Chairperson shall preside over all the meetings of the Cell. In the absence of the Chairperson, the seniormost women member of the Cell (seniority by cadre) shall preside over the meetings.
- c) The Women's Cell shall, as far as possible, try to arrive at a consensus on cases decided. However, should there be a division resulting in a tie the Chairperson shall have the casting vote.

Chairperson of the Women's Cell
NEHU, Shillong.

5: 6: 1(12)

Annexure 'D'

Champak Chatterjee, IAS

Joint Secretary, (HE)

Tele fax: 3384359

E-mail: Champak,edu@sb.nic.in

Ministry of Human Resource
Development, Department of
Secondary & Higher Education
Government of India
Shastri Bhavan
New Delhi: -110001

D.O.No:12-4/2001-Desk(U)

dated 18.9.01

Dear Prof Miri

Kindly find enclosed a copy of the minutes of high level meeting held under chairmanship of Justice Shri J S Verma, Hon'ble Chairperson, NHRC on 25.4.01 on the role of Universities and educational institutions in implementing Supreme Court guidelines pertaining to Vishaka vs State of Rajasthan case relating to Sexual Harassment of Women in work places. It may be seen that a number of decisions were taken in the meeting held on 25.4.01 to facilitate effective implementation of Supreme Court guidelines/norms for curbing sexual harassment in Educational Institutions. The Universities are required to take action on the basis of decision taken in the said meeting.

I shall be grateful if you kindly send us an Action Taken Report on this at the earliest.

With regards,

Yours Sincerely,

Sd/-

(Champak Chatterjee)

Prof Mrinal Miri

Vice-Chancellor

NEHU, Shillong-793022

MINUTES OF THE MEETING TO DISCUSS THE ROLE OF UNIVERSITIES AND EDUCATIONAL INSTITUTIONS IN IMPLEMENTING SUPREME COURT GUIDELINES PERTAINING TO VISHAKA VS STATE OF RAJASTHAN CASE RELATING TO SEXUAL HARASSMENT OF WOMEN IN WORK PLACES.

A high level meeting was held under the Chairmanship of Justice Shri J S Verma, Hon'ble Chairperson, NHRC at 3:00 P M on Wednesday, 25th April, 01 to consider how the Universities and educational institutions could implement the guidelines and norms prescribed by the Supreme Court in Vishaka Vs State of Rajasthan judgement delivered on 13.8.97 relating to sexual harassment of women in work places. Justice (Smt) Sujata V Manohar Member, NHRC was also present. The list of participants who attended the meeting is placed at Annexure-I

The Chairperson, NHRC welcomed all those who were present. In his opening remarks the Chairperson stated that although the Apex Court has prescribed detailed guidelines which include the setting up of a Complaints Committee to inquire into the complaints filed by women employees about sexual harassment, unfortunately, many of the departments of Government of India, private and public sector undertakings, institutions etc have not set up any Complaints Committee so far. The preventive measures prescribed by the Court have also not been taken by them. He further observed that universities and educational institutions which have a large number of women students/employees should have complaint mechanism to deal with their complaints on sexual harassment. He desired that the Secretaries of the Ministry of Human Resource Development and the University Grants Commission (UGC) take a lead in this regard.

This was followed by a discussion as to how the Universities and educational institutions could be involved in spreading awareness about the guidelines as well as setting up of effective complaints mechanism in dealing with the problem. After a detailed discussion the following decisions were taken.

(I) There was need to reiterate the guidelines and norms as prescribed by the Supreme Court in Vishaka Vs State of Rajasthan case in a more forceful manner in all Universities and educational institutions. It was thus agreed upon that the UGC would write to all the Vice Chancellors of various universities across the country that it was binding on them to set up a complaints Committee and accordingly keep the UGC informed about the names of persons appointed in the Complaints Committee along with the details of the third party on the Committee, failing which appropriate action would be taken against them.

(1a) The UGC would write a letter in this connection to different Deans of all the Universities so that there was no further delay in setting up of the complaints mechanism to combat sexual harassment at work places.

(2) Setting up of the complaints mechanism as emphasized by the Supreme Court should be made a necessary precondition for all Aided and Affiliated schools. Accordingly, there was need to amend the byelaws of Aided and Affiliated schools by the Central Board of Secondary Education(CBSE).

(3) Anti-ragging measures be devised and adopted in all universities and educational institutions. Besides this, there was need to organise seminars/conferences/workshops at various levels, so as to generate awareness about the issue as well as print booklets/Pamphlets and disseminate the guidelines also through the websites.

(4) In order to ensure that the Vishaka guidelines were implemented in the right spirit, it was decided that the Commission may issue an appeal to the press, film industry and electronic media whereby the body of a woman is not depicted in a demeaning manner or treated as a commodity, as this created a contempt for women in general.

(5) The UGC should procure from the Jawaharlal Nehru University a copy of the guidelines which they had prepared in connection with combating the problem of sexual harassment in their University and examine whether the same could be replicated in other Universities as well.

(6) All universities and educational institutions may encourage girl students and young women to take part in Physical training as was practised in other western countries. This kind of activity would not only instil confidence in her but would instil confidence in her all through her life.

(7) It was felt that a Helpline for women and girls in work places supported by non-governmental organisations on the lines of Helpline for students be initiated in the capital which could be replicated all over the country. This step would enable sexually harassed girl students/other women in work places to come forward to express themselves rather than suffer silently.

(8) Instructions be issued to all universities and educational institutions by UGC and CBSE to make a periodical review of the action taken by them with regard to setting up of the complaints mechanism. It should be made mandatory for all universities and educational institutions to send their Action Taken/Status Reports to the UGC and CBSE. This would not only keep the UGC and CBSE apprised of the overall progress made by each University and school but also enable them to take necessary follow-up action in this respect.

(9) A Nodal Officer be appointed in every organisation, in addition to the setting up of the Complaints Committee, who could be easily contacted from time to time for information/suggestions related to complaints received.

(10) Training measures be devised and adopted in all universities and educational institutions. Besides this, there was need to organise seminars/conferences/workshops at various intervals to generate awareness about the issue as well as disseminate the guidelines.

(11) In order to ensure that the Vishaka guidelines were implemented in the right spirit, it was decided that the Commission issue an appeal to the press, film industry and electronic media whereby the body of a woman is not depicted in a degrading manner or treated as a commodity, as this created a bad impact for women in general.

(12) The University procure from the Jawahar Nalanda University a copy of the guidelines which they had prepared in connection with combating the problem of sexual harassment in their universities and examine whether the same could be replicated in other universities as well.

(13) All universities and educational institutions may encourage girl students and young women to take part in physical training as was provided in other western countries. This kind of activity would not only instil confidence in her but would instil confidence in her all through her life.

(14) It was felt that a helpline for women and girls in work places sponsored by non-governmental organisations on the lines of helpline for students be initiated in the capital which would be operational all over the country. This step would enable sexually harassed girl students/other women in work places to come forward to express themselves rather than suffer silently.

(15) Instructions be issued to all universities and educational institutions by UGC and CSSE to make a periodical review of the action taken by them with regard to setting up of the complaints committee. It should be made mandatory for all universities and educational institutions to send their Action/Status Reports to the UGC and CSSE. This would not only help the UGC and CSSE monitor the overall progress made by universities and school but also enable them to take necessary steps in this respect.

List of Participants

1. Shri M K Kaw
Secretary
Department of Secondary and Higher Education,
Ministry of Human Resource Development,
Room No:128, 'C' Wing,
Shastri Bhavan,
New Delhi.
2. Smt Achla Moulik
Secretary
Department of Elementary Education & Literacy,
Ministry of Human Resource Development,
Room No:124, 'C' Wing
Shastri Bhavan,
New Delhi :-110001
3. Dr Hari Gautam
Chairman
University Grants Commission,
Bahadurshah Zafar Marg,
New Delhi:-110002
4. Shri Ashok Ganguli
Chairman
Central Board of Secondary Education
Shiksha Kendra,
2, Community Centre,
Preet Vihar,
New Delhi:-110001
5. Shri Narendra Prasad
Principal Secretary,
Directorate of Education,
NCT of Delhi,
Old Secretariat,
New-Delhi:-110054

(10/11/2002)

6. Ms Meenakshi Arora,
Senior Advocate,
96, Lawyers Chamber,
Supreme Court,
New Delhi :-110001

7. Ms Shweta Kakkar,
Lawyers' Collective,
B-5, Jangpura Extension,
New Delhi :-110014

8. Ms Rebecca,
Coordinator
'Sakshi'
B-67, First Floor,
South Extension, Part-I
New Delhi:-110049

National Human Rights Commission

1. Shri N Gopalaswami,
Secretary General

2. Smt S Jalaja
Joint Secretary.

3. Dr Savita Bhakhry
Senior Research Officer.

SG/27/11/01)

5:6- Establishment of new Deptts. / Centres/ Courses

(i) Establishment of a Women's Cell in the University.

EC:111:2001:5:6:(i): The Council considered the draft Ordinance on the establishment of a Women's Cell in the University and **RESOLVED** to approve the same as per Annexure 'C'. The Committee will also frame a Regulation on the working of the Cell.

(ii) Request from the Principal, St. Anthony's College, for introduction of PG Courses in Bio-Technology, Business Administration and in Computer Science or to grant permission to introduce PG Classes in these subjects in the College.

EC:111:2001:5:6:(ii): The Council considered the request of request from the Principal, St. Anthony's College for introduction of PG Courses in Bio-Technology, Business Administration and in Computer Science or to grant permission to introduce PG Classes in these subjects in the College and **RESOVLED** to regret the same.

(iii) Suggestion to start M.Ed. Programme in the University.

EC:111:2001:5:6:(iii): The Council considered the suggestion of the Government of Meghalaya to start M.Ed. Course in the University and **RESOLVED** that though the proposal may be accepted in principle necessary steps in this direction may be taken only after the Education Department has a proper infrastructure for the purpose.

(iv) Proposal regarding opening branches of Indian Universities in Vietnam.

EC:111:2001:5:6:(iv): The Council considered the proposal of the Association of Indian Universities to open a Campus at Vietnam and resolved that the matter be kept in abeyance for the time being.