

KLE LAW COLLEGE, BENGALURU
POLICY AGAINST SEXUAL HARASSMENT 2026

Preamble:

Whereas in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, the KLE Law College, Bengaluru (KLELCB) is committed to ensure a safe, inclusive, and dignified environment for all stakeholders of the institution.

Whereas being guided by the constitutional values of equality, dignity, and liberty, the College adopts this policy stipulating procedures to prevent, prohibit, and redress sexual harassment, and thereby fostering a campus free from discrimination and harassment.

This Code shall be called the 'Policy against Sexual Harassment 2026'. This policy shall come into force on 24th October 2026 and shall remain in force unless revised.

PART-I
INTRODUCTION

1. Scope

- (1) The Principles and Procedures set out herein shall apply to all cases of sexual harassment against women. This policy extends to the college campus, the hostels, and any other space associated with KLE Law College, including online spaces and transport vehicles.
- (2) This policy extends to all faculty members, students, administrative staff, housekeeping staff, interns, scholars, research assistants, visiting faculty, visiting scholars, and other visitors, including resource persons, participants in any competition organised by the college, admission and other service seekers and vendors.

2. Definitions

- (a) **Aggrieved Person** shall mean a woman who alleges that she has been subjected to any act of sexual harassment and seeks redressal against it under the mechanism **provided herein**.
- (b) **Designation** shall be understood to refer to the official role, position, or title held by a particular person within the institution, such as Professor, Assistant Professor,

Associate Professor, Teaching Assistant, Registrar, Research Associate, Student, or any other officially recognised position.

- (c) **Documents** shall include formal requests for inquiry, notices to parties, written submissions, written statements of witnesses, replies, lists of questions, and copies of the same. These may be in electronic, digital or physical format.
- (d) **Employees** means a person employed at KLE Law College for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or, without the direct knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-employee, a contract employee, probationer, trainee, apprentice or called by any other such name; and also includes interns, volunteers, researchers, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (e) **Executive Authority** under this policy shall be the Principal, KLE Law College, Bengaluru.
- (f) **Faculty** for the purposes of this Code includes all persons appointed to teaching positions (regardless of duration), such as guest lecturers and speakers, visiting faculty, and teaching assistants.
- (g) **Internal Committee** means the body constituted by the Executive Authority under Provision 5, which is in compliance with the requirements of VISHAKA Guidelines & POSH Act along with the UGC regulations 2015.
- (h) **Other persons** include persons involved in the organisation of any programme or activity conducted or organised by or in association with the college.
- (i) **Respondent** means a person against whom a complaint is made by an aggrieved person alleging sexual harassment.
- (j) **Sexual Harassment** means any unwanted conduct with sexual undertones if:
 - it occurs or is persistent; or
 - demeans, humiliates or creates a hostile and intimidating environment; or is calculated to induce submission by actual or threatened adverse consequences; and includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:
 - i. Physical contact and advances; or
 - ii. A demand or request for sexual favours; or
 - iii. Making sexually coloured remarks; or



- iv. Showing pornographic material, including oral, textual, or graphic representations of a sexual nature; or
- v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature; or
- vi. Stalking, including cyber stalking, as defined under the Section 78 of the Bharatiya Nyaya Sanhita, 2023.

Explanation 1: “Unwelcome Act” refers to any behaviour that is not solicited or invited by the recipient and is regarded as offensive or unwanted.

Explanation 2: The expression “Unwelcome” covers all forms of conduct where the aggrieved person has not expressly or impliedly given consent to the behaviour complained of. The silence of the aggrieved person or lack of protest at the time of the incident or afterwards shall not by itself be taken as proof of consent.

Explanation 3: The following circumstances, among other circumstances, if they occur or are present in relation to or connected with any act or behaviour of sexual harassment, may amount to sexual harassment:

- i. implied or explicit promise of preferential treatment in his/her employment/education; or
- ii. implied or explicit threat of detrimental treatment in his/her employment/education; or
- iii. implied or explicit threat about his/her present or future employment/education status; or
- iv. interference with his/her work or creating an intimidating, offensive, or hostile environment for him/her; or
- v. humiliating treatment likely to affect his/her health or safety.

(k) **Student** A student shall be anyone on the rolls of any undergraduate, postgraduate and PhD programme at the college, including the students on roll in previous years who are appearing for examinations as repeaters.

(l) **Victimisation** shall mean any adverse action or retaliatory measure directed at a complainant or a witness appearing in an enquiry in any proceedings relating to the subject matter dealt with in this policy.

Explanation: “adverse action or retaliatory measure” shall include, but not be limited to:



- i. adverse action relating to employment, academic participation or evaluation, extra or co-curricular activities or entitlement to services/opportunities.
- ii. intimidation and/or undue influence having the effect of dissuading or deterring such participation.
- iii. creating a hostile environment for the complainant and their witnesses.

(m) **Workplace** means the KLE campus and includes:

- i. Any department, organisation, undertaking, establishment, enterprise, institution, office, branch, or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by KLE Law College;
- ii. Any sports institute, stadium, sports complex or competition or games venue, whether residential or not, used for training, sports or other activities relating to KLE Law College;
- iii. Any place visited by the employee or student arising out of or during the course of employment or study, including transportation provided by the University for undertaking such a journey for study.

Explanation: Workplace shall include online workspaces, such as online classes, meetings, or other activities arising out of or during the course of employment or study at KLE Law College Bengaluru.

3. Prohibition of Sexual Harassment

Sexual harassment in all forms is prohibited.

PART-II PROCESS

4. Recourses

Any Aggrieved woman may choose to:

- (1) resolve the matter through the mechanism laid down in the policy, and/or
- (2) take recourse to any other civil/criminal remedies available under any law or rules.

5. Constitution of the Internal Committee

- (1) The Executive Authority shall constitute an Internal Committee (IC).



(2) The IC shall have the following composition-

(a) A Presiding Officer who shall be a woman faculty member, not below the designation of Associate Professor at KLE Law College, nominated by the Executive Authority;

Provided that in case a woman faculty member in the designation of Associate Professor or above is not available, the Presiding Officer shall be nominated from any other department, office or administrative unit of the KLE Technological University.

(b) Two faculty members and two non-teaching employees, committed to the cause of women, or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;

(c) One member from amongst non-government organisations or associations committed to the cause of women, or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(d) Three students shall also be included in the Committee as members if the matter concerns students. The student members shall be invited to join the committee as per procedure laid down by the IC and the IC shall have the powers to lay down procedures for the exclusion of students, removal of students, and training of students for the purposes of IC proceedings.

(3) At least one-half of the total members of the IC shall be women.

(4) Persons in senior administrative positions in KLE Law College, such as the Principal, Heads of Departments, etc., shall not be members of the IC in order to ensure the autonomy of the functioning of the IC.

6. Term of the IC

(1) The term of office of the members of the IC shall be three years from the date of constitution of the committee.

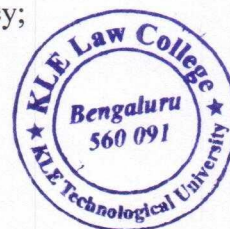
(2) Where the Presiding Officer or any member of the IC:

(a) contravenes Provision 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against them; or

(c) has been found guilty in any disciplinary proceedings; or

(d) has so abused their position as to render their continuance in office prejudicial to the fulfilment of the objectives of the policy;



such Presiding Officer or Member, as the case may be, shall be removed from the IC, and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the above provisions within **thirty days** from the date of vacancy.

Such removal shall be automatic for both members and Presiding Officer for violation of provisions 6(2) (a), (b), (c) and in case of violation under 6(2)(d) the IC will conduct an oral hearing before removal, by adopting appropriate procedure.

7. Disclosure by Presiding Officer and Members of the IC

(1) Within **five working days** of a complaint being filed under this policy Provision 10(1), the Presiding Officer and all the members of the IC shall disclose in writing to the Executive Authority, any circumstances —

(a) indicating the existence, either direct or indirect, of any past or present relationship with, or interest in any of the parties or in relation to the subject-matter in dispute, of any kind, which is likely to give rise to justifiable doubts as to their independence or impartiality; and

(b) which are likely to affect their ability to devote sufficient time to the proceedings, and in particular their ability to complete the entire proceeding within a period of **ninety days**.

Explanation- The said disclosure shall be made by such person in the form specified in “**Annexure A**”, and **the same is a confidential document**.

(2) The Executive Authority may accept the reasons for recusal on the part of Presiding Officer and/or the member(s) in which case the vacancy shall be filled by fresh nomination in accordance with the provisions of the policy, within **ten working days** of the vacancy. In cases where the reasons for recusal are not accepted by the Executive Authority, it shall be the prerogative of the concerned Presiding Officer or Member to continue.

8. Responsibilities of the IC- The IC shall:

- (1) provide assistance if an employee or a student chooses to file a complaint with the police under the existing law;
- (2) provide mechanisms of dispute redressal and address issues through just and fair conciliation without undermining the aggrieved person's rights, and minimise the need for purely punitive approaches that lead to further resentment, alienation or violence;



- (3) protect the identities of the aggrieved person(s), witness(s) and the respondent(s), which shall not be made public, or kept in the public domain, especially during the process of the inquiry;
- (4) provide the necessary relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the respondent;
- (5) conduct the inquiry proceedings whilst having utmost regard for the comfort and privacy of the aggrieved person, and all precautions shall be taken to avoid face-to-face contact between the aggrieved and the respondent;
- (6) assess the complaint on the basis of evidence and circumstances relevant to the alleged incident and shall not treat the prior personal or intimate relationship or conduct of the parties as determinative of the complaint at hand;
- (7) ensure that alleged aggrieved person(s) or witness(s) are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (8) ensure prohibition of retaliation or adverse action against covered individuals because of their reason for being engaged in protected activity.

9. Allowances for a Member of the IC

The member appointed from amongst non- government organisations shall be entitled to an allowance of 3000 rupees per day for holding the proceedings of the IC and also the reimbursement of travel cost incurred for the shortest and the most economical route.

PART III COMPLAINT

10. Complaint of Sexual Harassment

- (1) Any aggrieved person may make, in writing, a complaint of sexual harassment at the workplace to the IC, the same can be emailed to the official email of the IC as well addressed to the Presiding officer. The official email of the IC will be monitored by the members of the IC.
- (2) Six copies of the complaint, along with supporting documents and the names and addresses of the witnesses, shall be submitted to the IC and in case of a complaint by email, all documents shall be attached *via* email in the requisite format.



- (3) Such complaint shall be filed within **three months** from the date of the incident, and in case of a series of incidents, within a period of three months from the date of the last incident:

Provided that where such a complaint cannot be made in writing, the Presiding Officer or any member of the IC shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the IC may, for the reasons to be recorded in writing, extend the time limit not exceeding another three months, if it is satisfied that the circumstances were such that prevented the person from filing a complaint within the said period.

- (4) Where the aggrieved person is unable to make a complaint on account of her physical or mental incapacity, visual impairment, disability, death, or otherwise, the following persons may assist the aggrieved person in making the complaint to the IC under Provision 10(1), including-

- (i) legal heir, or
- (ii) friends, or
- (iii) relatives, or
- (iv) colleagues, or
- (v) co-students, or
- (vi) psychologist, or
- (vii) guardian, or
- (viii) an officer of the National Commission for Women or State Women's Commission, or
- (ix) any person who has knowledge of the incident, with the written consent of the aggrieved person, or
- (x) any other associate of the aggrieved person.

- (5) The complaint may be filed in the format provided in '**Annexure B**' of the Policy.

- (6) In case of an oral complaint, IC will request a written complaint, and the IC will offer all assistance to the aggrieved person to enable them to file a written complaint.

- (7) If the complainant or any other person as mentioned in Provision 10(3) does not wish to provide any written complaint, IC will make a note of the complaint in their records, and the matter will not be pursued further.

- (8) Complaints filed through SHe-BOX shall also be dealt with under this policy.



PART IV CONCILIATION

11. Conciliation

- (1) The IC may, before initiating an inquiry under Provision 12, at the request of the aggrieved person, take steps to settle the matter between them and the respondent through conciliation:

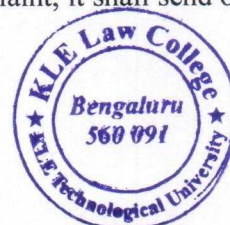
Provided that monetary settlement shall not be made the sole basis of conciliation.

- (2) Where a settlement has been arrived at under Provision 11(1), the IC shall record the settlement and forward the same to the Executive Authority to take action.
- (3) The Executive Authority shall take action within **ten days** of the receipt of such recommendation.
- (4) Such a settlement shall have the signature of all concerned parties, and it shall be mentioned in writing that the settlement has been arrived at with the free consent of the parties.
- (5) The IC shall provide copies of the settlement as recorded under Provision 11(2) to the aggrieved person and the respondent.
- (6) Where a settlement is arrived at under Provision 11(1), no further inquiry shall be conducted by the IC.
- (7) Where the aggrieved person informs the IC that any term or condition of the settlement arrived at under Provision 11(2) has not been complied with by the respondent, the IC shall proceed to make an inquiry into the complaint under provision 12.

PART V INQUIRY

12. Procedure

- (1) On the receipt of a complaint for inquiry, the IC shall carry out a preliminary review of the matter and determine whether the IC has the jurisdiction to inquire into the complaint.
- (2) The IC may request the aggrieved person to furnish additional details and/or offer any other clarification, as may be necessary. The IC shall complete the preliminary review and communicate its decision with reasons to the Complainant within **two working days** of the receipt of the formal request for inquiry.
- (3) Where, upon completion of the preliminary review under Provision 12(1), the IC determines that it has jurisdiction to inquire into the complaint, it shall send one of the



copies received from the aggrieved person under Provision 10(2) to the respondent/s within a period of **three working days**:

Provided that the committee shall ensure the confidentiality of the complaint.

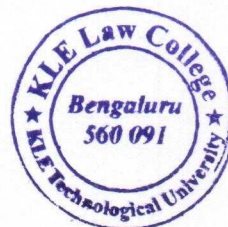
Provided that in case the IC decides that the complaint cannot move forward within the provisions of this policy, the same shall be communicated to the Executive Authority and the complainant and with the consent, the complaint shall be forwarded to the disciplinary committee of the college.

Such decision of the IC will be made only if: the information provided is insufficient, the limitation period has passed, or there is need of urgent interim measures of protection required for the complainant going beyond this policy.

- (4) The respondent shall file their reply to the complaint, along with their list of documents, and names and addresses of witnesses, within a period not exceeding **ten working days** from the date of receipt of the documents specified under Provision 12(3).
- (5) Within **one working day** of the receipt of the written submissions and witness statements from the respondent, the IC shall forward a copy of the written submissions to the complainant.
- (6) Within **two working days** of the completion of the procedure delineated above, the IC shall hold oral hearings, where both parties will be given a fair and reasonable opportunity to present their case before the IC and present their witnesses.
- (7) The IC shall question the relevant persons and inspect the necessary documents and records. The IC may call upon any additional witnesses it deems necessary.
- (8) The inquiry, including the applicable standard of proof, shall be guided by the consideration that it is not a criminal proceeding or a proceeding of any court of law.
- (9) The IC may facilitate cross-examination of any witness at the request of any of the parties and shall record any statement made therein.

Explanation: The cross-examination will not be conducted directly; it will be conducted by submitting written questions to the IC.

- (10) All the proceedings of inquiry shall be recorded in writing, preferably in the form of minutes. The record of the proceedings, and the statements of witnesses and parties, shall be endorsed and authenticated by the persons concerned as well as by all the members of the IC. These authenticated reports shall be made available to the parties to the inquiry at the earliest.
- (11) The IC shall have the right to terminate the inquiry proceedings or to give an *ex parte* decision on the complaint if the complainant or respondent fails, without sufficient



cause, to present themselves for three consecutive hearings convened by the Presiding Officer.

Provided that such termination or *ex parte* order may not be passed without giving a notice in writing, **fifteen days** in advance, to the party concerned.

- (12) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the IC.
- (13) The inquiry procedure delineated above shall be completed within a period of **ninety days** from the receipt of the complaint. The IC shall record in writing the reasons for any delay in completion of the inquiry within the stipulated time period. The same shall be submitted to the Executive Authority along with the inquiry report.
- (14) The IC will be responsible for conducting the proceedings in-camera, this within the meaning of this policy, shall mean closed door proceedings.
- (15) The IC shall also maintain the privacy of the concerned parties in all circumstances, regarding the incident, the inquiry proceedings, the conduct of the witnesses in the past and the recommendations of the IC.

13. Action During Pendency of Inquiry

- (1) During the pendency of an inquiry, the IC may *suo motu*, or at the request of the aggrieved person or any person on their behalf, recommend to the Executive Authority to:
 - (a) transfer the aggrieved person or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the IC;
 - (b) grant leave to the aggrieved person with full protection of employment and associated benefits for a period up to three months;
 - (c) restrain the respondent from reporting on the work performance of the aggrieved person or writing their confidential report, or evaluating their work or performance, tests or examinations, and assign the same to another officer;
 - (d) restrain the respondent from supervising any academic activity of the aggrieved person;
 - (e) ensure that the respondent is warned to keep a distance from the aggrieved person, and wherever necessary, if there is a definite threat, restrain their entry into the workplace;

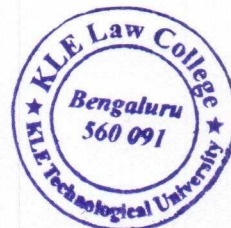


- (f) take strict measures to provide a conducive environment of safety and protection to the aggrieved person against retaliation and victimisation as a consequence of making a complaint of sexual harassment;
 - (g) take any other action that is necessary.
- (2) The leave granted to the aggrieved person under Provision 13(1)(b) shall be in addition to the leave she would otherwise be entitled to.
 - (3) On the recommendation of the IC under Provision 13(1), the Executive Authority may implement such recommendations and send the report of such implementation to the IC.
 - (4) If the Executive Authority decides not to act in accordance with the recommendations of the IC, it shall record written reasons for its decision and convey them to the IC and both parties to the proceedings.
 - (5) In case the alleged perpetrator upon being given the notice of the complaint, decides to resign, the Executive Authority, shall notify the Presiding Officer of the IC, and then the Executive Authority can decide whether to accept the resignation and close the proceedings or can choose not to accept the resignation until the proceedings of the IC are concluded or to accept the resignation and convert the proceedings as against a third-party outsider.

14. Inquiry Report

- (1) The inquiry report, with recommendations, if any, must be submitted to the Executive Authority within **ten days** of the completion of the inquiry.
- (2) The final inquiry report shall contain the following descriptions:
 - (a) The full description of the complaint;
 - (b) The process followed;
 - (c) The background information and documents that support or refute each aspect of the complaint;
 - (d) Any other information obtained;
 - (e) Findings;
 - (f) Recommendations.
- (3) A copy of the findings and recommendations shall also be served on the parties to the complaint.

15. Recommendation of the IC



(1) Where the IC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the Executive Authority that no action is required to be taken in the matter.

(2) Where the IC arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the Executive Authority, depending on the severity of the offence:

(a) where the Respondent is an employee, any one or a combination of the following measures:

- (i) warning, reprimand or censure;
- (ii) to prescribe reformative measures like mandatory counselling and/or attending sexual harassment workshops;
- (iii) impose any fine up to 20,000 rupees to be paid to KLE Law College Bengaluru and the Executive Authority will be obliged to ensure that records are duly maintained for any such fines imposed for audit purposes.
- (iv) they shall be punished in accordance with the service rules applicable to such person;
- (v) deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved person or to their legal heirs, as it may determine;

Provided that in case the Executive Authority is unable to make such deduction from the salary of the respondent due to their being absent from duty or cessation of employment, it may direct the respondent to pay such sum to the aggrieved person;

- (vi) suspension from service;
- (vii) demotion from service;
- (viii) termination from service;

(b) where the Respondent is a student, any one or combination of the following measures:

- (i) warning, reprimand, or censure;
- (ii) withhold privileges of the student such as access to the library, auditorium, halls of residence, transportation, scholarships, allowances, and identity card;



- (iii) suspend or restrict entry into the campus for a specific period;
- (iv) bar on representing the college in any co-curricular/extra-curricular activities;
- (v) award reformatory measures like mandatory counselling and/or attending sexual harassment workshops;
- (vi) impose any fine it considers reasonable, to be paid to KLE Law College Bengaluru;
- (vii) suspension from the college for a period of three weeks;
- (viii) expel and strike off the name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- (ix) award any other punishment that may be necessary.

(3) In case the complainant is a student of the harasser, alternate arrangements are to be made to ensure that academic evaluations of any kind are not conducted by the respondent.

(4) (a) where the Respondent is a third party, the Executive Authority may take any or a combination of the following actions:

- (i) bar from entering the KLE Law College Campus;
- (ii) warn or reprimand in writing;
- (iii) withdraw the certificate or reward from any conference, seminar, programme or competition organised by KLE Law College;
- (iv) any other appropriate action.

(b) IC shall inform the parent institution or employer of the third party in such cases, of the details of the complaint and the penalty imposed.

(5) The aggrieved person is entitled to the payment of compensation. The Executive Authority shall issue directions for the payment of the compensation recommended by the IC and accepted by the Executive Authority, to be recovered from the offender. The compensation payable shall be determined on the basis of:

- (i) mental trauma, pain, suffering and distress caused to the aggrieved person;
- (ii) the loss of career opportunity due to the incident of sexual harassment;
- (iii) the medical expenses incurred by the victim for physical and psychiatric treatment;
- (iv) the income and status of the alleged perpetrator and victim; and
- (v) the feasibility of such payment in a lump sum or in instalments.

(6) In case the perpetrator is a third party, the compensation payable to the aggrieved person shall be determined by the Executive Authority depending on the circumstances of the case.



(7) In determining the punishment, the IC shall consider the previous record of the offender under the policy, and in the case of a second or subsequent offence, shall prescribe more severe punishment.

(8) The Executive Authority, upon receipt of the IC report, can either accept the report and take measures based on the committee's recommendations or ask the committee to reconsider its decisions, including through further inquiry.

(9) Once the IC returns with a revised recommendation, the Executive Authority shall act in accordance with the report or constitute a new IC to look into the complaint.

(10) The Executive Authority must take these actions within **thirty days** of receiving the recommendations of the IC.

16. Prohibition of publication or making known contents of complaint and inquiry proceedings — Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under Provision 10, the identity and addresses of the aggrieved person, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the IC, and the action taken by the Executive Authority under the provisions of the Policy shall not be published, communicated or made known to the public, press or media in any manner:

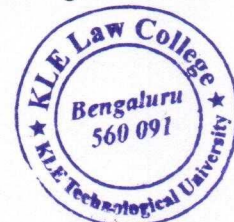
Provided that information may be disseminated regarding the justice secured to any aggrieved person of sexual harassment under the Provisions without disclosing the name, address, identity or any other particulars identification of the concerned parties and witnesses.

17. Penalty for publication or making known contents of complaint and inquiry proceedings — Where any person entrusted with the duty to handle or deal with the complaint, inquiry, or any recommendations or action to be taken under the provisions of the Policy, contravenes Provision 16, the Executive Authority shall take action, depending upon the severity of the offence -

(1) if such a person is an employee, in accordance with the provisions of the service rules applicable to the said person.

(2) if such a person is a student, in accordance with disciplinary committee recommendations.

18. Punishment for false or malicious complaint and false evidence - Where the IC, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved person or any other person making the complaint has made the complaint knowing it to be false or the aggrieved person or any other person making the complaint has produced any forged or misleading document, or aggrieved person or any other person has given false evidence or



produced any forged or misleading document, it may recommend to the Executive Authority, to take action against the person who has made the complaint, or such other person as per Provision 15(2)(a) and Provision 15(2)(b) of this policy.

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this provision.

Provided further that the malicious intent on the part of the complainant shall be established after an inquiry in accordance with the procedure provided in Provision 12, before any action is recommended.

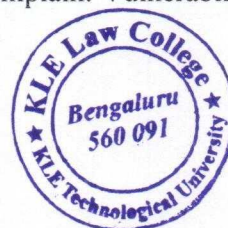
19. Review before the Executive Authority — A review against the findings/recommendations of the IC may be filed by any party before the Executive Authority within a period of **thirty days** from the date of the recommendations.

PART VI

DUTIES & RESPONSIBILITIES

20. Institutional Responsibilities —

- (1) The institution shall publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (2) The institution shall organise training programmes or, as the case may be, workshops for the officers, functionaries, faculty and students, to sensitise them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under the Policy;
- (3) The institution shall express and practice a zero-tolerance policy towards sexual harassment;
- (4) The institution shall reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (5) The institution shall create awareness about what constitutes sexual harassment, including hostile environment harassment and *quid pro quo* harassment;
- (6) The institution shall give sufficient publicity about the protection mechanism through all its documents;
- (7) The institution shall ensure that committees working towards student welfare are sensitive to vulnerabilities and special needs, as vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be



socially compounded by region, gender identity, sex, religion, class, caste, sexual orientation, minority identity and being differently abled;

- (8) The institution shall endeavour to maintain all records and archival materials regarding the process of the IC, statements from the complainant, respondents, witnesses, minutes of the meetings, recommendations of the IC and decisions taken by the Executive Authority.
- (9) The institution shall submit periodical reports to the Government about the working of IC, and copies of it shall be made public on the college website while maintaining utmost confidentiality of parties, witnesses and details of inquiry proceedings.

21. Duties of the Executive Authority — The Executive Authority shall-

- (1) provide a safe working environment in the College, which shall include safety from persons coming into contact with the College;
- (2) display at any conspicuous place in the College, the penal consequences of sexual harassment; and the order constituting the IC under Provision 5(2);
- (3) declare the names and official contact details of all the members of the IC;
- (4) provide necessary facilities to the IC, for dealing with the complaint and conducting an inquiry, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services), as well as sufficient allocation of financial resources;
- (5) assist in securing the attendance of the respondent and witnesses before the IC;
- (6) make available such information to the IC, as it may require, having regard to the complaint made, Provision 10(1);
- (7) provide assistance to the aggrieved person if they choose to file a complaint in relation to the offence under the Bharatiya Nyaya Sanhita (45 of 2023) or any other law for the time being in force;
- (8) ensure that the provisions for the protection of employees and students from sexual harassment do not get misused.

PART VII

ANNUAL REPORT

22. IC to submit Annual Report —The IC shall, in each academic year, prepare an annual report and submit the same to the Executive Authority. The report shall contain the following details-

- (a) number of complaints of sexual harassment received in the year;



- (b) number of complaints disposed of during the year;
- (c) number of cases pending for more than ninety days;
- (d) number of workshops or awareness programmes against sexual harassment carried out;
- (e) nature of action taken by the Executive Authority.

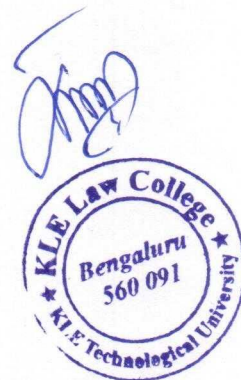
23. Executive Authority to include information in annual report — The Executive Authority shall include in its report the number of cases filed, if any, and their disposal under the Policy in the annual report of KLE Law College Bengaluru.

PART VIII

MISCELLANEOUS

24. Miscellaneous—

- a. All records, whether entered as evidence or the complaint, shall be maintained by the college for at least two years.
- b. If the complaint is against a member of the IC or they share a close friendship with the alleged perpetrator, then the member must recuse themselves from the proceedings.
- c. Any matter not mentioned here shall be resolved by a meeting of the Internal Committee and the Executive Authority and notified.
- d. The Institution shall ensure that personal data collected or processed in connection with complaints, inquiry proceedings and the functioning of the Internal Committee is handled in accordance with applicable data-protection laws, including the Digital Personal Data Protection Act, 2023, and the Rules and provisions in force from time to time.



ANNEXURE A
DISCLOSURE FORM

[See Provision 7(1)]

Date:

Name:

Designation:

Organization/Institution:

Circumstances disclosing any past or present relationship with or interest in any of the parties or in relation to the subject-matter in dispute, which is likely to give rise to justifiable doubts as to your independence or impartiality (list out):



Signature

ANNEXURE B
COMPLAINT FORM

[See Provision 10]

A. Details of the Aggrieved Person

- i. Name of the Aggrieved Person
- ii. Designation (Student/Faculty/Administrative Staff/Research Scholar/Contract Employee/Intern/Visitor, etc.)
- iii. Department/Course (where applicable)
- iv. Qualification (optional, generally not required unless relevant)
- v. Contact Details (complete postal address, mobile no., landline no., email id):

B. Details of the Complainant [if filed by another person under Provision 10]

- i. Name
- ii. Relationship with the Aggrieved Person
- iii. Address
- iv. Contact Details
- v. Reason for filing the complaint on behalf of the aggrieved person

C. Details of the Respondent

- i. Name
- ii. Designation
- iii. Department/Programme
- iv. Employer/Institution
- v. Nature of relationship with the Aggrieved Person [Faculty, Mentor, Colleague, Administrative Staff, Outsourced Employee, Visitor Other (specify)]

D. Details of the incident(s)

- i. Date(s) and Time(s) of the Incident(s)
- ii. Place(s) where the Incident(s) occurred
- iii. Detailed description of the Incident(s)
- iv. Whether the incident is continuing in nature? Yes/No
- v. Date of the last incident (if there were multiple incidents)

E. Evidence (If any)



- i. Documents, emails, messages, screenshots, photographs or other supporting material enclosed (if any)
- ii. Electronic evidence enclosed (if any)
- iii. Audio/Video evidence (if any)

F. Limitation

- i. Has this complaint been filed within three months of the incident or the last incident? Yes/No
- ii. If no, state the reasons for the delay and whether extension of time is sought under Provision 10(2)

G. Representation/Complaint before any other fora/agency: If yes, brief details and copies:

H. List of Witnesses, if any:

- i. Witnesses Designation, addresses, contact details
- ii. Relationship with the witnesses, if any

I. Any previous grievance/incident caused by Respondent: If yes, give details

J. Declaration

I declare that the information furnished in this complaint is true and correct to the best of my knowledge and belief. I understand that the Internal Committee will conduct the proceedings in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and applicable institutional policies.



Date:

Place:

Signature of the Aggrieved Person