



Lloyd Business School

Ladder Of Success

**ANTI-SEXUAL HARASSMENT
COMMITTEE (ASHC)
POLICY**

Ladder Of Success

LLOYD BUSINESS SCHOOL

Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

ANTI-SEXUAL HARASSMENT COMMITTEE (ASHC) POLICY

Responsible Executive Convenors: Anti-Sexual Harassment Committee (ASHC)

Constitution Date: July 15, 2022

1. Introduction

Lloyd Business School is firmly committed to providing a safe, inclusive, and respectful academic and professional environment for all its stakeholders, including students, faculty members, staff, and visitors. The institution recognizes that sexual harassment in any form is a serious violation of individual dignity, equality, and fundamental rights, and it undermines the ethos of a healthy learning and working environment.

In compliance with the Supreme Court's Vishakha Guidelines, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the directives issued by the University Grants Commission (UGC) and the All India Council for Technical Education (AICTE), Lloyd Business School has constituted an Anti-Sexual Harassment Committee, also functioning as the Internal Complaints Committee (ICC). The Committee is entrusted with the responsibility of preventing, prohibiting, and redressing complaints of sexual harassment and gender-based misconduct on campus.

2. Objectives

The Anti-Sexual Harassment Committee (ASHC) is established with the objective of creating and sustaining a campus environment that is free from fear, discrimination, and harassment. The Committee seeks to prevent instances of sexual harassment through continuous awareness, education, and sensitization initiatives aimed at promoting gender equity and mutual respect.

Further, the Committee provides a secure, confidential, and accessible mechanism for individuals to report complaints without fear of retaliation. It ensures that all complaints are addressed promptly through a fair, impartial, and transparent inquiry process. The ASHC is also responsible for safeguarding the dignity, privacy, and well-being of the complainant throughout the proceedings and for recommending appropriate disciplinary or corrective actions in accordance with institutional norms and applicable laws. Through these measures, the Committee endeavours to foster a culture of respect, accountability, and zero tolerance towards sexual harassment.

3. Definition of Sexual Harassment

In accordance with the Supreme Court guidelines and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, sexual harassment includes any unwelcome act or behaviour of a sexual nature, whether expressed directly or implied. Such conduct may be physical, verbal, or non-verbal and includes, but is not limited to, unwelcome physical contact or advances, requests or demands for sexual favours, and sexually coloured remarks.

Sexual harassment also encompasses the display, circulation, or sharing of pornographic or sexually explicit material; stalking, leering, or making sexually suggestive gestures; and any other conduct that creates an intimidating, hostile, humiliating, or offensive environment. Any behaviour that interferes with an individual's academic or professional performance or compromises personal dignity shall be treated as sexual harassment under this policy.

4. Composition of the Anti-Sexual Harassment Committee

Lloyd Business School has constituted the Internal Complaints Committee in strict compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the AICTE Regulations on Gender Sensitization, Prevention, and Prohibition of Sexual Harassment of Women Employees and Students (2016).

The Committee comprises senior administrative and academic representatives, an external member with relevant expertise, and student representatives to ensure neutrality, diversity, and fairness in its functioning. The presence of an external member strengthens the objectivity and credibility of the inquiry process. Through this duly constituted Committee, the institution reiterates its zero-tolerance policy towards sexual harassment and its commitment to maintaining a safe and dignified campus environment.

Composition of the Internal Complaints Committee

| S. No. | Name | Designation | Committee Position | Mobile No. | Email ID |
|--------|------------------------|---------------------|--------------------|------------|--|
| 1. | Dr. Satish Kumar Matta | Director | Chairperson | 9811288869 | skmatta@lloydcollege.in |
| 2. | Ms. Neetu Kamra | Associate Professor | Member | 9818430425 | neetukarma@lloydcollege.in |
| 3. | Ms. Ina Singh | Assistant Professor | Member | 9873809560 | ina.singh@lloydbusinessschool.edu.in |
| 4. | Dr. S. M. Sharma | External Member | Member | 9425065997 | — |
| 5. | Ms. Nitu Kumari Bhagat | Student | Member | 8653647215 | nitubhagatpgdm24-26@lloydbusinessschool.edu.in |
| 6. | Mr. Dhruv Rastogi | Student | Member | 9936299651 | dhruvrastogipgdm24-26@lloydbusinessschool.edu.in |

5. Roles and Responsibilities of the Committee

The Internal Complaints Committee of Lloyd Business School is responsible for addressing complaints of sexual harassment in a sensitive, timely, and legally compliant manner. The Committee provides necessary assistance to any employee or student who chooses to file a complaint with the police and facilitates access to appropriate support mechanisms.

The Committee also endeavours to resolve issues through just and fair conciliation wherever feasible, without undermining the rights or dignity of the complainant. While conciliation is encouraged to minimize prolonged conflict, no monetary settlement is permitted as a basis for resolution. The Committee ensures strict confidentiality of all proceedings and takes measures to protect the complainant from victimization, retaliation, or discrimination during and after the inquiry process. Mandatory interim relief, such as leave, relaxation of attendance requirements, or transfer of the complainant or respondent, may be recommended to ensure safety and fairness during the pendency of the complaint.

5.1 Process for Making a Complaint

An aggrieved person may submit a written complaint to the Internal Complaints Committee within three months from the date of the incident. In cases involving a series of incidents, the complaint must be filed within three months from the date of the last occurrence. Where the complainant is unable to submit the complaint in writing, reasonable assistance shall be provided by the Presiding Officer or any member of the Committee to facilitate the submission.

In circumstances where the aggrieved person is unable to file a complaint due to physical or mental incapacity or death, the complaint may be submitted by a friend, relative, colleague, co-student, psychologist, or any other associate, as permitted under the Act.

5.2 Process of Conducting Inquiry

Upon receipt of a complaint, the Internal Complaints Committee first assesses whether the allegations fall within the definition of sexual harassment. Complaints not related to sexual harassment are referred to the appropriate Grievance Redressal Cell. In cases where the complaint pertains to sexual harassment, a copy of the complaint is forwarded to the respondent within five days of receipt.

The respondent is required to submit a written response, along with supporting documents and details of witnesses, within seven days. The Committee then conducts a preliminary inquiry by examining documentary evidence and recording statements from the complainant, respondent, and relevant witnesses. Based on the circumstances, the Committee may recommend interim measures, including suspension of duties of the respondent, to safeguard the complainant.

The inquiry is completed within forty-five days from the date of receipt of the complaint, and a detailed report with findings and recommendations is submitted to the Director within seven days of completion. The institutional authority acts on the recommendations within twenty days, unless an appeal is filed. Appeals may be submitted to the Executive Authority of the Institute within fifteen days of the recommendations. Any deviation from the Committee's recommendations must be supported by written reasons communicated to all concerned parties.

6. Complaint Submission Process

6.1 Who Can File

Any student, teaching or non-teaching staff member, or campus visitor who experiences or witnesses sexual harassment within the institutional premises or during institutional activities may file a complaint under this policy.

6.2 Mode of Submission

Complaints may be submitted in writing, duly signed, to any member of the Anti-Sexual Harassment Committee or through the official institutional email channel. Complaints should ideally be filed within three months of the incident; however, extensions may be granted for valid and justifiable reasons.

6.3 Confidentiality

The institution ensures strict confidentiality regarding the identity of the complainant, respondent, witnesses, details of the complaint, and the inquiry proceedings. Any breach of confidentiality shall be viewed seriously and dealt with in accordance with applicable rules.

7. Possible Actions and Recommendations

Based on the findings of the inquiry, the Committee may recommend appropriate corrective or disciplinary measures. These may include a written apology, warning or reprimand, mandatory counselling, debarment from academic or extracurricular activities, suspension from the institution, termination of employment in the case of staff or faculty, or filing of a police complaint in cases of severe misconduct. The nature of the action shall be proportionate to the gravity of the offence.

8. Awareness and Sensitization Initiatives

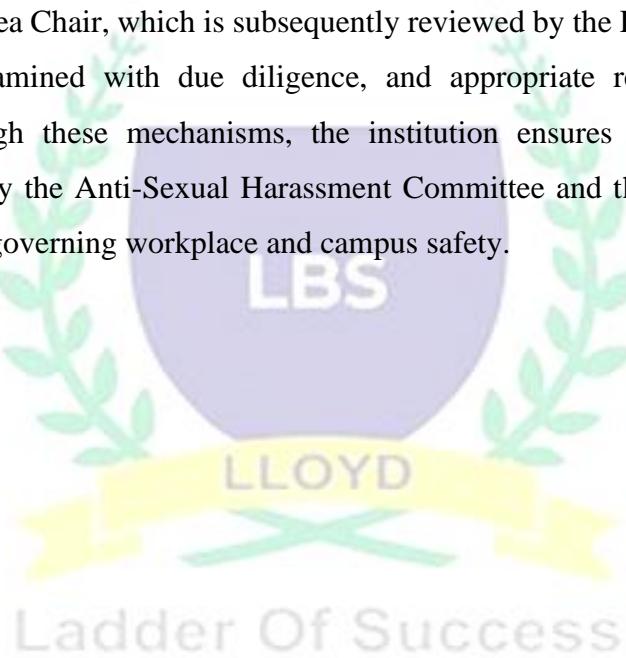
To prevent sexual harassment and promote gender sensitivity, the Anti-Sexual Harassment Committee regularly organizes orientation programmes for newly admitted students, workshops on gender sensitization, and training sessions for faculty and staff. The Committee also conducts seminars with legal experts, counsellors, and non-governmental organizations and undertakes poster and digital awareness campaigns to reinforce institutional values of respect and equality.

9. Display, Communication, and Reporting

Details of the Anti-Sexual Harassment Committee, along with this policy, are prominently displayed on the institutional website and notice boards. The Committee submits an annual report to the Director summarizing the number of cases received, actions taken, and awareness activities conducted. This policy is reviewed periodically, at least once every three years, or earlier if mandated by changes in law or regulatory guidelines.

10. Commitment to a Safe and Respectful Campus

Lloyd Business School reaffirms its unwavering commitment to maintaining a safe, supportive, and respectful campus environment. Any staff member facing grievances related to sexual harassment or other gender-based concerns may submit a written complaint to the Area Chair, which is subsequently reviewed by the Director. All genuine complaints are examined with due diligence, and appropriate remedial actions are undertaken. Through these mechanisms, the institution ensures alignment with the principles upheld by the Anti-Sexual Harassment Committee and the broader legal and ethical framework governing workplace and campus safety.





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