

HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR

NOTIFICATION

No. REG/HAR/1/23/ 12330

Date: February 14, 2023

To: **See Distribution**

Subject: - **NOMINATION OF FOCAL PERSONS**

1. Consequent upon approval from the Competent Authority and in the light of 'HEC Policy on Protection Against Sexual Harassment in Higher Education Institutions (HEIs)', following focal persons have been nominated with immediate effect to provide support and immediate assistance to those who have experienced sexual harassment. Contact information of these focal persons is also available on the university website.

2. The details of nominated focal persons is as under: -

a. **University Secretariat**

- (1) Dr. Naveed Ahmed
Asst. Professor Mathematics Department
- (2) Dr. Misbah Farheen
Lecturer Mathematics Department

b. **Computer Science Department**

- (1) Dr. Yasir Noman Khalid
Asst. Professor
- (2) Ms. Veena Dilshad
Asst. Professor

c. **Mechanical Engineering Department**

- (1) Dr. Fahad Sarfraz Butt
Asst. Professor
- (2) Ms. Attiya Sadiq
Lecturer

d. **Electrical Engineering Department**

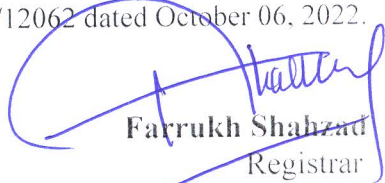
- (1) Dr. Muhammad Ali Mughal
Asst. Professor
- (2) Ms. Sحرish Naqvi
Jr. Lecturer

e. **Management Sciences Department**

- (1) Dr. Shakeel Ahmed
Asst. Professor
- (2) Ms. Zartashia Amir
Lecturer

3. **Terms of Reference (TORs): -**

- a. A complaint may be lodged by any person who has experienced sexual harassment as defined in Section 2 (Prohibited Conduct) read with Section 3 (Jurisdiction) of the policy, with either the Focal Person or with any member of the Sexual Harassment Compliant Cell/Inquiry Committee.
 - b. Complaints can be submitted promptly, preferably within 3 months but no later than 12 months from the last date of the alleged harassment. An extension of up to 1 year may be granted by the Focal Persons or the Inquiry Committee upon written request stating the reasons for the delay in submitting the complaint
 - d. As soon as a complaint or report is received by one of the designated resources, it shall be shared by him or her (within a period of 24 hours) with all Focal Persons and members of the Inquiry Committee for further action.
 - e. For minor violations, complainants may opt to make an informal complaint to either the Focal Person or the Inquiry Committee. The primary objective of informal resolution mechanism is to take preventative action, so that minor violations are detected early and appropriate warning is given to the accused to stop the offending behavior before it reaches a higher degree of seriousness.
 - f. As soon as a complaint or report is received by designated resources or any staff member of the university, depending on the nature and seriousness of the offence, the Focal Persons shall take appropriate steps to provide interim measures that may be requested by the affected persons or as otherwise may be deemed appropriate. If the affected person is not satisfied with the measures taken, he or she may contact any member of the Inquiry Committee for necessary action. Interim measures include but are not limited to:
 - g. All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Persons or any other office of the University.
 - h. Confidentiality shall be enjoined on the Focal Persons. This does not preclude the reasonable and discreet disclosure of information in order to elicit the facts of the case, or to implement and monitor properly the terms of any decision.
4. This supersedes this Office earlier notification No. REG/HAR1/22/12062 dated October 06, 2022.


Farrukh Shahzad
Registrar

Distribution:

All Departments