



# HITEC UNIVERSITY TAXILA

## OFFICE OF THE REGISTRAR

### NOTIFICATION

No. REG/HAR/1/22/ *12062*

Date: October 06, 2022

To: **See Distribution**

Subject: - **RECONSTITUTION OF HARASSMENT COMPLAINT CELL**

1. In the light of 'HEC Policy on Protection Against Sexual Harassment in Higher Education Institutions (HEIs)', the harassment compliant cell is hereby reconstituted with immediate effect for a period of two years. The purpose of the said Complaint Cell/Inquiry Committee is to address the complaints of sexual harassment or any other form of harassment as per law. The Complaint Cell/Inquiry Committee shall hear and make decision on the complaints of all the faculty, staff and the students of the University.

2. The composition of the Complaint Cell/Inquiry Committee is as under: -

- |   |   |           |
|---|---|-----------|
| a. Prof. Dr. Junaid Ali Khan<br>Chairperson Computer Science Department | - | President |
| b. Mr. Farrukh Shahzad<br>Registrar                                     | - | Member    |
| c. Dr. Saima Shaheen<br>Assistant Professor Computer Science Department | - | Member    |
| d. Muhammad Nazim Siddiqui<br>Deputy Registrar                          | - | Secretary |

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

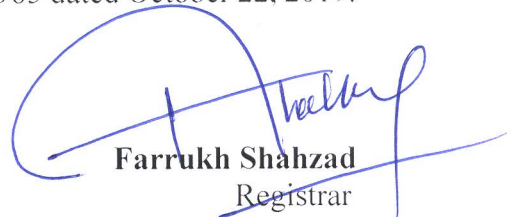
- All complaints alleging Sexual Harassment shall be forwarded to the Inquiry Committee within 24 hours of being received by the Focal Persons or any other office of the HEI.
- As soon as is reasonably practicable after receiving a complaint, the Inquiry Committee shall determine whether the alleged conduct in the complaint meets the criteria set forth in Sections 2 (Prohibited Conduct) and Section 3 (Jurisdiction) of

this policy. If it is determined by a majority of the members of the Inquiry Committee that the alleged conduct meets the aforementioned criteria, a formal investigation shall be initiated.

- c. In the absence of a formal complaint, if a serious violation of this policy is reported to the Inquiry Committee, or a series of allegations against the same person are received, the Inquiry Committee may determine by majority vote to initiate proceedings after notifying the VC.
- d. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:
  - (1). communicate to the accused the charges and statement of allegations levelled against him/her, the formal written receipt of which will be given;
  - (2). require the accused within seven days from the day the charge is communicated to him/her to submit a written defense and on his/her failure to do so without reasonable cause, the Committee shall proceed exparte; and
  - (3). enquire into the charge and may acquire and examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary (including by summoning potential witnesses) and each party shall be entitled to cross-examine the witnesses against him/her.

4. The Harassment Compliant Cell/Inquiry Committee shall follow and take guidance regarding the conduct of inquiry, hearing of the complaints and penalizing the accused persons etc., from the 'Policy on Protection Against Sexual Harassment in Higher Education Institutions' effective July 01, 2020 and issued by Higher Education Commission, Pakistan. The soft copy of the policy is available on the University website.

5. This supersedes this Office notification No. REG/HAR/1/19/8965 dated October 22, 2019.

  
**Farrukh Shahzad**  
Registrar

**Distribution:**

All Departments