



Minhaj  
University  
Lahore

No. MUL/Reg./240

OFFICE OF THE REGISTRAR

Dated: 14-12-2022

**NOTIFICATION**

Subject: **Anti-Harassment Committee**

The Anti-harassment Committee of Minhaj University Lahore is hereby notified as under:

- |  |   |           |
|--|---|-----------|
| 1- Prof. Dr. Farooq Latif<br>Dean, Faculty of Applied Sciences               | - | Convener  |
| 2- Prof. Dr. Mahjabeen Saleem<br>Professor, School of Medical Lab Technology | - | Member    |
| 3- Major (R) Salman Jahangir<br>Director Administration                      | - | Member    |
| 4- M Bilal Akram Bhatti<br>Director, QEC                                     | - | Member    |
| 5- Dr. Salma Naz<br>Head, School of Behavioral Sciences                      | - | Member    |
| 6- Mr. Muzammil Naseem<br>Deputy Director, Human Resource                    | - | Secretary |

This has been issued with the approval of the Competent Authority.

TORs of the committee are annexed herewith.

**Dr. Khurram Shahzad**  
Registrar

**Copy for information/Action to:**

1. As per list attached
2. PSO to DCM, BOG
3. Secretary to the Vice Chancellor
4. Office Copy



## INVESTIGATION AND ADJUDICATION

1. 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.
2. 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.
3. 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.
4. After initiating the investigation, and not later than three days of the receipt of a written complaint, the Inquiry Committee shall:
  - a. communicate to the accused the charges and statement of allegations leveled against him/her, the formal written receipt of which will be given;
  - b. 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 ex-parte; and
  - c. 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.
5. The following rules shall be applicable to the hearings conducted by the Inquiry Committee:
  - a. All hearings shall be closed hearings;
  - b. The Inquiry Committee will hear statements from the complainant(s) and respondent(s), the witnesses if any (as required) and study any other documents and/or evidence as presented by the relevant parties or collected in the process of conducting inquiry;
  - c. The Inquiry Committee shall have discretion to limit testimony and questioning of witnesses to those matters it considers relevant to the disposition of the case;
  - d. The Chair of the Inquiry Committee shall have the power to compel a witness to attend, and the complainant(s) and/or respondent(s) may request the Chair's aid in this regard;
  - e. The complainant and the respondent may at any stage of any of the procedures outlined in this policy be represented and/or accompanied by another person of her/his choice.
  - f. The Committee shall have the right to acquire any relevant piece of evidence to further their understanding of the case and the relevant parties, witnesses and administration are required to provide them with this documentation and/or evidence to facilitate the investigation;
  - g. Objective documentation of the proceedings of the Inquiry Committee shall be maintained where high confidentiality of the records and other such material shall be upheld at all times;
  - h. The respondent shall be allowed to cross question the complainant and witnesses unless the committee decides otherwise;



- i. Where any procedural matter is not dealt with in this policy, the Inquiry Committee may, guided by the principles of fairness, establish any appropriate procedure.
6. Members of the HEI community have an obligation to cooperate in an investigation, and refusal to cooperate may result in disciplinary action. There may be circumstances in which the complainant may wish to limit their participation in the proceedings. The complainant shall not be subject to discipline, but the HEI may be obligated to proceed with the investigation.
7. Following the formal hearing, the members of the Inquiry Committee shall deliberate and determine the validity of the complaint based on the totality of the circumstances. The presence or absence of evidence cannot always be the sole criteria on which a judgment can be made. The credibility of statements and context must be kept in mind during the deliberations. The committee members will reach a decision unanimously or by a majority after the deliberations. Where the complaint is found to be valid, the Committee will recommend an appropriate penalty.
8. The Inquiry Committee shall complete the inquiry and recommend its final decision within a period of 30 days. It shall then send its decision to the VC giving its findings in writing by recording reasons thereof (which shall include any note of dissent) for endorsement and action. Recommendation of the Inquiry Committee shall be implemented within seven days.