



MALLA REDDY (MR)

Deemed to be University

Recognized Under Section 3 of the UGC Act, 1956

Approved by AICTE, New Delhi, Accredited by NAAC with 'A++' Grade (Cycle- III)

INTERNAL COMPLAINTS COMMITTEE POLICY

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INTERNAL COMPLAINTS COMMITTEE POLICY

1. PREAMBLE

Malla Reddy (MR) Deemed to be University is committed to providing a safe, secure, and enabling environment free from sexual harassment and discrimination. This policy is framed in line with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (PoSH Act) and UGC Regulations 2015, and is applicable to all Constituent Units and the School of Eminence.

The **Internal Complaints Committee (ICC)** is constituted in MRDU under the UGC Regulations, 2015, for the Prevention, Prohibition, and Redressal of sexual harassment of women employees and students in higher educational institutions. The ICC serves as a critical mechanism for addressing grievances related to discrimination and other forms of misconduct, specifically focusing on the well-being and safety of women staff to create a conducive work environment.

2. OBJECTIVES AND VISION OF THE ICC

2.1 Objectives of the ICC

- **Ensuring a Safe and Supportive Environment:** To create an environment where women staff feel safe and supported to raise concerns without fear of reprisal, fostering a culture where harassment and discrimination are not tolerated.
- **Promoting Gender Equality:** To address systemic issues that disproportionately affect women in academia, including tackling gender bias and ensuring equitable access to opportunities.
- **Facilitating Fair and Transparent Processes:** To uphold fairness and transparency by providing clear guidelines, conducting impartial investigations, and ensuring all parties are treated with respect and dignity.

2.2 VISION OF THE ICC

- **Zero Tolerance for Harassment and Discrimination:** Envisioning a community where harassment and discrimination are not tolerated in any form, aspiring to create a culture of respect and inclusivity.
- **Empowering Women Staff:** Providing women staff with support and resources, including counseling services, legal assistance, and access to mentorship programs.
- **Building Awareness and Prevention:** Raising awareness through education and training programs promoting prevention strategies and bystander intervention techniques.

2.3 Objectives (Prevention, Prohibition and Redressal):

- To prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- To lay down procedures for the prohibition, resolution, settlement, and prosecution of acts of discrimination and sexual harassment against women, by students and employees.
- To deal with cases of discrimination and sexual harassment against women in a time-bound manner, ensuring support services to the victimized and termination of the harassment.
- To recommend appropriate punitive action against the guilty party to the Chair

3. RESPONSIBILITIES OF THE INTERNAL COMPLAINTS COMMITTEE (ICC)

The ICC's responsibilities include:

- Providing assistance if an employee or a student chooses to file a complaint with the police.
- Providing mechanisms of dispute redressal and dialogue for fair conciliation without undermining the complainant's rights, minimizing the need for purely punitive approaches.
- Protecting the complainant's safety by not divulging their identity and providing mandatory relief like sanctioned leave, relaxation of attendance, or transfer of the complainant or the offender during the pendency of the complaint.
- Ensuring that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.
- Ensuring the prohibition of retaliation or adverse action against a covered individual for engaging in protected activity.
- Conducting regular meetings, along with meetings on any complaint received.

4. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment means an unwanted conduct with sexual undertones that is persistent, demeans, humiliates, or creates a hostile and intimidating environment, or is calculated to induce submission by actual or threatened adverse consequences. It includes, but is not limited to, the following unwelcome acts or behaviour.

- Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
- Demand or request for sexual favours.
- Making sexually colored remarks.
- Physical contact and advances.
- Showing pornography.

Sexual harassment also includes circumstances connected with any behavior with sexual undertones, such as

- Implied or explicit promise of preferential treatment as quid pro quo for sexual favours.
- Implied or explicit threat of detrimental treatment or about the present or future status of the person concerned.
- Creating an intimidating, offensive, or hostile learning environment.
- Humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the person concerned.

5. MECHANISM FOR PREVENTION, PROHIBITION AND REDRESSAL (COMPLAINT AND INQUIRY PROCESS)

A. Process of Making a Complaint:

- An aggrieved person must submit a written complaint to the ICC within **three months** from the date of the incident, or from the date of the last incident in a series.
- If the aggrieved person cannot make a written complaint, the Chairperson or any member of the ICC shall render all reasonable assistance for making the complaint in writing.
- The ICC may extend the time limit by up to an additional three months if satisfied that circumstances prevented the filing of the complaint within the original period, with reasons recorded in writing.
- Friends, relatives, colleagues, co-students, a psychologist, or any other associate of the victim may file the complaint if the aggrieved person is unable to do so due to physical or mental incapacity or death.

B. Process of Conducting Inquiry (Flowchart Order):

1. **Incident of Sexual Harassment at Workplace:** Can be **Physical, Verbal, Non-verbal, or Visual**.
2. **Conciliation/Inquiry:** On request of the female employee, the process can start with Conciliation or Inquiry.
3. **Complaint to ICC:** The ICC, upon receipt of the complaint, shall send one copy to the respondent within **seven days**.
4. **Respondent's Reply:** The respondent shall file a reply, including a list of documents and witnesses, within **ten days** of receiving the complaint copy.
5. **Inquiry Completion:** The inquiry must be completed within **ninety days** from the date of receipt of the complaint.
6. **Report of Inquiry:** The inquiry report with recommendations must be submitted to the Director General within **ten days** of the completion of the inquiry. A copy of the findings/recommendations shall also be served on both parties.
7. **Director General Action:** The Director General shall act on the recommendations within **thirty days** from the receipt of the inquiry report, unless an appeal is filed within that time.
 - **Action for Misconduct:** If the allegation is **Proved** (with or without evidence).
 - **No Action:** If the allegation is **Not Proved**.

- **Action for False Complaint/Evidence:** If the complaint is found to be malicious/false.
8. **Appeal:** An appeal against the findings/recommendations may be filed by either party before the Director General within **thirty days** from the date of the recommendations.

C. Other Inquiry Provisions:

- **Confidentiality:** The identities of the aggrieved party, victim, witness, or offender shall not be made public or kept in the public domain, especially during the inquiry.
- **Conciliation:** The aggrieved party may seek conciliation to settle the matter. No monetary settlement should be the basis of conciliation

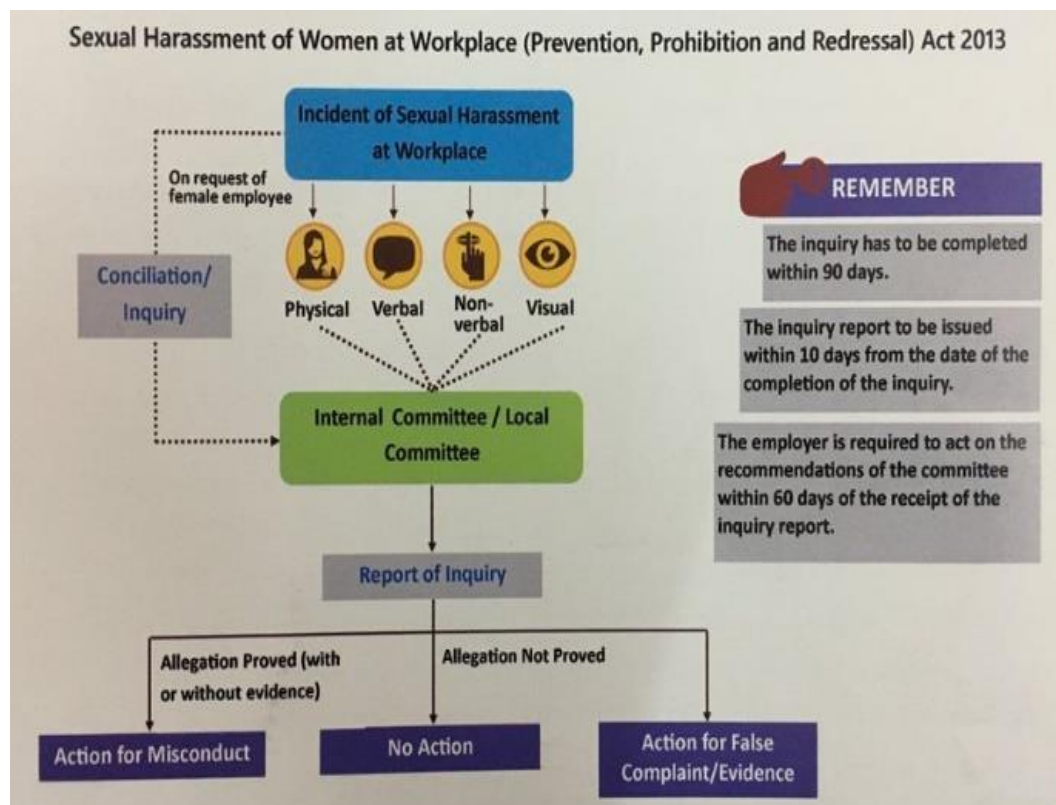


Fig 1: Mechanism for Prevention, Prohibition and Redressal of Sexual Harassment

6. INTERIM REDRESSAL

If recommended by the ICC, the concerned institute may take interim measures:

- Transfer the complainant or the respondent to another section or department to minimize contact.
- Grant leave to the aggrieved person with full protection of status and benefits for a period up to **three months**.
- Restrain the respondent from reporting on or evaluating the work, performance, tests, or examinations of the complainant.

- Ensure that offenders are warned to keep a distance, and restrain their entry into the campus if there is a definite threat.
- Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization.

7. PUNISHMENT AND COMPENSATION

7.1 Punishment

- **Employee Offender:** Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the university.
- **Student Offender:** Depending upon the severity of the offence, punishment may include:
 - Withholding privileges (library access, scholarships, ID card, etc.).
 - Suspending or restricting entry into the campus for a specific period.
 - Expulsion and striking off the name from the rolls.
 - Reformative punishments like mandatory counseling and/or performance of community services.

7.2 Compensation

- The aggrieved person is entitled to the payment of compensation.
- The compensation, recommended by the ICC and accepted by the Director General, shall be recovered from the offender.
- Compensation determination is based on factors including:
 - Mental trauma, pain, suffering, and distress caused to the aggrieved person.
 - Loss of career opportunity due to the incident.
 - Medical expenses incurred for physical/psychiatric treatment.
 - Income and status of the alleged perpetrator and victim.
 - Feasibility of payment in lump sum or installments.

7.3 Action against Frivolous Complaint

- If the ICC concludes that allegations were false, malicious, knowingly untrue or forged, or misleading information was provided, the complainant shall be liable to be punished as per regulations.
- However, the mere inability to substantiate a complaint or provide adequate proof will **not** attract action against the complainant.
- Malicious intent must not be established without an inquiry.

Miscellaneous:

- The policies are subject to change from time to time by MRDU or as and when required.

8.0 REVIEW, IMPLEMENTATION RESPONSIBILITY, AND DOCUMENT CONTROL

8.1 Policy Implementation

1. The Internal Complaints Committee (ICC) shall be the principal body responsible for implementation of this Policy across all Schools, Departments, and Centres of Malla Reddy (MR) Deemed-to-be University.
2. The **Registrar, in consultation with the Vice-Chancellor**, shall ensure that the ICC is duly constituted every three years in accordance with the *UGC (POSH) Regulations 2015*.
3. The ICC shall:
 - Receive, record, and inquire into complaints of sexual harassment or gender-based misconduct.
 - Maintain strict confidentiality of all proceedings.
 - Recommend disciplinary or corrective measures to the Disciplinary Authority / Vice-Chancellor.
 - Submit annual reports of cases received, disposed, and pending to the Board of Management (BoM) and UGC.
4. All Deans, Heads of Departments, and Wardens shall provide full cooperation to the ICC and ensure awareness among students, faculty, and staff regarding this Policy.
5. The Human Resources Department shall coordinate mandatory orientation and sensitisation programmes on gender equity and prevention of sexual harassment.

8.2 Monitoring and Compliance

1. The IQAC, in coordination with the Dean (Student Welfare) and the ICC Chairperson, shall periodically review the functioning of the ICC and ensure compliance with statutory requirements.
2. The ICC shall maintain a confidential digital register of complaints and actions taken, to be audited annually by IQAC for policy adherence and record integrity.
3. Statistical summaries and anonymised data on awareness programmes and resolved cases shall be included in the IQAC Annual Report submitted to the BoM and NAAC documentation.
4. The University shall take immediate corrective measures on any recommendations made by the ICC or Ombudsperson.

9.3 Policy Review Cycle

1. This Policy shall be reviewed once every three years or earlier if mandated by amendments to national legislation or UGC Regulations.
2. Proposed revisions shall be prepared by the ICC Chairperson in consultation with IQAC and approved by the Board of Management.
3. The revised version shall supersede all previous editions and be circulated to all stakeholders through the University website, circulars, and training sessions.

MISCELLANEOUS:

- The policies are subject to change from time to time by MRDU or as and when required.

MALLA REDDY (MR) DEEMED-TO-BE UNIVERSITY**DOCUMENT CONTROL SHEET**

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