



MALLA REDDY VISHWAVIDYAPEETH

(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

MRV INTERNAL COMPLAINTS COMMITTEE (POSH ACT) POLICY

Preamble

Malla Reddy Vishwavidyapeeth (MRV) 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) as amended from time to time and UGC Regulations 2015 and its amendments, applicable to all constituent units and the School of Eminence.

Internal Complaints Committee (ICC) is constituted in MRV under sub-regulation (1) of regulations of University Grants Commission of India in Gazette Notification Dated 2nd May 2016 for Prevention, Prohibition, and Redressal of sexual harassment of women employees and students in higher educational institutions, Regulations 2015. Any existing body already functioning with the same objective (like the Gender Sensitization Committee against Sexual Harassment (GSCASH)) is reconstituted as the ICC.

1. Internal Complaints Committee

Internal Complaints Committee of a university serves as a critical mechanism for addressing grievances specifically related to discrimination, and other forms of misconduct within the academic community focusing on the well-being and safety of women staff. ICC plays a pivotal role in creating a conducive work environment that fosters dignity, respect and equality.

2. Objectives

To provide a safe and harassment-free working and learning environment for all women employees and students of the University.

- To establish a clear, time-bound, and confidential mechanism for reporting and redressal of complaints of sexual harassment.
- To ensure compliance with the POSH Act, 2013 and applicable UGC Regulations, 2015.
- To create awareness and undertake preventive measures against sexual harassment through orientation, training and sensitization programmes.
- To ensure that the process of inquiry is fair, time-bound and consistent with principles of natural justice.

3. Scope and Applicability

This policy applies to all women employees (regular, contractual, ad-hoc, visiting, and outsourced), all women students enrolled in any programme, and any woman visiting the University premises in connection with employment, admission, or any official work. It covers acts of sexual harassment occurring at the workplace, including within classrooms, hostels, laboratories, administrative offices, field visits, University-sponsored events, and during official travel, as well as through electronic communication.

4. Definitions

4.1 Sexual Harassment

Includes any one or more unwelcome acts or behaviour, whether directly or by implication, such as physical contact and advances; a demand or request for sexual favours; sexually coloured

remarks; showing pornography; or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature, as defined under Section 2(n) of the POSH Act, 2013.

4.2 Aggrieved Woman

A woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment, in relation to the workplace.

4.3 Workplace

Includes the University and all its constituent colleges, departments, hostels, administrative offices, and any place visited by an employee or student arising out of or during the course of employment or education, including transportation provided by the institution.

5. Composition of the Internal Complaints Committee

In accordance with Section 4 of the POSH Act, 2013, each constituent college / campus of MRV shall constitute its own ICC where the workforce strength so requires, and the composition shall be as follows. Not less than half of the total members nominated shall be women, and the term of the Committee shall not exceed three years from the date of nomination.

Role	Description
Presiding Officer	A woman employed at a senior level, nominated by the Management, to head the Committee.
Members (2)	Two members from amongst employees, preferably committed to the cause of women or with relevant experience in social work / legal knowledge.
External Member (1)	One member from an NGO or association committed to the cause of women, or a person familiar with issues of sexual harassment, as required under Section 4 of the POSH Act, 2013.

S.No	Stage	Description
1	Filing of Complaint	Aggrieved person submits a written complaint to the ICC within 3 months of the incident (extendable by 3 months for sufficient cause). Complaints may also be filed on behalf of the aggrieved person if she is unable to do so herself.
2	Acknowledgement	ICC acknowledges receipt of the complaint in writing within 3 working days and opens a confidential case file.
3	Conciliation (optional)	At the request of the complainant, the ICC may facilitate conciliation before initiating an inquiry. No monetary settlement shall be the basis of conciliation.
4	Notice to Respondent	A copy of the complaint is served on the respondent within 7 working days, who is given an opportunity to submit a reply along with supporting documents/witness list.
5	Inquiry Proceedings	ICC conducts the inquiry as per principles of natural justice, completing proceedings within 90 days. Both parties are given the right to be heard and to present witnesses/evidence.
6	Interim Relief	During the pendency of the inquiry, the ICC may recommend transfer, leave, or other interim measures to protect the complainant.
7	Inquiry Report	ICC submits a written report of findings and recommendations to the Management within 10 days of completing the inquiry.
8	Action by Management	Management acts on the recommendations within 60 days of receipt of the report, including disciplinary action if the complaint is substantiated.
9	Appeal	Either party may prefer an appeal before the appropriate appellate authority/court within 90 days of the recommendations, as provided under the Act.

Student Representative	A representative from the student body, where the complainant is a student, to ensure fair and empathetic representation.
Member Secretary	An officer nominated to maintain records, coordinate meetings, and manage documentation of proceedings.

6. Powers and Functions of the ICC

- To receive and register complaints of sexual harassment from any aggrieved woman.
- To conduct a fair, impartial and time-bound inquiry into every complaint received.
- To recommend interim measures, including transfer of the complainant or respondent, or grant of leave to the aggrieved woman up to a period of 3 months.
- To recommend appropriate disciplinary action to the Management where allegations are substantiated, in accordance with University service rules / student disciplinary code.
- To have the powers vested in a civil court under the Code of Civil Procedure, 1908, for the purposes of summoning and examining any person on oath, and requiring discovery and production of documents.
- To maintain strict confidentiality of the identity of the complainant, respondent, and witnesses throughout the proceedings.
- To submit an Annual Report to the Management and to the District Officer, as mandated under the Act.
- To conduct regular awareness, sensitisation and capacity-building workshops for employees and students.

7. Complaint and Redressal Procedure

The mechanism below outlines the step-by-step process followed by the ICC from the receipt of a complaint through to final action, consistent with the timelines prescribed under the POSH Act, 2013.

8. Confidentiality

The identity and particulars of the complainant, respondent, and witnesses, along with the details of the complaint, inquiry proceedings, recommendations, and action taken, shall not be published, communicated or made known to the public, press, or media in any manner, as mandated under Section 16 of the POSH Act, 2013. Breach of confidentiality by any member of the ICC or any party to the proceedings shall attract penalty as prescribed under the Act.

9. Protection against Victimization

No adverse action shall be taken against the complainant or any witness on account of having filed a complaint or having supported the complainant during the inquiry. Any act of retaliation or victimization shall itself be treated as an act of misconduct and dealt with accordingly.

10. False or Malicious Complaints

Where the ICC concludes that a complaint was made with malicious intent, or false or misleading evidence was produced, it may recommend appropriate action against the person who made the complaint or produced the false evidence, in accordance with Section 14 of the POSH Act, 2013. However, mere inability to substantiate a complaint or provide adequate proof shall not attract action under this clause.

11. Awareness, Training and Capacity Building

- Orientation sessions on the POSH Act and this policy for all new employees and students during induction.
- Display of the ICC composition, contact details, and complaint procedure at prominent locations across all campuses and on the University website / intranet.

- Periodic sensitisation workshops and gender-sensitisation modules as part of faculty development and student orientation programmes.
- Capacity-building training for ICC members on inquiry procedures, evidence handling, and legal provisions.

12. Annual Report and Compliance

The ICC of each constituent unit shall prepare and submit an Annual Report to the Management, and where applicable to the District Officer, disclosing the number of complaints received, the number disposed of, the number pending beyond 90 days with reasons, and the number of workshops/awareness programmes conducted. This report shall also be incorporated into the University's institutional compliance and accreditation documentation, including NAAC and NBA submissions.

13. Review of Policy

This policy shall be reviewed annually by the ICC in consultation with the Management, or earlier if required by amendments to the POSH Act, 2013, UGC Regulations, or other applicable statutory guidelines, to ensure continued compliance and relevance.

Responsibilities of Internal Complaints Committee (ICC) – The Internal Complaints Committee shall

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining the complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the

mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender as recommended by the enquiry committee;

- (d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

Regular meetings shall be conducted along with meeting on any complaint received.

University Reserves its rights to modify, amend or replace this policy