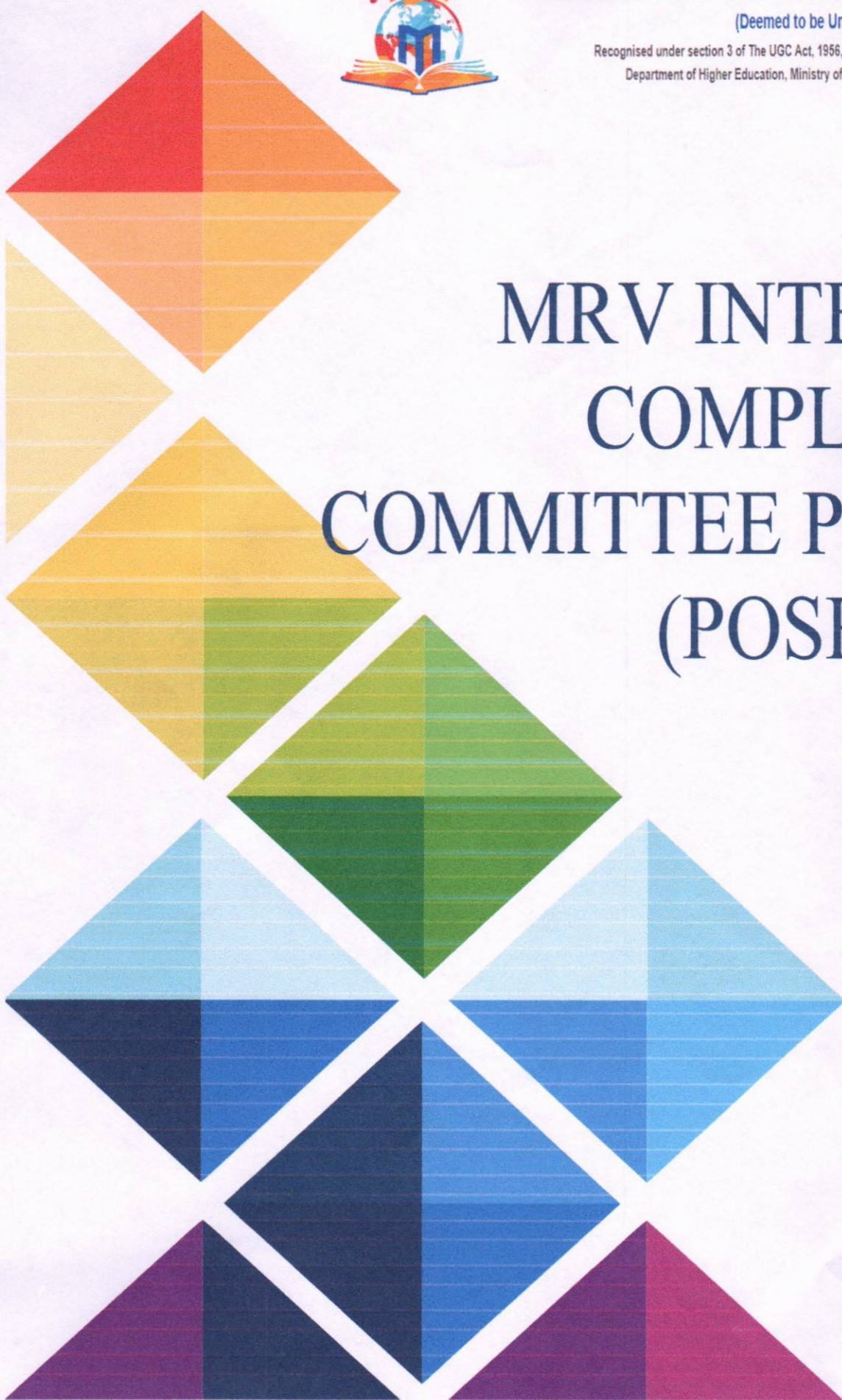




MALLA REDDY VISHWAVIDYAPEETH

(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 POLICY (POSH ACT)



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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.

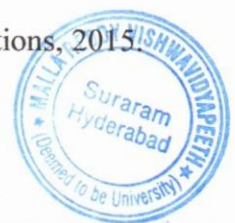
Internal Complaints Committee (ICC) is constituted in MRV under sub-regulation (1) of regulations of University Grants Commission of India in Gazette Notification Dated 2nd May 2016 for Prevention, Prohibition, and Redressal of sexual harassment of women employees and students in higher educational institutions, 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.
- To extend the same standard of protection to every person interacting with MRV's constituent colleges — including patients, attendants, visitors, and vendors on hospital and clinical campuses.

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.

Where the respondent or the complainant is not an employee or student of MRV — for instance, a patient, attendant, visitor, contractor, or vendor at a hospital-attached college — the ICC shall, in addition to any interim protective steps it can offer, coordinate with the Local Complaints Committee constituted by the District Officer under Section 6 of the POSH Act, 2013, which has jurisdiction over such complaints.

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.

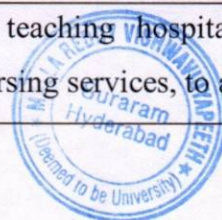
4.4 Third-Party / Non-Employee Harassment

Harassment of, or by, a person who is not an employee or student of MRV such as a patient, patient's attendant, visitor, contractor, or vendor occurring on University or hospital premises or in connection with University-related activity.

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 from Teaching Faculty (2) –Preferably 1 Male	Two members from amongst teaching employees, preferably committed to the cause of women or with relevant experience in social work / legal knowledge.
Member from Non-Teaching Staff (1)	One member drawn from administrative, technical, nursing-support, or hospital-administration staff, to ensure the Committee reflects the full workforce and not only the teaching cadre.
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.
Student Representatives (2)	Two student representatives — one from a postgraduate/clinical programme and one from an undergraduate programme — to ensure fair and empathetic representation across levels of study.
Clinical / Hospital Nominee (1) — for Medicine, Dentistry,	For constituent colleges attached to a teaching hospital, one nominee from hospital administration or nursing services, to address



Nursing and Pharmacy colleges	the distinct dynamics of harassment complaints arising in clinical, ward, or patient-facing settings.
Member Secretary	An officer at the level of Assistant/Associate Professor 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.
- To maintain a dedicated e-mail address and online intake form for each constituent college, so that complaints can be lodged without requiring an in-person visit to a Committee member.

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.



S.No	Stage	Description
1	Filing of Complaint	Aggrieved person can submit a written complaint to the ICC on the same day of the incident (extendable by 3 months for sufficient cause). Complaints may also be filed on behalf of the aggrieved person if she/he is unable to do so herself/himself. In addition to written/in-person submission, each constituent college shall provide a dedicated e-mail address and an online form linked from its website for lodging complaints.
2	Acknowledgement	ICC acknowledges receipt of the complaint in writing on the same or the next day 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 3 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. Hearings may be conducted in person or, where necessary, through secure video-conferencing.
6	Interim Relief	During the pendency of the inquiry, the ICC may recommend transfer, leave, or other interim measures to protect the complainant, including, for students, extension of academic deadlines or alternative examination arrangements.
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.



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.

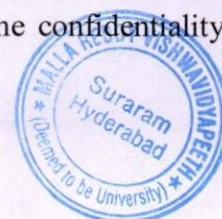
10. FALSE OR MALICIOUS COMPLAINTS

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. HARASSMENT BY NON-EMPLOYEES / THIRD PARTIES

MRV's constituent colleges in Medicine, Dentistry, Nursing and Pharmacy operate teaching hospitals and clinical facilities where employees, faculty, and students routinely interact with patients, attendants, and visitors who are outside the University's employment or academic relationship. This section addresses harassment arising in that setting.

- Where a patient, attendant, visitor, or vendor is alleged to have sexually harassed an employee or student, the ICC shall record the complaint, extend interim protective measures (such as reassignment of duty, an escort, or restriction of the respondent's access to the concerned ward/department) within its own powers, and refer the matter to hospital/campus security and, where appropriate, the police.
- Where the complaint concerns a patient or visitor as the aggrieved person against an MRV employee or student, the matter shall be handled by the ICC as it would any other complaint against an employee or student, with the complainant afforded the same confidentiality and protection as any other aggrieved person under this policy.



- The clinical/hospital nominee on the ICC (Section 5) shall be consulted on the practical handling of such complaints, given their familiarity with ward routines, duty rosters, and hospital administrative processes.

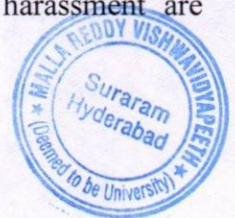
12. AWARENESS, TRAINING AND CAPACITY BUILDING

- 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.
- An annual refresher session for all sitting ICC members, timed to precede the Committee's Annual Report, so that members remain current on procedural and legal developments before compiling the report.
- Guidance on appropriate conduct in digital and virtual settings (online classes, official messaging groups, and social media) included in induction and refresher sessions, reflecting the growing share of interactions that take place outside physical campus spaces.

13. DISTINGUISHING THE ICC FROM RELATED COMMITTEES

MRV maintains several distinct grievance and welfare mechanisms alongside the ICC — including Anti-Ragging Committees, Gender Sensitization Committees, and general staff/student Grievance Redressal Committees. To avoid overlap and ensure complaints reach the right forum promptly, MRV's constituent colleges shall follow the escalation matrix below.

- Complaints alleging sexual harassment as defined under Section 4.1 are handled exclusively by the ICC.
- Complaints of caste, religious, or other non-sexual discrimination are directed to the relevant Anti-Discrimination / Gender Sensitization Committee.
- General academic or administrative grievances that do not allege sexual harassment are directed to the college's Grievance Redressal Committee.



- Where a complaint raises issues spanning more than one of the above, the receiving committee shall forward the relevant portion to the appropriate committee within 3 working days and inform the complainant of the referral.

14. 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.

A summary of the Annual Report — excluding all identifying details of parties — shall be published on the relevant constituent college's website, alongside the current ICC composition and contact details.

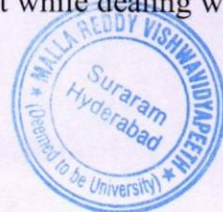
15. REVIEW OF POLICY

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.

16. RESPONSIBILITIES OF THE INTERNAL COMPLAINTS COMMITTEE

The Internal Complaints Committee shall:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- 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;
- 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;
- Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment;



- 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.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— *Office of the IQAC / Internal Complaints Committee, MRV-*

Sd/-

Registrar

