



MITS

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

Checklist No: MITS/DTBU/IQAC/25- 26/01

POLICY DOCUMENT OF INTERNAL COMPLAINTS COMMITTEE (ICC)

Title : Policy Document- Internal Complaints Committee (ICC)

Policy Code : MITSU/ICC/POI./2025/01

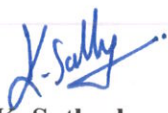
Version No. / Effective Date : Version 1.0 / 30 September 2025

Prepared By : Mrs. U Vijaya Lakshmi,
Member- Internal Complaints Committee (ICC)

Approved By : Registrar

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1. Policy Metadata

Field	Details / Signature
Policy Title	Policy Document of Internal Complaints Committee - ICC
Policy Code	MITSU/ICC/POL/2025/01
Version / Date	Version 1.0 / 30 September 2025
Prepared by	 Dr. R. Nidhya Presiding Officer - ICC  Mrs. U. Vijaya Lakshmi Member - ICC
Reviewed by	 Dr. K. Sathesh IQAC Coordinator  IQAC Co-ordinator Madanapalle Institute of Technology & Science MADANAPALLE - 517 002
Approved by	 Dr. D. Pradeep Kumar Registrar (I/c)
Next Review Date	September 2028

2. Preamble

Madanapalle Institute of Technology & Science (MITS Deemed to be University) is committed to provide a safe workplace for all women employees and girl students. In this direction, MITS has implemented Government of India's Prevention of Sexual Harassment (POSH) Act of 2013 and as amended in 2016. Having raised the bar of responsibility and accountability in the Vishaka Guidelines, the Supreme Court placed an obligation on workplaces, institutions and those in positions of responsibility, to uphold working women's fundamental right to equality and dignity at the workplace. Three key obligations were imposed on institutions to meet that standard, namely:4 (AIR 1997 Supreme Court 3011)

- **Prohibition**
- **Prevention**
- **Redress**

In 2013, the Government of India notified the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (referred to as Act hereinafter). Consistent with the Vishaka judgment, the Act aspires to ensure women's right to workplace equality, free from sexual harassment through compliance with the above mentioned three elements.

This handbook is meant for the benefit of women employees/ girl students to provide a basic understanding of sexual harassment at places of work. The guideline gives information on sexual harassment; what is expected of Complaints Committee/s to redress a complaint; and what the inquiry process and outcome should include.

The Act recognizes the right of every woman to a safe and secure workplace environment irrespective of her age or employment/work status. Hence, all women, students, faculty members, non-teaching staff, working on temporary basis, adhoc or daily wages and any women visiting the institute is protected under the Act.

MITS Deemed to be University is committed to providing a safe, secure, inclusive, equitable, and gender-sensitive academic and work environment free from sexual harassment and discrimination. A committee is in place to address any Sexual harassment related complaints. Girl students or lady faculty members can lodge any sexual harassment complaint: **icc@mits.ac.in**

Internal Complaint Committee's Zero Tolerance Policy (ZTP is framed in accordance with:

- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- UGC Regulations, 2015 on Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions
- National Education Policy (NEP) 2020
- Applicable State Government Rules
- University Statutes and Ordinances

MITS Internal Complaint Committee's Zero Tolerance Policy (ZTP) Against Sexual Harassment Under POSH Act-2013 (Prohibition of Sexual Harassment of Women at Workplace)

1. MITS is committed to provide safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment.
2. MITS operates a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly, investigate all allegations of sexual harassment.
3. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment/rustication. Further, the accused may face legal actions like FIR.
4. All complaints of sexual harassment will be taken seriously and treated with respect and absolute confidentiality.
5. In MITS no one will be victimized for making a complaint for sexual harassment.
6. In case of physical, verbal, non-verbal, digital sexual harassment or any other Sexual Harassment, students/faculty/stakeholders can immediately report a complaint to the following authorities.

Internal Committee (IC): Key Members Dr. R. Nidhya, Presiding Officer-8106049466, Mrs. U Vijaya Lakshmi, Member (Institute Counsellor) -9100600773, Dr. K. Hemalatha- 8106049466

Email: icc@mits.ac.in

3. Vision & Mission Linkage

Alignment with University Vision

The Internal Complaints Committee (ICC) Policy supports the University Vision of serving the region, nation, and the world through academic excellence, research relevance, and community engagement by fostering a safe, respectful, equitable, and harassment-free academic and work environment. The policy upholds the dignity, rights, and well-being of every individual, thereby creating an inclusive institutional culture that enables students, faculty, staff, and other stakeholders to achieve their full potential.

Alignment with University Mission

The ICC Policy contributes to the University Mission by promoting a dynamic, inclusive, and secure learning and working environment where every individual is treated with dignity, fairness, and respect. The policy nurtures ethical behaviour, gender sensitivity, accountability, and responsible citizenship while providing a transparent, impartial, and confidential mechanism for the prevention, prohibition, and redressal of sexual harassment. These initiatives reinforce the University's commitment to empowering learners with the knowledge, values, and ethical leadership required to thrive in a rapidly evolving global society

Alignment with NEP 2020

The ICC Policy aligns with the objectives of the National Education Policy (NEP) 2020 by:

- Promoting a safe, secure, inclusive, and gender-sensitive educational environment.
- Upholding the principles of equity, diversity, inclusion, and equal opportunity for all.
- Fostering constitutional values, ethical conduct, dignity, mutual respect, and social responsibility.
- Strengthening student well-being through an effective, transparent, and confidential grievance redressal mechanism.
- Encouraging gender sensitization, awareness programmes, and preventive initiatives across the University.
- Supporting institutional governance based on accountability, transparency, fairness, and justice.
- Contributing to a positive institutional culture that enables holistic development and academic excellence.

4. Objectives:

The objectives of this policy are to:

- Prevent sexual harassment on campus.
- Provide a safe environment for students, faculty, researchers, staff and visitors.

- Promote gender equality and dignity.
- Establish an effective complaint redressal mechanism.
- Ensure confidentiality, fairness and timely disposal of complaints.
- Conduct awareness and sensitization programmes.

5. Scope:

This policy applies to all members of the University community and to every woman covered under the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. It includes:

- Students (Undergraduate, Postgraduate, Research Scholars, and Ph.D. Scholars)
- Faculty Members
- Administrative and Non-Teaching Staff
- Contract Employees
- Outsourced Personnel
- Researchers
- Interns and Trainees
- Fellows
- Consultants
- Visitors
- Service Providers and Vendors while on university premises
- Alumni participating in university-related activities
- Any other person associated with the University in an academic, administrative, research, extension, or official capacity

This policy applies to all University workplaces, academic activities, and official interactions, including but not limited to:

- Academic Departments
- Administrative Offices
- Laboratories and Research Centres
- Libraries
- Hostels and Residential Facilities
- Sports and Recreation Facilities
- University Transport
- Cafeterias and Common Areas
- Field Visits
- Educational Tours
- Internships and Industrial Visits
- Conferences, Seminars, Workshops, and Cultural Events
- Community Outreach and Extension Activities
- Official Meetings and University-sponsored Events
- Online Classes and Virtual Learning Platforms
- Emails, social media, and Other Digital Communication Platforms used for university-related activities
- Any other place or activity connected with or arising out of University functions, whether on or off campus.

6. Definition of Sexual Harassment:

Sexual harassment includes any one or more unwelcome acts or behaviour (whether directly or by implication) of a sexual nature that violates the dignity of an individual or creates an intimidating, hostile, humiliating, or offensive academic or work environment. Such acts include, but are not limited to:

Physical Conduct

- Unwelcome physical contact or touching
- Physical advances
- Attempted or actual sexual assault
- Any other unwelcome physical conduct of a sexual nature

Verbal Conduct

- Sexually coloured remarks
- Inappropriate comments or suggestive statements
- Sexual jokes, innuendos, or offensive language
- Repeated requests for dates or personal meetings despite refusal
- Verbal abuse or comments related to a person's gender or sexuality

Non-Verbal Conduct

- Sexually suggestive gestures
- Staring or leering in a manner that causes discomfort
- Display, circulation, or exhibition of pornographic or sexually explicit material
- Sending or displaying obscene messages, symbols, cartoons, or images

Digital / Online Conduct

- Sending offensive or sexually explicit emails, messages, or multimedia content
- Sexual harassment through social media or digital communication platforms
- Cyberstalking or persistent online harassment
- Sharing intimate images or videos without consent
- Online bullying, trolling, or intimidation of a sexual nature
- Recording, photographing, or sharing images or videos without consent in a manner that violates privacy or dignity

Circumstances that May Constitute Sexual Harassment

In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the following circumstances, among others, if connected with or resulting from any act of sexual harassment, may also amount to sexual harassment:

- Implied or explicit promise of preferential treatment.
- Implied or explicit threat of detrimental treatment.
- Implied or explicit threat regarding academic or employment status.
- Interference with academic performance or work.
- Creation of an intimidating, hostile, or offensive environment.

- Humiliating treatment likely to affect the health, safety, or well-being of the aggrieved person.

7. Policy Statement

MITS Internal Complaint Committee's Zero Tolerance Policy (ZTP) Against Sexual Harassment Under POSH Act-2013 (Prohibition of Sexual Harassment of Women at Workplace)

1. MITS is committed to provide safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment.
2. MITS operates a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly, investigate all allegations of sexual harassment.
3. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment/rustication. Further, the accused may face legal actions like FIR.
4. All complaints of sexual harassment will be taken seriously and treated with respect and absolute confidentiality.
5. In MITS no one will be victimized for making a complaint for sexual harassment.
6. In case of physical, verbal, non-verbal, digital sexual harassment or any other Sexual Harassment, students/faculty/stakeholders can immediately report a complaint to the following authorities.

8. Governance & Composition

Governance

Composition of the Committee:

1. **Presiding Officer-** A senior woman faculty member.
2. **Faculty Members-** Minimum two members committed to women's rights, social work or legal knowledge.
3. **Non-Teaching Representative** - One member from administrative staff.
4. **Student Representative -For student-related complaints.** One UG & 1 PG student
5. **External Member:** One external member from: NGO/ Women's Rights Organization/ Legal Profession/ Social Worker.

At least **50% of the members shall be women.**

Tenure:

The tenure of ICC members shall normally be three years, unless otherwise provided by law or University statutes.

9. Terms of Reference (ToR)

9.1 Functions of ICC: - The Internal Complaints Committee shall:

- Receive and acknowledge complaints.
- Conduct fair, impartial, and time-bound inquiries.
- Recommend interim relief, where necessary.
- Ensure confidentiality throughout the proceedings.
- Submit inquiry reports to the Competent Authority.
- Recommend appropriate disciplinary action.
- Organize awareness, orientation, and gender sensitization programmes.
- Maintain records and documentation.
- Submit statutory reports as required under applicable laws.

9.2 Filing of Complaint: - A complaint shall ordinarily be filed **within three months** from the date of the incident or, in the case of a series of incidents, within three months from the date of the last incident. The ICC may, for reasons to be recorded in writing, extend the time limit by a **further period of three months** if it is satisfied that the circumstances prevented the complainant from filing the complaint within the prescribed period.

- In writing
- Through email
- Online ICC/grievance portal
- Through an authorized representative, as permitted under the POSH Act and University regulations.

9.3 Inquiry Procedure: - Upon receiving a complaint:

1. Receipt and acknowledgement of complaint.
2. Preliminary scrutiny.
3. Opportunity for conciliation (only if requested by the complainant and **without monetary settlement**).
4. Notice issued to respondent.

5. Written response obtained.
6. Hearing of both parties.
7. Collection of documentary and electronic evidence.
8. Examination of witnesses.
9. Completion of inquiry within the statutory timeline.
10. Submission of report to the Vice-Chancellor/Competent Authority.

9.4 Interim Relief: - Pending inquiry, ICC may recommend:

- Transfer
- Leave
- Change of supervisor
- Hostel relocation
- Suspension from academic interaction where appropriate
- Restriction on contact
- Academic accommodations
- Temporary change of reporting relationship or work assignment.
- Any other necessary protective measures

9.5 Disciplinary Action: - Depending upon the severity of misconduct, the University may impose:

Students

- Warning
- Written apology
- Community service
- Counselling
- Fine
- Withholding scholarship
- Debarment from examinations
- Suspension
- Rustication
- Expulsion

Employees

Based on the findings of the inquiry, the ICC may recommend appropriate disciplinary action to the Competent Authority. Depending on the severity of the misconduct, the Competent

Authority may impose one or more of the following actions in accordance with the applicable service rules:

- Warning
- Written apology
- Adverse entry
- Withholding increments
- Suspension
- Transfer
- Reduction in rank
- Termination
- Other actions under service rules

9.6 Confidentiality: All proceedings of the ICC shall remain strictly confidential in accordance with the POSH Act, 2013.

The identities of:

- Complainant
- Respondent
- Witnesses
- ICC members
- Inquiry records

shall not be disclosed except as required under law.

9.7 Protection Against Retaliation: No complainant, witness or ICC member shall suffer:

- Victimization
- Intimidation
- Academic disadvantage
- Employment discrimination
- Threats
- Retaliatory actions

Any act of retaliation shall constitute misconduct and shall invite appropriate disciplinary action.

9.8 False or Malicious Complaints

If, after inquiry, the complaint is found to be deliberately false or malicious, appropriate action may be recommended in accordance with the **POSH Act and UGC Regulations**. Mere inability to substantiate a complaint shall not attract action.

9.9 Awareness and Capacity Building: MITS-ICC shall organize:

- Induction programmes
- Faculty development programmes
- Student induction sessions
- Gender sensitization workshops
- Awareness campaigns
- Online training modules
- Annual POSH awareness week
- Orientation programmes for newly admitted students.
- Orientation programmes for newly appointed employees.
- Periodic awareness through posters, digital media, and the University website.

10. Roles & Responsibilities

10.1 University

The University shall:

- Constitute the Internal Complaints Committee (ICC) in accordance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC Regulations, 2015.
- Display the names and contact details of the ICC members prominently at appropriate locations across the campus and on the University website.
- Publish and periodically update this policy on the University website.
- Provide accessible, safe, and confidential mechanisms for reporting complaints.
- Extend administrative, financial, and infrastructural support to the ICC for the effective discharge of its functions.
- Ensure that complaints are addressed in a fair, impartial, confidential, and time-bound manner.

- Implement the recommendations of the ICC in accordance with the applicable laws, University Statutes, and Service Rules.
- Maintain records and statutory registers as prescribed under the applicable regulations.
- Submit Annual Reports and statutory returns to the appropriate authorities, wherever applicable.
- Organize regular awareness, orientation, and gender sensitization programmes for students, faculty, staff, and other stakeholders.

10.2 Presiding Officer

The Presiding Officer shall:

- Lead and supervise the functioning of the ICC.
- Convene and preside over meetings and inquiry proceedings.
- Ensure that inquiries are conducted fairly, impartially, and in accordance with the principles of natural justice.
- Ensure confidentiality throughout the complaint and inquiry process.
- Guide the Committee in preparing inquiry reports and recommendations.
- Submit inquiry reports and recommendations to the Competent Authority within the prescribed timeline.
- Promote awareness and preventive measures related to sexual harassment within the University.

10.3 ICC Members

The ICC Members shall:

- Receive and acknowledge complaints of sexual harassment.
- Participate actively in inquiry proceedings and Committee meetings.
- Examine evidence objectively while maintaining confidentiality.
- Ensure fair treatment of both the complainant and the respondent.
- Recommend appropriate interim relief and corrective measures, wherever necessary.
- Assist in organizing awareness programmes, workshops, orientation sessions, and gender sensitization initiatives.
- Maintain accurate records of complaints, inquiries, proceedings, and Committee decisions.

- Uphold the provisions of the POSH Act, 2013, UGC Regulations, 2015, and University policies while discharging their responsibilities.

11. Functions of the Committee

The Internal Complaints Committee (ICC) shall perform the following functions in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the UGC Regulations, 2015, and the University's policies:

- Receive and acknowledge complaints of sexual harassment from aggrieved persons.
- Conduct fair, impartial, and time-bound inquiries while adhering to the principles of natural justice.
- Recommend appropriate interim relief measures to safeguard the interests of the aggrieved person during the inquiry process.
- Recommend disciplinary or corrective actions to the Competent Authority based on the findings of the inquiry.
- Ensure strict confidentiality of complaints, inquiry proceedings, records, and decisions as prescribed under the POSH Act.
- Promote awareness of the provisions of the POSH Act and the University's Zero Tolerance Policy against sexual harassment.
- Organize orientation programmes, workshops, seminars, awareness campaigns, and gender sensitization programmes for students, faculty, staff, and other stakeholders.
- Advise the University on measures to prevent sexual harassment and to promote a safe, inclusive, and gender-sensitive campus environment.
- Maintain records of complaints, inquiries, recommendations, and actions taken in accordance with statutory requirements.
- Prepare and submit Annual Reports and other statutory reports to the Competent Authority and relevant authorities as required by law.
- Review the implementation of this policy periodically and recommend improvements based on legal amendments, institutional requirements, and best practices.
- Assist the University in creating a culture of dignity, equality, mutual respect, and accountability through preventive and educational initiatives.

12. Standard Operating Procedures (SOPs)

12.1 Meetings

- The Internal Complaints Committee (ICC) shall ordinarily meet **at least once every quarter** to review its activities, awareness programmes, statutory compliance, and pending matters.
- Additional meetings may be convened by the Presiding Officer whenever a complaint is received or whenever urgent matters require consideration.

12.2 Agenda Approval

- The agenda for each meeting shall be prepared by the Member Secretary/Convener (where applicable) in consultation with the Presiding Officer.
- The agenda shall be circulated to all members before the meeting after approval by the Presiding Officer.

12.3 Minutes of Meeting

- Minutes shall be recorded for every meeting, including the date, venue, members present, agenda items discussed, decisions taken, responsibilities assigned, and timelines.
- The minutes shall be reviewed and approved by the Presiding Officer and maintained as confidential records.

12.4 Action Taken Report (ATR)

- An Action Taken Report (ATR) shall be prepared for all decisions and recommendations made during the meetings.
- The ATR shall indicate the action taken, responsible authority, implementation status, and pending actions, if any.
- The ATR shall be reviewed in the subsequent meeting until all actions are completed.

12.5 Quorum

- The quorum for ICC meetings shall be **at least 50% of the total members**, including the **Presiding Officer** or the member authorized to preside in her absence.
- Inquiry proceedings shall be conducted in accordance with the composition requirements prescribed under the **Sexual Harassment of Women at Workplace**

(Prevention, Prohibition and Redressal) Act, 2013, the UGC Regulations, 2015, and the University's applicable rules.

13. Policy Review, Implementation & Updating

13.1 Implementation

- This policy shall come into effect from the date of its approval by the Competent Authority.
- The Internal Complaints Committee (ICC) shall be responsible for implementing the provisions of this policy in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, UGC Regulations, 2015, and other applicable statutory provisions.
- The University shall provide adequate administrative, financial, and infrastructural support for the effective implementation of this policy.
- The policy shall be communicated to all stakeholders through the University website, induction programmes, awareness campaigns, and other appropriate communication channels.

13.2 Policy Review

- This policy shall be reviewed **once every three years** or earlier, if required, to ensure its continued relevance, effectiveness, and compliance with applicable laws and regulations.
- An earlier review may be undertaken in the event of:
 - Amendments to the POSH Act, UGC Regulations, or other applicable statutory provisions.
 - Changes in University Statutes, Ordinances, or related policies.
 - Recommendations arising from internal audits, external audits, management reviews, or statutory inspections.
 - Feedback from stakeholders or recommendations of the Internal Complaints Committee (ICC).

13.3 Policy Updating

- Proposed amendments to this policy shall be initiated by the ICC in consultation with the concerned authorities, wherever applicable.

- All revisions shall be reviewed and approved by the Competent Authority before implementation.
- Every revised version shall be assigned a new version number, revision date, and effective date.
- The updated policy shall be published on the University website and communicated to all stakeholders.

13.4 Monitoring and Continuous Improvement

- The implementation and effectiveness of this policy shall be monitored through periodic reviews, awareness programmes, complaint statistics, stakeholder feedback, and statutory compliance.
- The ICC shall recommend appropriate improvements to strengthen the University's commitment to providing a safe, inclusive, equitable, and gender-sensitive academic and work environment.

14. Training & Awareness

MITS Deemed to be University is committed to promoting a safe, inclusive, and gender-sensitive campus through continuous education, awareness, and capacity-building initiatives on the prevention of sexual harassment.

14.1 Induction Programmes

- Orientation on the provisions of the POSH Act, 2013, University ICC Policy, and complaint redressal mechanism shall be conducted for all newly appointed ICC members.
- Awareness sessions on the ICC Policy shall be included in the induction programmes for newly admitted students, newly recruited faculty, and staff.

14.2 Awareness and Capacity Building

- The ICC shall organize **at least one annual** awareness and gender sensitization programme for students, faculty, staff, and other stakeholders.
- Periodic workshops, seminars, guest lectures, webinars, and campaigns shall be conducted to promote awareness of gender equality, dignity, mutual respect, and the prevention of sexual harassment.

- Specialized training programmes may be organized for ICC members to strengthen their knowledge of statutory provisions, inquiry procedures, confidentiality, and best practices.

14.3 Digital Dissemination

The University shall ensure that the ICC Policy and related information are disseminated through appropriate digital and institutional communication channels, including:

- University Website
- Official Email Communications
- Student and Employee Handbooks
- Learning Management System (LMS), where applicable
- Student and Employee Induction Materials
- Digital Notice Boards and Campus Information Displays

The contact details of the ICC, complaint procedures, and awareness materials shall be made readily accessible to all stakeholders through these communication channels.

15. Compliance & Legal Requirements

MITS Deemed to be University shall ensure that the implementation of this policy complies with all applicable statutory provisions, regulatory requirements, and institutional policies governing the prevention, prohibition, and redressal of sexual harassment.

The University shall ensure compliance with, but not be limited to, the following:

- **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)** and the Rules framed thereunder.
- **University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**, as amended from time to time.
- Applicable Government notifications, circulars, and guidelines issued by the Central Government, State Government, UGC, and other competent authorities.
- University Statutes, Ordinances, Service Rules, Code of Conduct, and other relevant institutional policies.
- Principles of natural justice, confidentiality, fairness, and non-retaliation throughout the complaint redressal process.

The Internal Complaints Committee (ICC) shall ensure that all complaints are handled in a fair, impartial, confidential, and time-bound manner in accordance with the applicable legal provisions.

The University shall maintain statutory records, submit reports to the Competent Authority and regulatory authorities, wherever applicable, and facilitate periodic reviews to ensure continued legal and regulatory compliance.

16. Review & Revision Mechanism

The Internal Complaints Committee (ICC) Policy shall be reviewed and revised periodically to ensure its continued effectiveness, relevance, and compliance with applicable statutory and regulatory requirements.

16.1 Review Cycle

- This policy shall be reviewed **annually or once every two years (biennially)** by the Internal Complaints Committee (ICC) in coordination with the Internal Quality Assurance Cell (IQAC).
- Periodic reviews shall assess the effectiveness of the policy, implementation practices, stakeholder feedback, and compliance with applicable legal and regulatory requirements.

16.2 Triggered Review

The policy may be reviewed and revised before the scheduled review cycle under the following circumstances:

- Amendments to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or related Rules.
- Changes in the UGC Regulations, Government notifications, or statutory guidelines.
- Revisions to University Statutes, Ordinances, Service Rules, or related institutional policies.
- Recommendations arising from internal audits, external audits, management reviews, or statutory inspections.
- Significant feedback from stakeholders or recommendations made by the Internal Complaints Committee.

16.3 Revision and Approval

- The Internal Quality Assurance Cell (IQAC), in consultation with the Internal Complaints Committee (ICC), shall initiate the review process.
- Proposed revisions shall be examined by the concerned authorities and submitted to the **Registrar** for administrative review.
- The revised policy shall become effective only after approval by the **Registrar /Competent Authority**.
- Every revised version shall carry a new version number, revision date, approval date, and effective date.
- The latest approved version of the policy shall be published on the University website and communicated to all stakeholders through appropriate channels.

17. Documentation & Record-Keeping

The University shall maintain all policy documents and related records in a systematic manner to ensure document integrity, traceability, accessibility, confidentiality, and compliance with statutory and institutional requirements.

17.1 Document Control

- The ICC Policy shall be assigned a unique **Policy Code, Version Number, Revision Number, Approval Date, and Effective Date**.
- All revisions shall be documented through a revision history indicating the nature of changes, approval authority, and implementation date.
- Only the latest approved version of the policy shall be considered valid for institutional use.

17.2 Central Digital Repository

- The **Internal Quality Assurance Cell (IQAC)** shall maintain a **Central Digital Repository** of all approved policy documents, revisions, and related records.
- The repository shall ensure secure storage, controlled access, version control, and retrieval of documents for institutional reference, audits, and accreditation purposes.
- Authorized personnel shall have access to the repository in accordance with the University's document control procedures.

17.3 Record Retention and Archival

- Superseded or obsolete versions of the policy shall be clearly identified as "**Archived**" or "**Obsolete**" and retained in the Central Digital Repository.
- Archived versions shall be preserved to maintain an audit trail, facilitate historical reference, and demonstrate continual improvement during internal and external audits.
- Records shall be retained in accordance with the University's Record Retention Policy and applicable statutory requirements.

17.4 Confidentiality and Security

- All policy documents and related records shall be protected against unauthorized access, alteration, loss, or disclosure.
- Electronic records shall be maintained with appropriate backup and access control mechanisms to ensure data integrity and business continuity.

18. Reporting & Audit

The Internal Complaints Committee (ICC) shall establish appropriate reporting and audit mechanisms to monitor the effective implementation of this policy, ensure statutory compliance, and promote continual improvement.

18.1 Annual Reporting

- The ICC shall prepare and submit an **Annual Report** summarizing its activities, including the number of complaints received, disposed of, pending cases, awareness programmes conducted, and recommendations for institutional improvement.
- The **Action Taken Report (ATR)** on the recommendations of the ICC shall be prepared and submitted to the Internal Quality Assurance Cell (IQAC) and the Competent Authority for review and monitoring.
- The Annual Report shall be prepared in accordance with the provisions of the POSH Act, 2013, the UGC Regulations, 2015, and other applicable statutory requirements.

18.2 Internal Compliance Audit

- The implementation of this policy shall be reviewed through an **Internal Compliance Audit** conducted by the Internal Quality Assurance Cell (IQAC) at least **once every year**.

- The audit shall evaluate compliance with statutory requirements, effectiveness of policy implementation, documentation, awareness programmes, confidentiality measures, and the timely disposal of complaints.
- Audit observations and recommendations shall be communicated to the ICC and the Competent Authority for necessary corrective and preventive actions.

18.3 Statutory Audit and Compliance

- The University shall facilitate statutory inspections, reviews, or audits by the appropriate Government authorities, the University Grants Commission (UGC), or any other competent regulatory authority, wherever applicable.
- The ICC shall maintain all required records and documents to demonstrate compliance during statutory inspections and external audits.
- Corrective actions arising from statutory audits or regulatory observations shall be implemented within the prescribed timelines and monitored for effectiveness.

Contact Information

Internal Complaints Committee (ICC)

MIT S Deemed to be University:

Email: icc@mits.ac.in

Phone: 8106049466, 9100600773, 8106049466

Office: _____

Website: <https://mits.ac.in/icc>

19. References

1. The Gazette of India notification on POSH - 2013 & 2016
(<http://www.mits.ac.in/assets/pdf/admin/1.1.Sexual-Harassment-at-Workplace-Act.pdf>)
2. MITS ICC Handbook
<https://mits.ac.in/assets/pdf/admin/MITS%20ICC%20Handbook.pdf>
3. MITS Zero Tolerance Policy (<https://mits.ac.in/assets/pdf/admin/ICC-POSH.pdf>)

20. Annexures

1. Complaint Form
2. Inquiry Procedure Flowchart
3. Confidentiality Undertaking
4. Annual Report Format
5. Code of Conduct on Prevention of Sexual Harassment
6. Awareness Programme Calendar