



MANAV RACHNA
UNIVERSITY
Declared as State Private University vide Haryana Act 26 of 2014

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Plot-B, Sector-43, Aravali Hills, Delhi-Suraj-Kund Road, Faridabad

INTERNAL COMPLAINTS COMMITTEE (ICC)

Manav Rachna University (MRU), Haryana, is dedicated to creating a safe, inclusive, and harassment-free academic environment. MRU is committed to upholding the principles of gender equality, dignity, respect, and justice for all. This policy aims to address gender and sexual harassment, ensuring accountability, gender sensitization, and an equitable process for addressing and redressing complaints.

MRU encourages a culture of free inquiry and expression. While fostering discussions and debates essential to academic pursuit, it firmly opposes any acts of sexual harassment, which compromises the dignity and integrity of the University community. All members, including students, faculty, staff, visitors, and contractual employees, are subject to this policy, and violations will lead to disciplinary action.

The University's **Internal Complaints Committee (ICC)** is empowered to address, prevent, and resolve cases of sexual harassment within the University premises. This document outlines the role, structure, and functions of the ICC, along with complaint and redressal mechanisms.

1. Background and Definitions

The Supreme Court of India established guidelines for the prevention of sexual harassment at workplaces through landmark rulings in 1997 (Vishaka & Others vs. the State of Rajasthan) and 1999 (Apparel Export Promotion Council vs. A.K. Chopra). These judgments assert that sexual harassment violates fundamental rights under Articles 14, 15, and 21 of the Constitution, as well as the right to freedom under Article 19(I)(g).

Following these guidelines, **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, was enacted to provide protection to women against sexual harassment at the workplace. The University Grants Commission (UGC) also issued the **Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and**



Students in Higher Educational Institutions Regulations, 2015, mandating that all higher educational institutions adopt preventive measures and grievance redressal mechanisms.

This policy is established in alignment with these guidelines and laws to foster a respectful and inclusive environment at MRU.

2. Sexual Harassment: Definition and Scope

Sexual Harassment includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Making sexually coloured remarks (including jokes)
- d) Showing pornography (books, photographs, paintings, films, pamphlets, packages, etc. containing 'indecent representation of women')
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Under the Act, the following also count as sexual harassment:

- a) Implied or explicit promise of preferential treatment in her employment.
- b) Implied or explicit threat of detrimental treatment in her employment
- c) Implied or explicit threat about her present or future employment status
- d) Interference with her work or creating an intimidating or offensive work environment for her
- e) Humiliating treatment likely to affect her health or safety.

Sexual harassment can take various forms and may occur:

- Between individuals of the same or opposite sex.
- Between peers or individuals in a hierarchical relationship.
- Through a single incident or a series of actions.

MRU prohibits all relationships involving faculty or staff with students, considering the inherent power dynamics that may coerce or induce fear in the subordinate party.



3. Workplace Jurisdiction

The term “workplace” within this policy extends to:

- All locations under MRU’s jurisdiction, including classrooms, labs, hostels, sports complexes, and administrative offices.
- Off-campus locations such as field trips, conferences, tournaments, and University-sponsored events.
- Any place where MRU members interact with external visitors in an official capacity.

4. Composition of the Internal Complaints Committee (ICC)

The ICC is the University’s primary body for addressing issues of sexual harassment. The ICC is structured in accordance with UGC and 2013 Act guidelines.

Membership of ICC:

1. **Presiding Officer:** A senior woman faculty member (preferably a Professor) nominated by the Executive Authority.
2. **Member Secretary:** Appointed for a term of three years.
3. **Faculty Representatives:** Minimum of three faculty members nominated by the Executive Authority.
4. **Staff Representatives:** Minimum of two staff representatives nominated by the Executive Authority.
5. **Student Representatives:** Three undergraduate students (one representative from the third-gender community), one master’s student, and one research scholar.
6. **External Members:** One or two members from an NGO, legal profession, or social organization specializing in gender issues, nominated by the Executive Authority.

To be noted:

Persons in senior administrative positions like Vice-Chancellor, Pro Vice-Chancellor, Deans, Directors, Registrar, Heads of the Departments shall not be the members of the ICC in order to ensure autonomy of their functioning.

Terms of Office:



- Each member serves a term of three years, with a one-third rotation every year.
- The ICC shall ensure at least 50% female representation.

5. Complaints Process

Any MRU member can approach the ICC to file a complaint of sexual harassment. Complaints should ideally be submitted within three months of the incident. If a complaint is delayed, the ICC may accept the reason for delay if justified.

Steps for Complaint Process:

1. **Lodging a Complaint:** Complainants should submit complaints in writing. The ICC will assist if the complainant needs help formalizing the complaint.
2. **Emergency Meeting:** The ICC will convene within two working days upon receipt of a complaint.
3. **Inquiry Committee Formation:** The ICC Chair will form an Inquiry Committee (IC) to investigate and recommend actions on the complaint.
4. **Restraining Order:** The ICC Chair may issue a restraining order to maintain confidentiality and prevent interaction between the complainant and the accused.

Suo Moto Complaints: The ICC may initiate inquiries independently if harassment incidents are brought to its notice without a formal complaint.

6. Inquiry and Redressal Process

The Inquiry Committee will conduct a thorough investigation within **90 working days**. Both complainant and accused will be given fair opportunity to present their case.

1. **Representation and Confidentiality:** The Inquiry Committee will maintain confidentiality and anonymity of both parties and witnesses.
2. **Hearing:** The Inquiry Committee will hear both parties separately, avoiding direct confrontation.
3. **Submission of Evidence:** Both complainant and accused may submit relevant documents and witness lists.



4. **Report and Recommendations:** The IC will submit a report with findings and recommendations to the ICC Chair, who will forward it to the Executive Authority within **10 working days.**

7. Penalties and Actions

The University may impose disciplinary actions if harassment is substantiated. Possible penalties include:

For Faculty:

- Warnings, withholding of increments, suspension, compulsory retirement, or dismissal.

For Staff:

- Warnings, transfer, suspension, or termination.

For Students:

- Warnings, denial of certificates, rustication, expulsion, withholding degrees, or future admission ban.

Third-Party Harassment: Appropriate penalties will be applied to external individuals, such as vendors or visitors, in cases of misconduct.

In addition, MRU may require the guilty party to submit a written apology as part of the resolution process.

8. Misuse of the Policy

The ICC will ensure that the policy is not misused. False complaints or malicious accusations will result in penalties similar to those outlined above for harassment offenses. Education on policy misuse will be part of ICC's sensitization programs.

9. Awareness and Sensitization

The ICC will organize regular workshops, training sessions, and awareness programs for all MRU community members to foster a culture of respect, inclusion, and understanding regarding issues of gender and sexual harassment.

