



**Internal Complaints Committee**  
**(Prevention, Prohibition and Redressal of Sexual Harassment)**

**November 2024**

**NICMAR University of Construction Studies, Hyderabad, Telangana**  
**Internal Complaints Committee for Prevention, Prohibition and Redressal of Sexual Harassment**

## 1. Objective:

The University aims to create a secure, respectful, and inclusive environment for all its stakeholders, including students, faculty, staff, and visitors. The ICC Policy ensures the prevention, prohibition, and redressal of sexual harassment to uphold the dignity and self-esteem of individuals.

## 2. Applicability and Scope:

This policy is applicable to all employees, students, and visitors of NICMAR University of Construction Studies (NUCS), Hyderabad, including those engaged through contractual arrangements, and extends to:

1. Academic and administrative premises.
2. Off-campus locations related to University activities.
3. Virtual platforms used for official communication and collaboration.

## 3. Definitions:

- **Sexual Harassment:** As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, sexual harassment includes but is not limited to:
  1. Physical contact and advances.
  2. Demand or request for sexual favors.
  3. Sexually colored remarks.
  4. Showing pornography.
  5. Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
- **Aggrieved Person:** Any individual who believes they have been subjected to sexual harassment at the workplace.
- **Respondent:** The individual against whom the complaint is filed.
- **Third-Party Harassment:** Acts of sexual harassment by individuals who are not part of the University but interact within its premises or on its virtual platforms.
- Words and Expressions used and not defined in this policy shall have the meanings respectively assigned to them in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, as amended from time to time.

## 4. Composition of the ICC

The ICC shall consist of the following members:

- **Presiding Officer:** A senior female faculty member.
- **Faculty Members:** At least two members with a commitment to gender equity.
- **Non-Teaching Staff Member:** Representing the administrative staff.
- **External Member:** From an NGO or association committed to the cause of women's empowerment.
- **Student Representatives:** Nominated based on merit and involvement, especially in cases involving students.

## 5. Complaint Filing Process

### 1. Who Can File:

- The aggrieved person.
- Friends, relatives, colleagues, or psychologists acting on behalf of the aggrieved person (in cases of incapacity).

### 2. How to File:

- Submit a written complaint via email ([icc@hyd.nicmar.ac.in](mailto:icc@hyd.nicmar.ac.in)) or in person to the Presiding Officer or any ICC member.
- Complaints must be filed within three months from the date of the incident or the last incident in a series.
- The ICC may condone delays based on valid reasons.

## 6. Inquiry Procedure

### 1. Receipt of Complaint:

- Upon receiving a formal written complaint, the ICC will issue an acknowledgment within three working days. The acknowledgment will detail the next steps in the inquiry process and notify the respondent about the complaint.

### 2. Preliminary Assessment:

- Within seven working days, the ICC will conduct a preliminary assessment to determine whether a prima facie case of sexual harassment exists. If no such case is found, the complaint will be dismissed with a written explanation to the complainant.

### 3. **Inquiry Timelines:**

- A comprehensive inquiry will be completed within 90 days from the receipt of the complaint. This includes gathering evidence, interviewing involved parties, and deliberating findings.

### 4. **Conduct of Inquiry:**

- **Separate Hearings:** Both the complainant and respondent will be heard separately to maintain confidentiality and neutrality.
- **Cross-Examinations:** These will be conducted in written format. Questions submitted by either party will be relayed by the ICC, ensuring that direct confrontations are avoided.
- **Evidence Collection:** The ICC will collect all relevant evidence, including emails, text messages, CCTV footage, and witness statements. These will be reviewed impartially.
- **Documentation:** All testimonies and proceedings will be documented. Each party will sign the transcripts of their statements to confirm accuracy.

### 5. **Report Submission:**

- The ICC will deliberate over the evidence and testimonies. A final report with findings and recommendations will be submitted to the Vice-Chancellor within 10 days of concluding the inquiry. This report will outline whether the allegations were substantiated and the recommended disciplinary actions, if any.

### 6. **Communication of Findings:**

- Both the complainant and the respondent will receive a summary of the findings. Either party may submit an appeal or additional statements within 30 days of receiving the ICC's conclusions.

## 7. **Interim Measures**

During the pendency of an inquiry, the ICC is empowered to recommend measures aimed at safeguarding the complainant and ensuring a neutral environment. These measures may include but are not limited to:

1. **Transfer:**

- Temporarily transferring the complainant or the respondent to a different department, campus, or workspace to minimize contact and avoid potential conflicts.

2. **Leave for the Complainant:**

- Granting up to three months of paid leave to the complainant, in addition to any statutory or contractual leave entitlements, to enable recovery and minimize distress.

3. **Workplace Restrictions:**

- Restricting the respondent's access to certain areas or resources, such as prohibiting entry to the complainant's department, workspace, or residence hall.

4. **Alteration of Reporting Structure:**

- Reassigning supervisory or reporting responsibilities to avoid direct interaction between the complainant and the respondent.

5. **Additional Support:**

- Providing counseling services to the complainant and ensuring access to other support mechanisms such as mentors or grievance counselors.

6. **Monitoring:**

- Implementing increased supervision or surveillance in sensitive areas to prevent further incidents or conflicts.

All interim measures are subject to the consent of the complainant and will be communicated in writing to both parties. These measures are designed to protect the interests of the complainant without prejudicing the outcome of the inquiry.

## **8. Redressal and Penalties**

1. **Actions Against the Respondent:** Based on the findings of the ICC inquiry, the Vice-Chancellor shall determine and implement appropriate actions, which may include:

- **Written Apology:** Requiring the respondent to issue a formal written apology to the complainant.
- **Counseling or Training:** Mandating the respondent to undergo gender-sensitization training or counseling sessions.
- **Disciplinary Actions for Employees:**
  - Suspension or termination of employment.
  - Reduction in rank, withholding of promotions, or other employment-related penalties.
- **Disciplinary Actions for Students:**
  - Suspension or expulsion from the University.
  - Restriction from participating in University activities or programs.
  - Withholding of degrees, scholarships, or other academic privileges.
- **Access Restrictions:** Limiting the respondent's access to specific areas, resources, or events within the University premises.

## 2. **Actions for False or Malicious Complaints:**

- If the ICC concludes that a complaint was filed with malicious intent or that evidence was deliberately falsified, the complainant may be subject to disciplinary action. Such actions include written warnings, suspension, or other penalties depending on the severity of the offense.
- Care will be taken to ensure that genuine complaints are not discouraged by this provision.

## 3. **Restitution and Support for Complainant:**

- Providing counseling and emotional support to the complainant.
- Restitution measures, such as assistance in rebuilding academic or professional opportunities affected by the incident.

## 4. **Monitoring and Follow-Up:**

- The ICC shall ensure compliance with its recommendations and monitor the environment to prevent retaliation against the complainant or witnesses. This includes regular follow-up with the complainant to assess their well-being.

#### **5. Transparency and Accountability:**

- All disciplinary actions and resolutions will be documented and maintained confidentially. Relevant stakeholders, including the complainant and respondent, will be informed of the actions taken.

### **9. Confidentiality**

- All proceedings and details related to complaints and inquiries shall remain strictly confidential.
- Breaches of confidentiality by any party will result in disciplinary action.

### **10. Reporting and Documentation**

#### **1. Quarterly Reports:**

- Consolidated data on complaints received, resolved, and pending will be submitted to the Vice-Chancellor.

#### **2. Annual Reports:**

- A detailed report, as per statutory requirements, will be submitted to the District Officer and other regulatory bodies.

### **11. Policy Dissemination**

- The policy shall be displayed prominently on the University website and noticeboards.
- Awareness programs, workshops, and training sessions will be conducted regularly for all stakeholders.

### **12. Appeal Process**

Any party aggrieved by the ICC's findings or the disciplinary action may appeal to the appropriate legal authority within 90 days.

### **13. ICC Composition for AY 2024-25**

Sr.	Name	Role	Email id
1	Dr. P.Ammani	Presiding Officer	<a href="mailto:pammani@nicmar.ac.in">pammani@nicmar.ac.in</a>
2	Dr. K.V.Prasad	Member	<a href="mailto:kvprasad@nicmar.ac.in">kvprasad@nicmar.ac.in</a>
3	Mr. T.V.Ramakrishna	Member	<a href="mailto:tvramakrishna@nicmar.ac.in">tvramakrishna@nicmar.ac.in</a>
4	Ms.B.Kavitha	Member	<a href="mailto:b.kavitha@ms.nicmar.ac.in">b.kavitha@ms.nicmar.ac.in</a>
5	Ms.D.Haritha	Member	<a href="mailto:haritha@nicmar.ac.in">haritha@nicmar.ac.in</a>
6	Ms.Rohini Naidu	Member (From NGO/Association)	<a href="mailto:rohi.naidu999@gmail.com">rohi.naidu999@gmail.com</a>
7	Prof.K.Ravindranadh Chowdhary	Member (Head-Quality Assurance)	<a href="mailto:kravindranadh@nicmar.ac.in">kravindranadh@nicmar.ac.in</a>
8	Ms.C.Nayaki Achutan	Member	nayaki@ <a href="mailto:ms.nicmar.ac.in">ms.nicmar.ac.in</a>
9	Ms. S. Lavanya	Member	<a href="mailto:s.lavanya@nicmar.ac.in">s.lavanya@nicmar.ac.in</a>
10	Three members of Student Council	On Invitation (to be nominated by Vice Chancellor, if the matter involves University Students)	

## References

- The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.
- UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

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