

Internal Complaints Committee (ICC)

Objective:

The objective of the ICC at Dr. YSRAFU is to create and maintain a safe, inclusive, and respectful environment for all students, faculty, and staff by preventing and addressing complaints of sexual harassment in accordance with the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 and the AICTE Regulations, 2016.

The ICC is established to achieve the following objectives

- **Educate** students and employees about their legal rights and protections.
- **Empower** them to approach authorities when needed.
- **Ensure** campus safety and ICC compliance.
- **Inform** institutional executives of their legal obligations.
- **Spread** Awareness about the mechanisms for redressal of sexual harassment.

What is the ICC?

A mandatory body as per the Sexual Harassment of Women at Workplace Act, 2013 and UGC Regulations 2015, formed to address sexual harassment complaints in HEIs.

Who Can Approach the ICC for Help?

Any female employee or student (faculty, staff, or student) of Dr. YSRAFU who experiences sexual harassment is encouraged to reach out to the Internal Complaints Committee (ICC) for support and redressal.

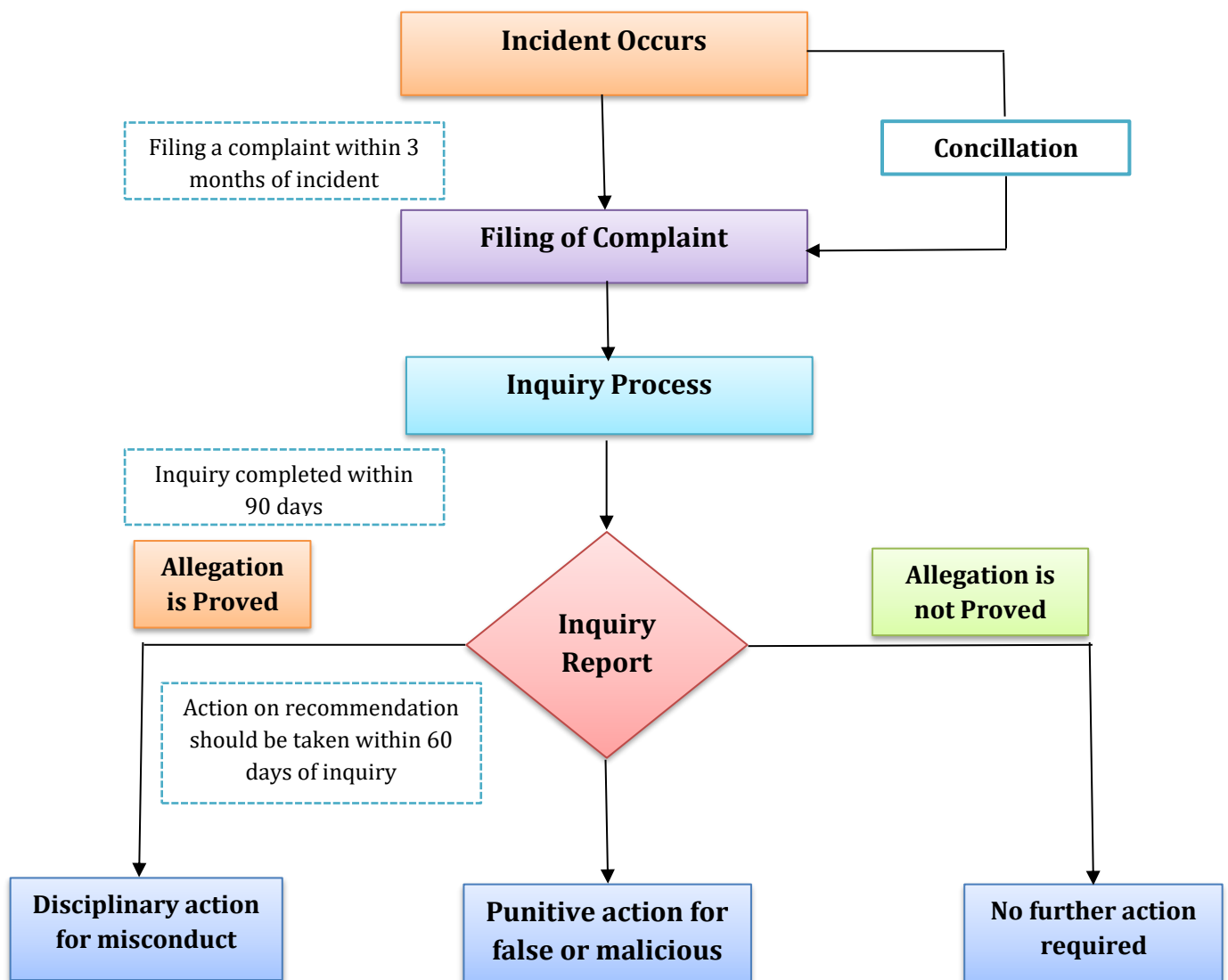
Functions of ICC:

- Receive and inquire into complaints of sexual harassment.
- Recommend appropriate actions to the employer.
- Offer interim or mandatory relief (e.g., leave, relaxation of attendance).
- Protect identities and prevent retaliation or victimization.

Inquiry Process:

- ICC conducts a fair investigation.
- The accused and complainant may be called together or separately.
- ICC submits a report to the Principal within 90 days.
- If complaint is found false/malicious, action is taken against the complainant.

The detailed process of inquiry is shown below,



Timelines as per the Act

1. Submission of Complaint - Within 3 months of the last incident
2. Notice to the Respondent- Within 7 days of receiving copy of the complaint
3. Completion of Inquiry- Within 90 days
4. Submission of Report by ICC- Within 10 days of completion of the inquiry
5. Implementation of Recommendations- Within 60 days
6. Appeal- Within 90 days of the recommendations

ICC Recommendations May Include:

- Interim relief during the process.
- Action against the respondent (if guilty).
- Action against complainant (if false complaint).
- Compensation or case dismissal based on findings.

Key Terminologies:

- **Aggrieved Woman:** Any woman reporting sexual harassment, whether employed or not by the organization.
- **Campus:** All areas within and associated with the HEI, including external visits like study tours or placements.
- **Employee:** Includes staff, interns, trainees, volunteers, assistants—paid or unpaid.
- **Employer:** The highest authority managing the institution (VC/Registrar/Dean/Principal).
- **Student:** Current, future, or deemed students participating in HEI activities.
- **Workplace:** Any space connected to the HEI including transport and off-campus activities.
- **Third-Party Harassment:** Harassment by a non-member (e.g., visitor) of the HEI.
- **Respondent:** The person against whom the complaint is made.
- **Protected Activity:** Actions supporting or participating in a sexual harassment inquiry.

Definition of Sexual Harassment

Sexual harassment includes any unwelcome sexually determined behaviour, whether directly or indirectly expressed, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Displaying or sharing pornography
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature

- These acts are considered violations under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Possible Disciplinary Actions Against the Respondent

Based on the findings of the ICC, one or more of the following actions may be recommended:

- Verbal or written warning
- Formal written apology
- Bond of good behaviour
- Adverse remark in the service record or Confidential Report
- Withholding of increments or promotion
- Suspension from service or academic program
- Dismissal or expulsion
- Any other action deemed appropriate by the institution

If You Are Harassed, What Should You Do?

If you face sexual harassment, you are encouraged to file a complaint with the ICC.

- Complaint can be in written form or emailed to icc@ysrafu.ac.in within 3 months of the incident, including relevant supporting documents and names and addresses of any witnesses.
- All complaints are handled with strict confidentiality and in accordance with applicable laws and university policies.

You may contact ICC at: **icc@ysrafu.ac.in**

Resources:

https://drive.google.com/file/d/1ZffK4TkPHqWGv2fKKijwYrb7B4u2Ka03/view?usp=drive_link

https://drive.google.com/drive/u/1/folders/10lOtFktV_2fQdikXG6xI5Syx1jKSndK-

