



Policy on Prevention of Sexual Harassment (POSH)

HR Policy #5 Policy on Prevention of Sexual Harassment V1.0

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POLICY ADMINISTERED BY:

Department:	Represented By:	Date
HR	Dr. Ashish Mittal (Group – CHRO)	01-09-2025

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1. Policy statement

As a premier university, we are committed in conducting and governing ourselves with ethics, transparency and accountability and to this, we have developed governance structures, practices and procedures that ensure ethical conduct at all levels. It is thus in acknowledgement of and consonance with these values, that we are dedicated to ensuring that the work environment at our university is conducive to fair, safe and harmonious relations, based on mutual trust and respect, between all the employees and students and students of the university. Discrimination and harassment of any type is strictly prohibited. We wish to promote and maintain this culture to ensure that employees and students of the university do not engage in practices that are abusive in any form or manner whatsoever.

The university aims to provide a safe working environment and prohibits any form of sexual harassment. Hence any act of sexual harassment or related retaliation against or by any employee or a student is unacceptable. This policy therefore intends to prohibit such occurrences and also details procedures to follow when an employee or a student believes that a violation of the policy has occurred within the ambit of all applicable regulations regarding sexual harassment.

Making a false complaint of sexual harassment or providing false information regarding a complaint will also be treated as a violation of the policy.

Violation of this policy will call for strict disciplinary action as defined in point no. 8.4 of this document.

2. Acronyms

Acronym	Explanation
SU	Sreenidhi University
HR	Human Resources
POSH	Prevention of Sexual Harassment
ICC	Internal Complaints Committee
IC	Inquiry Committee
ASH	Anti-Sexual Harassment

3. Applicability

This policy will extend to all employees and students of the university including those employed on regular, temporary, ad-hoc or daily wage bases, either directly or through an agent, including a contractor, whether for the remuneration or not, or working on a voluntary bases or otherwise, whether the terms of employment are express or implied (*hereinafter referred to as "Employees and students"*).

The policy also extends to those who are not employees and students of the university, such as, visitors, vendors, suppliers, contract workers, probationers, trainees, volunteers, teaching assistants, research assistants, including those in field studies, short project visits, apprentices or called by any other such name, who are subjected to sexual harassment at the premises (*defined hereinafter*) of the university.

4. Scope

The scope of the Policy is restricted to the following for all employees and students;

- i. within the “Campus”
- ii. any external location visited by employees and students due to or during the course of their employment with the university such as business locations of other companies/entities, guest houses etc.
- iii. any mode of transport provided by the university (or a representative of the university) for undertaking a journey to and from the aforementioned locations
- iv. any external location visited by project specific students due to or during the course of their program with the university such as business locations of other Companies/entities, guest houses etc.

5. Definitions

“Campus” means the location or the land on which the university and its related institutional facilities like laboratories, lecture halls, guest houses, lodging, toilets, student centers, hostels, dining halls, stadiums, parking areas, parks like settings and other amenities like health centers, canteens, bank counters, etc. The jurisdiction includes field trips, sports tournaments, conferences, festivals and all other activities undertaken by any person as a member of the University.

“Aggrieved person” (*employee or a student*) means in relation to a workplace, any individual, of any age whether employed in the university or not, who alleges to have been subjected to any act of Sexual Harassment by another employee(s) / student of the university.

“Complainant” means an aggrieved employee or a student who has been subjected to sexual Harassment.

“Respondent” means a person including an employee or a student, third party against whom the complaint has been made.

“Member” means the member of Internal Complaints Committee.

“Employer” means in any workplace, any person responsible for the management, supervision and control of the workplace.

“Student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in the Sreenidhi University. For the purposes of this policy any student who is in the process of taking admission, although not yet admitted, shall be treated as a student of Sreenidhi University.

“Executive Authority” means the Chancellor, President, Vice - Chancellor and Group – CHRO.

“Sexual harassment” includes any unwelcome sexually determined behavior (direct or implied) such as physical contact and advances, unwelcome communications or invitations, demand or request for sexual favors, sexually cultured remarks, showing pornography, creating a hostile work environment and any other unwelcome “sexually determined behavior” (*physical, verbal or non-verbal conduct*) of a sexual nature.

“Sexual Harassment” would mean:

- I. Quid pro quo sexual harassment, which means something in return or an exchange of one thing for another.
 - a) In the workplace, quid pro quo sexual harassment takes place if sexual favors are asked in exchange for any kind of special treatment on the job. Threatening an employee about his/her present or future employment status if he/she does not consent to such sexual advances or a favor also amounts to sexual harassment. The act of ‘asking’ may either be verbal or implied and the ‘sexual conduct’ may be verbal or physical. But, in either case, it must be unwelcome.
 - b) For e.g. direct or implied requests or offers by any employee for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increase, promotions, increased benefits, or continued employment constitutes sexual harassment.
- II. Hostile work environment includes:
 - a) Hostile environment sexual harassment occurs when either speech or conduct of a sexual nature takes place, and is seen or perceived as offensive and interferes with the work performance of the recipient, or any one or more employees and students.
 - b) Hostile environment sexual harassment may also include intimidating or harassing conduct that is directed at an individual, or a group of individuals.
 - c) It will also mean related retaliation which includes marginalizing someone in the workplace with regard to his / her roles and responsibilities, socially ostracizing, intimidating someone physically, psychologically, and emotionally or someone close to or related to the complainant, to the extent that the humiliation or intimidation affects the health or safety of the complainant.
 - d) Using any medium of communication such as mails, SMSs and social media platforms such as WhatsApp, Facebook, Instagram, Snapchat etc. to send unwelcoming messages, pictures or videos.

This is only an indicative list of the possible acts which could be treated as sexual harassment and is in no way intended to be construed as an exhaustive list.

“Third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee of the university, but a visitor to the university in some capacity or for some other purpose or reason;

“Workplace” means the campus of Sreenidhi University including –

- a) Any department, organization undertaking, establishment enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by the funds provided directly or indirectly by the university.
- b) Any sports center, stadium, sports complex or competition games venue whether residential or not used for training sports or other activities relating thereof to the university.

6. Prevention Action

The university will take reasonable steps to ensure prevention of sexual harassment at work which may include circulating applicable policies and other relevant information to all employees and students.

7. Internal Complaints Committee (ICC)

In accordance with the relevant provisions of the Act, an Internal Complaints Committee (ICC) has to be constituted to prevent sexual harassment and to receive and effectively deal with complaints.

- a) A woman faculty member, not below the level of Professor, in the role of Chairperson or Presiding Officer nominated by the Executive Authority.
- b) A Member Secretary will be appointed for a term.
- c) Minimum three faculty members nominated by the Executive Authority.
- d) Minimum two staff representatives nominated by the Executive Authority.
- e) A minimum of three students enrolled at the undergraduate level and one each from the masters and research scholar level, selected through interactions/ association with the ICC and appointed by the Executive Authority.
- f) One or two members, a lawyer, a member of an NGO, another University or educational institution, or a member of women’s organization or a social association, nominated by the Executive Authority.
- g) At least half of the total representatives of the ICC must be women.
- h) Anyone in a senior administrative position such as the Pro-Chancellor, Vice-Chancellor, Registrar, Deans, and Heads of Departments etc. will not be members of the ICC.

Terms of Office

The selection and terms of the members shall be as follows:

- a) The term of each member shall be three years.
- b) The term of office for the member secretary will be three years maximum.
- c) One-third of the members of the ICC may change annually.
- d) The ICC will have a panel of transcribers and the University shall bear the cost of transcription of all proceedings.
- e) The external member(s) from among lawyers, NGOs or women's organizations will be paid adequate allowance for holding the proceedings of the ICC. Transport to the University and back will also be arranged for the external members, as required.

In addition to handling complaints of sexual harassment, the committee will also co-ordinate preventive activities to create a sexual harassment free atmosphere via:

- a) common information mailers
- b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Committee.
- c) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainants' rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.

Further, the committee chair person can co-opt members (*Employees and students*) into the committee for any specific case to resolve complaints effectively.

In case of any committee member repeatedly failing to comply with the obligation and duties laid out for prevention, prohibition and redressal of sexual harassment, the Executive Authority shall have the complete authority to replace the committee members.

8. Complaints and Inquiries

Any employee or a student of the University believes that (s)/he has been subjected to sexual harassment, such aggrieved employee or student may file a written complaint with Internal Complaint Committee (ICC) or send an email to posh@suh.edu.in within ninety (90) days from the date of the incident(s). Once ICC decides to take up a case, the Investigation Committee Chair will request the complainant to duly fill up the Sreenidhi University response form (*please refer Annexure - I*).

In the case of any delay in approaching the ICC or giving a written complaint / sending an email beyond the stipulated ninety (90) days, the ICC will discuss the reasons that prevented the Complainant from filing a complaint within the time limit, and will waive the ninety (90) days limitation giving reasons for the same by an email.

8.1. Proceedings

- a) On receipt of a complaint of gender and sexual harassment, the Chair of the ICC will organize an emergency meeting of all the members within a maximum of two (02) working days.
- b) Once the ICC members decide that the complaint is a case of gender and sexual harassment, the ICC Chair will then constitute an Inquiry Committee (IC) from among its members to review, investigate and recommend action regarding the said complaint.
- c) The ICC Chair will place the Defendant under a Restraining Order. The Complainant will also be asked to refrain from discussing the case in any forum whatsoever. The Complainant might also be asked to adhere to certain protocols necessary to maintain confidentiality of the proceedings and ensuring fair hearings.
- d) The ICC Chair along with the IC Chair will conduct a meeting with the Complainant and the Defendant informing them about the rules and norms of the Inquiry or ICC processes.

8.2. Inquiry Committee

- a) The ICC's Inquiry Committee will be specifically constituted for each case, and will follow the ICC rules and norms.
- b) The Inquiry Committee will have at least three members, of whom at least two members will be women, and the Chief Inquiry Officer or Chair of the Inquiry Committee will be a woman.
- c) At least one of the members will be from the student representatives in the ICC if the complaint involves a student.
- d) At least one of the members will be from the staff representatives in the ICC if the complaint involves a staff member.
- e) The ICC will maintain anonymity during the proceedings of a case, keeping the name(s) and identity of the Complainant(s) and Defendant(s) and all Witnesses strictly within the members of the IC.

8.3. Conduct of the Case

- a) The Complainant is required to fill out the Sexual Harassment Complaint Form (*Annexure - I*) and submit / email the same to the IC Chair within two working days of the constitution of the IC.

- b) The IC Chair will send a copy of the Complaint to the Defendant within seven working days of receiving the complaint.
- c) Upon receiving the case information and the copy of the complaint from the Inquiry Committee, the Defendant will acknowledge the receipt within 24 hours. The Respondent (*Defendant*) will then file his or her written reply to the Inquiry Committee, along with a list of documents, names and addresses of witnesses in the Respondent Response Form (*Annexure - II*) within ten working days.
- d) During the inquiry the Complainant and the Defendant will not be brought face-to-face, or any situation created where they may be brought face-to-face.
- e) The past sexual history of the Complainant shall be deemed irrelevant and shall not be brought up during the Inquiry.
- f) The IC will organize the hearings, giving a fair hearing to both the Complainant and the Defendant.
- g) Besides the witnesses named by both parties, IC may call any other person as independent witness. It may also summon any official documents or records pertaining to the Complainant and Defendant, and the site or location of the incident(s) of harassment, if needed.
- h) Following the hearing, the Complainant and the Defendant may examine the transcripts of the each other's depositions (*with the exclusion of the identities of the witnesses and witness transcripts*), which will be made available within ten (10) working days of the last hearing.
- i) Both parties are allowed two (2) days to respond to the IC Chair with clarifications or specific questions (*if any*) based on the transcripts.
- j) The IC will mediate cross-questioning between the Complainant and the Defendant till such time as all questions are asked.
- k) The Complainant (s), the Defendant(s), and all witnesses will be required to sign a Non-Disclosure Agreement.
- l) The Inquiry will be completed within ninety (90) working days from the date of receiving the complaint.
- m) On concluding the Inquiry, the IC Chair shall submit a detailed report to the Chair of the ICC (*all names anonymous*). In case of a guilty verdict the report shall also recommend the nature of disciplinary action to be taken. It shall also recommend whether the name and act of the offender, with the disciplinary action taken, may be publicized. (*The range of possible disciplinary action is described in the Penalties section below.*)
- n) Within three (3) working days of the receipt of the final report of the Inquiry Committee, the Chair of the ICC shall convene an emergency meeting of the ICC. Each member of the ICC may access the full report of the Inquiry Committee.

- o) If the report is accepted by the ICC, the Chair of the ICCs Inquiry Committee will submit the report to the Executive Authority. The Executive Authority will be given the names of the Complainant, the Defendant, all the witnesses, which will be anonymized in the final report.
- p) The final report has to be submitted to the Executive Authority within ten (10) working days of the completion of the inquiry report, as accessed by all the ICC members. In case of Faculty vs Faculty cases and Faculty vs Staff cases, Student members may not have access to the report.
- q) The recommendations made by the IC will also be sent to the Complainant and Defendant at the same time.
- r) The Complainant or the Defendant may file an appeal against the recommendations of the ICC to the Executive Authority within thirty (30) working days from the date of receipt of the findings or recommendations. The Executive Authority may also constitute an appropriate committee to oversee the appeal in the event of the Defendant or the Complainant filing one.
- s) The Executive Authority will act on the recommendations of the ICC within a period of thirty (30) working days from the date of receiving the final report with the recommendations.
- t) The Vice-Chancellor shall also forward the Chair's final report submission to the Executive Authority, who will if needed, meet with the ICC to discuss and facilitate implementation of the recommendations. At least three members of the inquiry committee must be present in this meeting.

8.4 Complaint of Sexual Harassment

For the purpose of Article 8.1:

- i. Where the Complainant is unable to make a complaint on account of his/her physical incapacity, a complaint may be filled by-
 - a. his/her relative or a friend; or
 - b. his/her co-worker; or
 - c. an officer of National Commission for Woman or State Woman's Commission; or
 - d. any person who has knowledge of the incident, with the written consent of the aggrieved employee;
- ii. Where the Complainant is unable to make a complaint on account of his/her mental incapacity, a complaint may be filled by:
 - a. his/her relative or friend; or

- b. a special educator; or
 - c. a qualified psychiatrist or psychologist or
 - d. the guardian or authority under whose care he/she is receiving treatment or care; or
 - e. any person who has knowledge of the incident jointly with his/her relative or friend or a special educator or qualified psychiatrist or psychologist or guardian or authority under whose care he/she is receiving treatment or care;
- iii. Where the Complainant for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the aggrieved employee;
 - iv. Where the Complainant is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of the legal heir of the Complainant.

8.5 Punishment and Action

During the pendency of inquiry, on a written request made by the aggrieved employee, the Committee, may recommend to the university to -

- (a) transfer the aggrieved employee or the respondent to any other workplace; or
- (b) grant leave to the aggrieved employee; or
- (c) grant such other relief to the aggrieved employee as may be prescribed.

The leave granted to the aggrieved employee under this section shall be in addition to the leave he/she would be entitled to otherwise if the case is proved.

Once the investigation is completed, the Committee shall provide a report of its findings to the university, within ten (10) days from the date of completion of the inquiry and such report shall be made available to the concerned parties. The university shall act upon the recommendation of the Committee within sixty (60) days of receipt of the report of the Committee.

The Committee shall make a determination regarding the validity of the harassment allegations. If it is determined that the harassment has not occurred, it shall recommend to the university that no action is required to be taken in this matter. If it is determined that harassment has occurred; prompt, remedial action will be taken.

8.5.1 Scenario wherein any employee is involved:

If the ICC arrives at a conclusion that allegation against the respondent has been proved, it shall recommend to the Group – CHRO to take necessary steps for sexual harassment as misconduct, and this may include:

- 1) Apology to be tendered by the respondent.
- 2) Suspension.
- 3) Termination.
- 4) Withholding of promotion and/or increments.
- 5) Any other decision which Executive Authority deems fit as per the service rules.

8.5.2 Scenario wherein only student and no employee is involved:

Where the respondent is a student, depending upon the severity of the offence, Registrar may:

- 1) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card.
- 2) Suspend or restrict entry into the campus for a specified period.
- 3) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- 4) Award reformatory punishments like mandatory counselling and or performance of community services.

This policy shall not, however, be used to raise malicious complaints. If a complaint has been made in bad faith, as demonstrated by clear and convincing evidence, disciplinary action which may include demotion, suspension or termination will be taken against the person raising the complaint.

9. Prohibition of publication or making known content of complaint or inquiry

All members sign a legally binding Non-Disclosure Agreement to maintain the confidentiality of all proceedings.

The contents of the complaint made under the Policy, identity and addresses of the Complainant, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Committee and the action taken by the university shall not be published, communicated or made known to the public, press and media in any manner.

Provided that information may be disseminated regarding the justice secured to any complainant of sexual harassment without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved employee, respondent and witnesses.

10. Duties of the employer

The university shall—

- a. provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
- b. display at any conspicuous place in the workplace, the penal consequences of sexual harassments.
- c. provide necessary facilities to the Committee for dealing with the complaint and conducting an inquiry.
- d. assist in securing the attendance of respondent and witnesses before the Committee;
- e. make available information regarding do's and don'ts of the policy to the Committee as it may be required at the time of dealing with the complaint.
- f. provide assistance to the complainant if he/she so chooses to file a complaint against the respondent in relation to the offence under the Indian Penal Code or any other law for the time being in force.
- g. cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved employee or student so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.
- h. monitor the timely submission of reports by the committee.

11. Policy implementation and review

The policy will be implemented and reviewed by the HR Department. The HR Department reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time.

12. Responsibility of employees and students

The below is only an indicative list of basic Do's and Don'ts and is in no way intended to be construed as an exhaustive list.

12.1 Do's

- a) Know Sreenidhi University Policy on Prevention of Sexual Harassment
- b) Be aware of inappropriate behaviour and avoid the same.
- c) Say "NO" if asked to go to places, do things or participate in situations that make you uncomfortable.
- d) Trust your instincts. Walk away from uncomfortable situations.
- e) Say "NO" to offensive behaviour as soon as it occurs.
- f) Refrain from taking discriminatory actions or decisions which are contrary to the spirit of this policy.
- g) Maintain confidentiality regarding any aspect of an inquiry to which they may be party to.

12.2 Don'ts

12.2.1 Verbal harassment:

- a) Sexually suggestive comments or comments on physical attributes.
- b) Offensive language that insults or demeans a colleague, using terms of endearment.
- c) Singing or humming vulgar songs.
- d) Requests for sexual favours, sexual advances, coerced acts of a sexual nature.
- e) Requests for dates or repeated pressure for social contact.
- f) Discussing sexual activities, sexual prowess or intruding on the privacy of an employee.
- g) Sexually colored propositions, insults or threats.
- h) Graffiti in the office premises.

12.2.2 Non-verbal harassment:

- a) Offensive gestures, staring, leering or whistling with the intention to discomfort another.
- b) Even if not directly done to a particular individual, uttering a word, making a gesture or exhibiting any object with the intention that such word, gesture, or object be heard or seen by Employees and students.
- c) Sounds, gestures, display of offensive books, pictures, cartoons, magazines, calendars or derogatory written material at one's workplace.
- d) Showing or mailing pornographic posters, Internet sites, cartoons, drawings.
- e) Suggestive letters, phone calls, SMSs, electronic instant messaging or e-mail messages.

12.2.3 Physical harassment:

- a) Physical contact or advances.
- b) Intentional touching of the body, e.g. Hugs, kisses, brushing, fondling, pinching etc., that make others uncomfortable.
- c) Any displays of affection that make others uncomfortable or are inappropriate at the workplace.

12.3 Role of the Committee:

- a) Review the complainant's complaint in a fair and objective manner.
- b) Help the complainant and the respondent find a way of solving the problem.
- c) Determine the facts of the case with the individuals concerned and the witnesses, if any, and prepare a report with the findings.
- d) Be bound in the principle of natural justice and be unbiased in their evaluation.

13. Committee members

The committee members for POSH shall be duly appointed as per the aforementioned process, and the final list will be officially published by the Group – CHRO. Please refer Annexure – IV.

Annexure - I
SEXUAL HARASSMENT COMPLAINT FORM

Instructions

1. Please fill in all the details as accurately as possible.
 2. All information provided will be kept strictly confidential.
 3. Submit this form to the Internal Complaints Committee (ICC) in a sealed envelope or via the official email ID – posh@suh.edu.in
 4. Attach any supporting documents or evidence, if available.
-

Section 1: Complainant Details

To be filled by employee	To be filled by student (<i>if applicable</i>)
Full Name:	Full Name:
Employee No.	Student ID:
Designation:	Mobile Number:
Department:	Official Email ID:
Mobile Number:	
Official Email ID:	

Section 2: Respondent (*Accused*) Details

Full Name: _____
Designation: _____
Department: _____
Mobile Number: _____
Relationship to Complainant: _____

Section 4: Witnesses (if any)

1. Name: _____ Email ID: _____

Mobile Number: _____

2. Name: _____ Email ID: _____

Mobile Number: _____

Section 5: Supporting Documents (if any)

(List and attach any messages, emails, images, recordings, etc.)

Section 6: Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief. I understand that submitting false information or making a false complaint may result in disciplinary action as per University policy and applicable laws.

Signature of Complainant: _____

Date: _____

Place: _____

Annexure – II

SEXUAL HARASSMENT - RESPONDENT RESPONSE FORM

Instructions

1. Please fill in all the details as accurately as possible.
 2. All information provided will be kept strictly confidential.
 3. Submit this form to the Internal Complaints Committee (ICC) in a sealed envelope or via the official email ID – posh@suh.edu.in
 4. Attach any supporting documents or evidence, if available.
-

Section 1: Respondent (*Accused*) Details

To be filled by employee:

To be filled by student: (*If applicable*)

Full Name:	Full Name:
Employee No.	Student ID:
Designation:	Mobile Number:
Department:	Official Email ID:
Mobile Number:	
Official Email ID:	

Section 2: Complaint Description

Date(s) of Incident(s): _____

Location of Incident(s): _____

Detailed Description of Incident(s):

(Please use additional sheets if necessary)

Section 3: Witnesses (if any)

1. Name: _____ Email ID: _____

Mobile Number: _____

2. Name: _____ Email ID: _____

Mobile Number: _____

Section 4: Supporting Documents (if any)

(List and attach any messages, emails, images, recordings, etc.)

Section 5: Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief. I understand that submitting false information or making a false complaint may result in disciplinary action as per University policy and applicable laws.

Signature of Respondent: _____

Date: _____

Place: _____

Annexure – III

POSH – NON - DISCLOSURE AGREEMENT (NDA)

(Applicable to POSH Proceedings)

This POSH Non-Disclosure Agreement ("*Agreement*") is entered into by and among all individuals participating in or privy to any proceedings, discussions, inquiries, or actions under the Internal Complaints Committee (ICC) constituted in accordance with the Sexual Harassment of Women at Workplace (*Prevention, Prohibition and Redressal*) Act, 2013 ("*POSH Act*").

1. Purpose

The purpose of this Agreement is to ensure the confidentiality and integrity of all information disclosed, accessed, or discussed during the POSH process, including but not limited to complaints, evidence, testimonies, witness identities, committee discussions, and final decisions.

2. Scope of Confidentiality

All signatories to this Agreement, including the Complainant, Respondent, ICC Members, External ICC Member, Witnesses, and any individual involved in the inquiry process, agree to keep all information strictly confidential. This includes but is not limited to:

- Names and identities of the Complainant, Respondent, and Witnesses
- Details of the complaint and defense
- Minutes of ICC meetings and deliberations
- Evidence, documents, recordings, or any material presented
- Outcome or recommendations of the ICC

3. Restrictions on Disclosure

No party shall publish, communicate, or disclose, in any manner or medium, any confidential information obtained during the POSH process to any unauthorized individual or entity without prior written consent from the ICC or as required by law.

4. Duration of Confidentiality

This obligation shall remain in effect during the proceedings and shall continue to remain binding even after the conclusion or closure of the POSH complaint process, regardless of the outcome.

5. Breach and Consequences

Any violation of this Agreement shall be deemed a serious offense and may result in disciplinary action, civil or criminal liability, and other actions as deemed appropriate under the POSH Act and applicable University policies.

6. Acknowledgment

By signing this Agreement, the undersigned acknowledge that they have read, understood, and agree to abide by the confidentiality obligations outlined herein with full awareness of the legal and ethical implications of any breach.

Signed by:

Name: _____

Employee Number: _____

Designation: _____

Mobile Number: _____

Signature: _____

Date: _____

Place: _____

Annexure – IV

FORMAT

Internal Complaint Committee (ICC)

The ICC Committee members for the Academic Year (2025–26)

Sl. No.	Employee No./ Student Roll No.	Name	Role in ICC	Gender	Category (TS/ NTS/ Student/ NGO)	Latest Designation as per University Records	Department	Official Email ID	Mobile No.
1			Presiding Officer						
2			Member Secretary						
3			Member						
4			Member						
5			Member						
6			Member						
7			Member						
8			Member						
9			Member						
10			Member						
11			Member						