ATRIA UNIVERSITY

A.S. Kuppa Raju & Bros. Charitable Foundation Trust
Atria University

ASKB Campus, 1st Main Rd, AGS Colony
Anandnagar, Hebbal
Bengaluru- 560024

Date: 12.07.2025

To

Dr. . Asha Velayudhan Nair
Chairperson, Internal Complaint Committee (ICC)
Atria University

Sub: Constitution of Internal Complaint Committee (ICC) & Prevention of sexual harassment at Workplace

The Internal Complaint Committee (ICC) & Prevention of sexual harassment at the workplace has been made in accordance with Section 9.1 (v) of Regulation No. III of the First Set of Regulations of Atria University, The following committee has been constituted so that the University ensures that follows the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. UGC Guidelines on prevention of sexual harassment in Universities, the Policy is formulated to prohibit and prevent any act of sexual harassment at the workplace and to provide a mechanism for effective redressal of concerns pertaining to sexual harassment.

Sl.No.	Name	Position/Designation	Contact number/ mail id	Correspondence Address
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6	NGO	Member		

12/7/2025

(Dr.KV Narayanaswamy)
Registrar
ATRIA UNIVERSITY
A.S.K.B Campus, Hebbal
Bangalore - 560 024

ATRIA UNIVERSITY

A.S. Kuppa Raju & Bros. Charitable Foundation Trust
Atria University

ASKB Campus, 1st Main Rd, AGS Colony
Anandnagar, Hebbal
Bengaluru- 560024

Date: 03rd February 2025

To

Dr. Anupama Sanjeev
Chairperson Internal Complaint Committee (ICC)
Atria University

Sub: Re-Constitution of Internal Complaint Committee (ICC) & Prevention of sexual harassment at Workplace

The Internal Complaint Committee (ICC) & Prevention of sexual harassment at the workplace has been reconstituted in accordance with Section 9.1 (v) of Regulation No. III of the First Set of Regulations of Atria University, the following committee has been constituted so that the University ensures that follows the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. UGC Guidelines on prevention of sexual harassment in Universities, the Policy is formulated to prohibit and prevent any act of sexual harassment at the workplace and to provide a mechanism for effective redressal of concerns pertaining to sexual harassment. Conduct frequent meetings to oversee any issues and document the same accordingly.

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2	Dr. K V Narayanaswamy	Member	Mobile: 9980852708 Email: registrar@atriauniversity.edu.in	234 I Main, II Cross, Keb Layout, Sanjaynagar, Bangalore – 560094 Karnataka
3	Ms. Celestina Suresh	Member	Mobile: 8892468946 Email: celestina.s@atriauniversity.edu.in	Zions Eden No. 115/104, 1st Cross, Ashalaya Layout, Hennur Baglur Main Road, Kothanur Post, Geddalahalli, Bangalore - 560077
4	Dr. Abhishek Sinha	Member	Mobile: 9387347377 Email: abhishek.s@atriauniversity.edu.in	E/17, Baghajatin, Baghajatin Post Office - 700086 West Bengal
5	Ms. Geetha M (NGO)	Member	Mobile: 6361441985 Email: geeth_ssa@yahoo.co.in	
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03/02/2025

Dr. K V Narayanaswamy
Registrar
Atria University

Registrar
ATRIA UNIVERSITY
A.S.K.B Campus, Hebbal
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ATRIA UNIVERSITY

INTERNAL COMPLAINT COMMITTEE (ICC)

&

PREVENTION OF SEXUAL HARASSMENT

AT WORKPLACE

[Made in accordance with Section 9.1 (v) of Regulation No. III of the First Set of Regulations of Atria University, Bengaluru, Karnataka]

1. PREAMBLE

This Policy on "Prevention of Sexual Harassment at Work Place" provides the basic guidelines that are to be followed to prevent Sexual Harassment of Women Employees and Students at the University.

2. SHORT TITLE AND COMMENCEMENT

i. This document shall be called the **"Policy on Sexual Harassment at Work Place"**.
ii. This shall come into effect from the date of approval by the Board of Governors on the recommendation of the Board of Management of the University.

3. DEFINITIONS

"Act" means The Atria University Act 2020, Karnataka Act no. 22 of 2021.
"Aggrieved Individual" means in relation to a work place, a person, of any age, who alleges to have been subject to any act of sexual harassment by the respondent and includes all employees on the payroll, contractual and temporary employees.
"Chancellor" means the Chancellor of the University appointed under Section 15 of the Act. The Chancellor shall be the Head of the University.
"Director (Human Resources [HR])" means the Director (Human Resources [HR]) of the University;
''Employee/Member' means a person employed by the University and includes teaching as well as non-teaching staff.
"Faculty" means faculty of each Constituent Faculty which shall comprise of Professor(s), Associate Professor(s) and Assistant Professor(s).
"Human Resource Management" means the function which assists organizations in achieving goals by obtaining and maintaining effective employees.
"He" includes **'She'**, and **"His/Him"** includes **Her**.
"Internal Complaints Committee" means and includes Internal Complaints Committee (hereinafter referred to as ICC)
"Member" means the Member of ICC
"Parties" means collectively the complainant and the respondent.

"Presiding Officer" means the Presiding Officer of the ICC and shall be a women employed at a senior level at the University.
"Respondent" means a person against whom a complaint of alleging sexual harassment has been made under this Policy.
"Sponsoring Body" means the A.S Kupparaju and Brothers (ASKB) Charitable Foundation Trust registered under the Indian Trust Act, 1882 (Central Act 2 of 1882)
"University" means the Atria University, Bangalore (hereinafter referred to as the University).
"Vice-Chancellor" means the Vice-Chancellor of the University appointed under Section 17 of the Act.

Words and expressions used herein and not defined but defined in the Act shall have the same meaning as assigned to them in the Act. The definitions as mentioned in the Statutes and Regulations continue to be followed in this Policy.

4. SCOPE

This Policy aims to provide protection against sexual harassment of women at work place and the prevention and redressal of complaints of sexual harassment and matters.

5. APPLICABILITY

This Policy extends to all employees including individuals coming to the work place for employment or any other purpose whatsoever including, but not limited to, visitors, vendors, and contractual resources and will apply to any alleged act of sexual harassment against persons at workplace, whether the incident has occurred during or beyond office hours.

This Policy shall not prevent any aggrieved person from taking recourse to the law of the land.

6. OBJECTIVE

i. The University is committed to provide a healthy, safe and conducive environment that enables employees and students to work/ study without fear of prejudice, gender bias and any form of Sexual Harassment. Our endeavour is to ensure that every employee and student is treated with dignity and respect and is provided with equal opportunities to professional growth.

ii. The University will not tolerate any form of Sexual Harassment and is committed to take all necessary steps to ensure that its employees and students are not subjected to any form of harassment.

iii. Therefore, in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as "The Act''), and UGC Guidelines on prevention of sexual harassment in Universities, the ***Policy on Prevention of Sexual Harassment at Workplace*** has been formulated to prohibit and prevent any act of sexual harassment at workplace and to provide a mechanism for effective redressal of concerns pertaining to sexual harassment.

7. SPECIFIC DEFINITIONS

7.1 Sexual Harassment

7.1.1 Sexual harassment is defined as any one or more of the following unwelcome acts, gestures or behaviour (whether directly or by implication), namely:-

a. Physical contact and advances, including but not limited to, touching, brushing against the body, leering, staring, stalking.

b. Demand or request for sexual favours.

c. Making sexually colored remarks whether oral or written; including but not limited to, comments about an individual's body or appearance or attire which are beyond mere courtesy, sexual epithets, indecent jokes, sexually suggestive or insulting comments, innuendos, whistling.

d. Showing or sharing pornography or any other objectionable/ offensive material in any form, such as emails, letters, messages, videos, photographs, etc.

e. Any other unwelcome physical, verbal or non-verbal conduct or gestures ofsexual nature.

7.1.2 Further, the occurrence or presence of following circumstances, among other circumstances, in relation to any sexually determined act or behaviour may amount to Sexual Harassment:-

a. Implied or explicit promise of preferential treatment in the employment; or

b. Implied or explicit threat of detrimental treatment in the employment: or

c. Implied or explicit threat about the present or future employment status; or

d. Interference with the employee's work, or creating an intimidating or offensive or hostile work environment; or

e. Humiliating treatment likely to affect the employee's health or safety.

7.1.3 Employees at the University must not engage in conduct amounting to sexual harassment and/ or altering an employee's terms or conditions of employment based on his refusal to submit to such conduct. The University strictly prohibits its employees from implying or suggesting that an applicant or another employee's submission to sexual advances or participation in such sexual conduct is a condition of continued employment or receipt of any job benefit (including job assignment, compensation advancement, career development, orany other term or condition of employment).

7.1.4 Sexual Harassment does not include occasional compliments or voluntary relationships between individual employees.

7.2 **Workplace** is defined as offices and campuses of the University and any other site where the University provides professional services related to education, sports and training. This also includes sites visited by employees while on assignment/ duty and the transportation provided by the University for the said purpose.

7.3 **Aggrieved** is the employee, student, or any other person connected to the work and / or functioning of the University, who alleges to have been subjected to any act of sexual harassment in relation to the workplace (as defined under this policy)

7.4 **Respondent** is the person against whom a complaint has been made under this policy.

7.5 **University** includes the Person or Board or Committee responsible for formulation and administration of Policies at the University.

8. GENERAL GUIDELINES

8.1 Responsibilities of the Employees

8.1.1 All employees of the University have a personal responsibility to ensure that their behavior is not contrary to this Policy.

8.1.2 Employees are encouraged to reinforce the maintenance of a safe and healthy work environment, free from sexual harassment of any kind.

8.1.3 Employees must obtain and become familiar with the University's Policy on Sexual Harassment.

8.1.4 Employees must be aware and conscious of not engaging in potential sexual-harassment behaviors or incidents at work.

8.1.5 Employees should watch for and discourage sexual behavior or any such behavior, which may have a sexual connotation or is demeaning to another person.

8.1.6 If possible, the sexual harasser should be confronted immediately telling him that such type of attention is offensive and should file a complaint against such person.

8.1.7 If an employee knows someone who is being harassed, he should give him support and encourage him to talk about it and to take immediate action to stop it.

8.1.8 Employees shall extend fullest co-operation to the Internal Complaint Committee (ICC). In case of non- cooperation or providing wrong or misleading information, or withholding information, appropriate disciplinary action shall be taken as per the policies of the University.

8.2 Responsibilities of the University

8.2.1 The University shall provide a safe working environment at the workplace, which will include safety from the persons coming into contact at the workplace.

8.2.2 The University shall display at any conspicuous place in the workplace, the penal consequences of sexual harassment and the order constituting the Internal Complaint Committee.

8.2.3 The University may organize workshops and awareness programs at regular intervals for sensitizing the employees with the provisions of the Act and orientation programs for the members of the Internal Complaint Committee in the manner as may be prescribed.

8.2.4 The University shall provide necessary facilities to the Internal Complaint Committee, as the case may be, for dealing with the complaint and conducting an inquiry.

8.2.5 The University will assist in securing the attendance of respondent and witnesses before the Internal Complaint Committee.

8.2.6 The University shall extend complete support to ICC in ensuring effective and timelyimplementation of this Policy across the University. The University shall also support the ICC in effective closure of all cases received, as prescribed in this Policy or as per applicable laws.

8.2.7 The University shall provide assistance to the person if he so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.

8.3 Internal Complaints Committee (ICC)

8.3.1 In accordance with the Act, Internal Complaints Committee (ICC) has been constituted at the University to ensure compliance to and execution of this Policy and to undertake time-bound redressal of complaints received under this Policy.

8.3.2 **ICC comprises of the following:**

a. ICC is chaired by a female faculty who is at the level of Professor or above. In case, a woman employee at this level is not available at a campus/location, the senior woman working in any other campus/ location of the University is appointed as Chairperson of the ICC.

b. Apart from the Chairperson, the ICC comprises of at least 2 faculty and 2 non-teaching members from amongst the employees having adequate experience of social work or having knowledge of law.

c. There should also be a representation from NGOs or other social entity, committed to the cause of women or operating in the area of SexualHarassment.

d. There should be three (3) students (if the matter involves students), who are enrolled at Under Graduate, Master and Research Scholar levels, respectively, elected through

transparent democratic procedure.

e. In total, the ICC comprises of at least six (6) members (including Chairperson) and at least 50 % of total members must be of the same gender as that of the aggrieved.

f. Persons in administrative positions in the University such as Vice-Chancellor, Registrar, Deans, Heads of Departments, shall not be members of ICCs in order to increase autonomy of functioning of ICC.

g. A quorum of three (3) members (including the Chairperson) is required for proceedings to take place.

8.3.3 The Chairperson and every Member of the ICC shall hold office for such period,not exceeding three years, from the date of their nomination as may be specifiedby the University.

8.3.4 The list of ICC Members and their contact numbers shall be circulated to all employees and prominently displayed at identified locations at each campus.

8.3.5 **Responsibilities of ICC**

a. The ICC will be responsible for undertaking the following preventive actions to ensure a safe, healthy, and conducive work environment:

i. Ensuring that all employees, students, or any other person connected to the work and/ or functioning of the University are aware of the University's Policyon Prevention of Sexual Harassment at Workplace, through the circulation of the Policy document and conducting workshops and/or discussions.

ii. Conducting gender sensitization/ awareness workshops and in-house training for employee groups (including new employees) and students to create awareness about sexual harassment, the rights of the employees/ students, and redressal mechanisms.

iii. Implementing learnings from previous cases.

iv. Widely publicizing that Sexual Harassment is an offense under applicable law and the University shall have zero tolerance regarding the same.

v. Apart from this, the ICC may undertake other measures from time to time tensure a workplace free from harassment.

b. ICC is also responsible for investigating every formal written complaint of sexual harassment made under this Policy.

c. ICC shall take appropriate remedial measures to respond to any substantiated allegations of sexual harassment.

8.3.6 **Reporting Concerns**

a. The aggrieved person shall submit a written complaint preferably within three (3) months from the date of incident or, in case of a series of incidents, the date of last occurrence of incident.

b. The complaint can be in the form of a letter in a sealed envelope addressed to Chairperson of ICC, along with proofs (photographs, emails, etc.) and names of the witnesses (if any), or an email addressed to the email id of the ICC.

c. Anonymous complaint can also be made to the Chairperson of ICC in person, in the form of a sealed envelope. In case oral complaint is made, the ICC member will assist the aggrieved in writing the complaint.

d. If the aggrieved file a complaint after a period of three months, ICC may condone the delay provided it is satisfied as to the reasons for the delay in filing.

e. If the aggrieved is unable to make a complaint on account of his physical or mental inability or death or otherwise, his legal heir, relative or friend, or person having knowledge of the incident may make such a complaint.

f. Upon receiving any complaint, ICC will register the complaint. The Chairperson will then determine whether the complaint falls under the purview of ICC, within seven (7) days from the date of receipt of the complaint.

g. If the complaint doesn't fall under the purview of ICC, it shall record this finding along with reasons and the same shall be communicated to the aggrieved/ complainant. Additionally, and to the extent possible and as required, ICC may support the aggrieved / complainant in channelizing this complaint to relevant authority.

h. In cases where the allegation falls under the purview of ICC, it shall initiate appropriate action as outlined in the following section.

i. In the event the complaint is against any member of the ICC or any relative of any member of the ICC, then such member shall cease to be a part of the ICC and a new member may be nominated by the other members of the ICCfor dealing with that particular complaint.

8.3.7 **Conciliation Proceeding**

a. The ICC, before initiating the inquiry, at the written request of the aggrieved may take steps to settle the matter between the aggrieved and the respondent, through conciliation.

b. No monetary settlement shall be made as a basis of conciliation.

c. In case settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the University to take action as specified in the recommendation.

d. The copies of the settlement shall be provided to the aggrieved and the respondent.

e. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC. However, in case the aggrieved informs that any term or condition of the settlement has not been complied with, by the respondent, the ICC shallproceed to make an inquiry into the complaint.

8.3.8 **Inquiry Procedure**

a. If the complaint is of a nature, which does not fall under the purview of the ICC, then the matter will be reported to the University. The ICC will be required to record its findings in such cases along with the reasons

b. Where the respondent is an employee of the University, the ICC shall proceed to make inquiry in accordance with the following procedure.

c. A copy of the complaint as received by the ICC shall be given to the respondent, within seven working days of recording of the same. The respondent shall, within ten (10) working days of receipt of the complaint, be required to submit her response to the complaint and to indicate whether the respondent wishes to examine any witnesses or furnish any evidence.

d. Upon receipt of the responses from the respondent, the ICC shall conduct a hearing where both the aggrieved and the respondent shall be heard in person on the date falling four working days after the receipt of reply from the respondent. The ICC shall notify the respondent and aggrieved (as well as the witnesses, if any) of the time and venue of the hearing.

e. The ICC shall follow principles of natural justice in all its proceedings. ICC shall provide adequate opportunity to both the parties to be heard and present their case. However, either parties are prohibited from involving any other external agency (such as lawyers) to represent themselves.

f. The aggrieved and the respondent shall have the right to lead evidence and to cross-examine witnesses.

g. At any stage during the course of enquiry, either party may submit self- attested documents / evidences to substantiate their case.

h. If any party requires a witness to be called, the same is to be communicated to the ICC in advance. The ICC shall call upon the witnesses on behalf of either party for the next meeting.

i. If either party fails to appear for proceedings at three instances, then the ICC is authorized to continue with the proceedings after sending an advance notice to the concerned party at least fourteen (14) days prior to the meeting/proceeding.

j. The ICC and the University shall maintain confidentiality of the

identity of the aggrieved, the respondent and the witnesses.

k. In conducting the inquiry, a minimum of three members of the ICC including the Chairperson of the ICC shall be present.

l. The ICC shall investigate the complaint and complete the inquiry within ninety (90) days from the date on which the inquiry is commenced and provide its report expeditiously. Any reasons for delay in completion of the same within the mandated time frame must be recorded in writing.

m. A written request may be made by the aggrieved on the basis of which the ICC may recommend to the University to transfer the aggrieved / the respondent to any other Workplace or grant leave of up to three (3) months to the aggrieved or restrain the respondent from reporting on the work performance of the aggrieved or supervising any work-related activity of the aggrieved.

n. In the event the aggrieved approaches or the ICC forwards the complaint to the Police for any necessary action, the University shall extend all possible assistance to the aggrieved and provide cooperation in any investigation by the relevant law enforcement agencies.

8.3.9 **ICC Report**

a. ICC shall prepare a written report of its findings on the complaint, including recommendations for imposition of penalty and the reasons for such recommendations to the University.

b. ICC shall submit this report to the University and the concerned parties, within ten days of completion of inquiry.

c. In case the ICC arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the University that no action is required to be taken in the matter.

8.3.10 **Appropriate Response/Disciplinary Action**

a. In case ICC arrives at the conclusion that the allegation(s) against the respondent have been proved, it shall make the following recommendations to the University:

- To impose any of the following penalties on the respondent held to be guilty of sexual harassment. These penalties shall be classified as minor and major penalties as under:
  - **Minor penalties**
    i. Verbal Warning;
    ii. Written Warning;
    iii. Counselling Session;
  - **Major penalties**

i. Reprimand or Censure;

ii. Withholding of Increment;

iii. Withholding of Promotion;

iv. Reduction in Grade;

v. Termination of Service

- Where the respondent is a student depending on the severity:
  i. With-hold privileges like access to Library, Hostel, Transportation Scholarships, ID, etc.;
  ii. Suspend or restrict entry into the Campus for a specific period;
  iii. Expel and strike off the name from the rolls of the University,including denial of re-admission;
  iv. Award reformative punishments like mandatory counselling and/or performance of community services.

- If the respondent is found guilty of a serious instance of sexual harassment at workplace, the ICC can also recommend monetary compensation in favour of the aggrieved. For the purposes of determining the sums to be paid to the aggrieved, the ICC shall keep in mind:
  - Mental trauma, pain, suffering and emotional distress caused;
  - Loss in the career opportunity due to the incident of sexual harassment;
  - Medical expenses incurred by the aggrieved for physical or psychiatric treatment;
  - Income and financial status of the offender;
  - Feasibility of such payment in lump sum or in instalments

- Provided however, that in addition to all these penalties, the respondent can also be required to give a written apology to the aggrieved and upon failure to do so, the punishment can be enhanced.

8.3.11 **Implementation of recommendations of ICC**

a. The University shall, not later than thirty (30) days from the receipt of the recommendations of the ICC, implement the said recommendations.

b. In case the University is of the view that there is any clarification required in the report or recommendations of the ICC, it shall

send the report back to the ICC for a review.

c. The ICC shall review the issues highlighted by the University and provide suitable responses to the University.

d. Upon receipt of the clarifications from the ICC, the University shall be bound to accept the report with recommendations of the ICC and take action, as advised by the ICC.

8.3.12 **Appeal**

a. The aggrieved or the respondent, if not satisfied with the recommendation of ICC may appeal to the University within ninety (90) days from the date of recommendation.

8.3.13 **Confidentiality**

a. The confidentiality of all proceedings along with the identity of the complainant and accused will be maintained throughout the inquiry processto the extent possible.

b. Additionally, employees involved in the inquiry process (complainant, accused, witnesses, members of ICC or any other employee) are prohibited from discussing the details of the case outside of meetings / proceedings, unless required as part of the inquiry process.

c. All the reports and documents will remain confidential with ICC, except where disclosure is required as part of the process. No person, unless authorized by the Chairperson of ICC, will have access to these reports/documents.

d. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

8.3.14 **Protection to Aggrieved, Complainant and Witnesses**

a. The University is committed to ensure that that the aggrieved, complainant and witnesses are not victimized or discriminated against during the course of the investigation and afterwards.

b. Reprisal, in any form, against the aggrieved, complainant and/or witnesses shall be subject to disciplinary action as per the Policies of the University.

8.3.15 **Punishment for false or malicious complaint and false evidence**

a. If, during the inquiry process, it is found that the allegation against the respondent is malicious or the aggrieved or any other person making the complaint has made the complaint knowing it to be false or any person has produced forged or misleading document(s), strict disciplinary action shall be initiated against the said person(s), in accordance with the provisions of the rules and Policies of the University applicable to him.

8.3.16 **Annual Report**

a. The ICC is responsible for preparing an annual report of actions

related to prevention of sexual harassment for submission to the University. The below mentioned details should be part of the report:

i. Number of complaints received during the year;

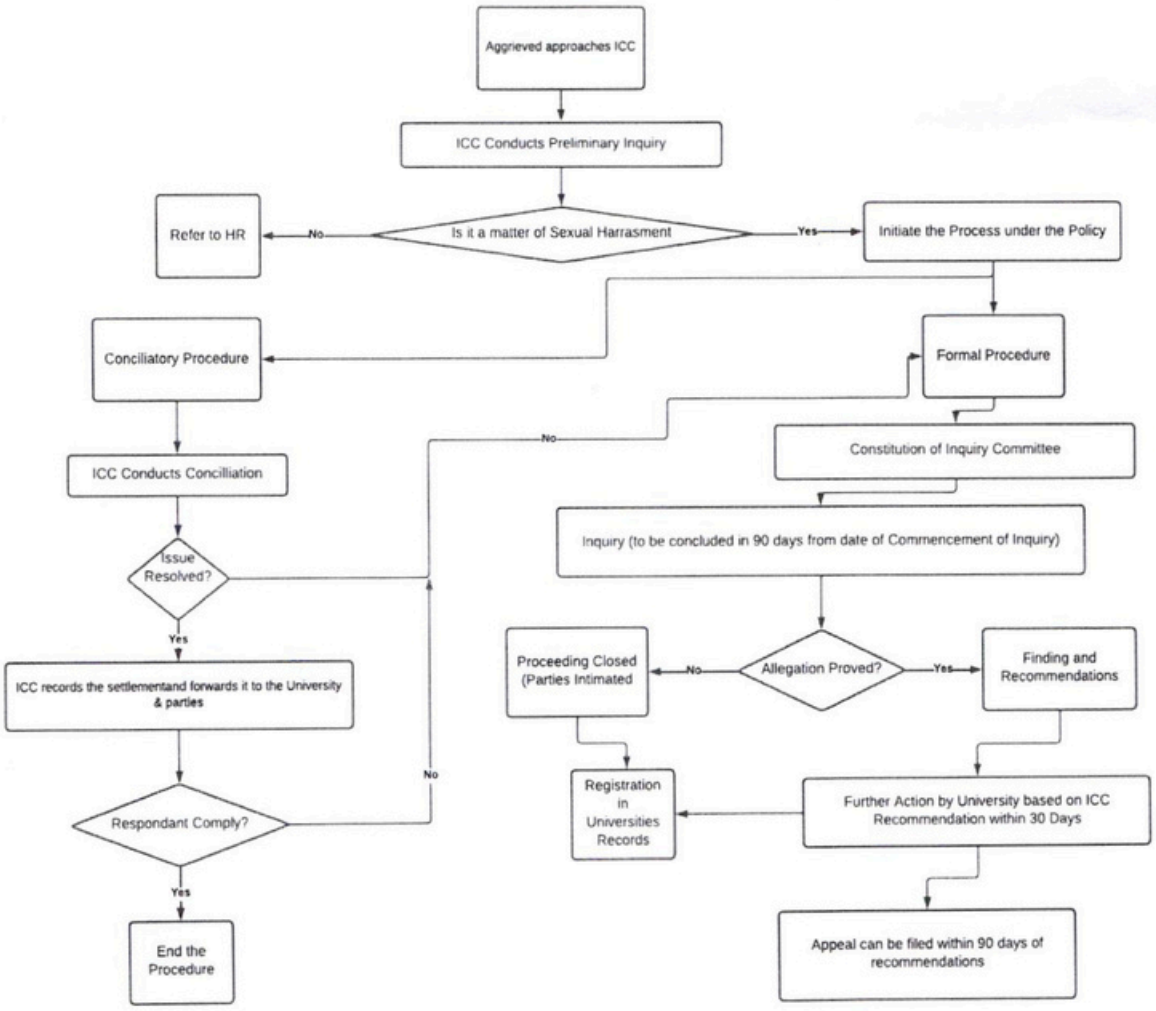
ii. Number of complaints disposed-off during the year;

iii. Number of cases pending for more than 90 days;

iv. Number of awareness workshops / gender sensitization sessions conducted;

v. Actions taken by the employer in cases registered.

9. AMENDMENTS

In the event that any statement in the Policy is outdated or there is a need to introduce new statements brought about by developments in the education environment, government policies, or as a result of market forces, etc. such statements may be changed or modified at the recommendation of appropriate authorities.

PROCESS FLOW CHART FOR HANDLING COMPLAINTS PERTAINING TO SEXUALHARASSMENT