



लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर

**LAKSHMIBAI NATIONAL INSTITUTE OF
PHYSICAL EDUCATION**

(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE

**INTERNAL COMPLAINTS
COMMITTEE (ICC)**





**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL
EDUCATION, GWALIOR**

(Deemed to be University, Ministry of Youth Affairs & Sports,
Government of India)

STANDARD OPERATING PROCEDURE

**INTERNAL COMPLAINTS COMMITTEE (ICC)
& Gender Sensitization**

Under

**The Sexual Harassment of Women at Workplace (Prevention, Prohibition
and Redressal) Act, 2013**

&

UGC Regulations, 2015

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1. VISION

To create a safe, dignified, inclusive and gender-sensitive campus environment free from sexual harassment, ensuring equality, respect and justice for all stakeholders of the Institute.

2. MISSION

- To prevent sexual harassment through awareness, education and institutional safeguards.
 - To provide a fair, confidential and time-bound redressal mechanism.
 - To promote gender equity and a culture of mutual respect.
 - To ensure strict compliance with statutory requirements of Government of India and UGC.
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3. OBJECTIVES

1. To implement the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. To comply with UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
3. To establish a robust Internal Complaints Committee (ICC).
4. To ensure prevention, prohibition and redressal of sexual harassment.
5. To protect complainants against retaliation.
6. To conduct regular sensitization and gender equity programmes.
7. To submit statutory compliance reports to UGC including SAKSHAM portal requirements.

4. INTRODUCTION AND LEGAL FRAMEWORK

4.1 Short Title

This document shall be called the **SOP for Internal Complaints Committee (ICC), LNIPE, Gwalior.**

4.2 Applicability

This SOP applies to:

- All employees (permanent, contractual, temporary, ad-hoc)
- Students (UG, PG, Research Scholars, Distance Learners)
- Interns, Volunteers, Apprentices
- Visitors, Vendors, Service Providers
- All institute-related physical and virtual spaces

4.3 Legal Framework

This SOP is framed under:

- POSH Act, 2013
- UGC Regulations, 2015
- Government of India Notifications
- UGC Advisories including SAKSHAM Portal compliance requirements

The Institute shall update this SOP as per amendments issued by competent authorities.

5. DEFINITIONS

Definitions shall be interpreted as per the UGC Regulations, 2015 and POSH Act, 2013.

5.1 Aggrieved Woman: Any woman (of any age, employed or not) who alleges sexual harassment. This includes students, employees, visitors, or even guardians associated with the institute. Example: A female intern claiming unwelcome advances from a supervisor.

5.2 “Campus”: The physical and extended spaces under institute control. This includes not just buildings but also off-site events like conferences or buses provided for commuting. Rationale: Harassment can occur anywhere linked to institute activities, so protection must be comprehensive.

5.3 “Covered Individuals”: Anyone engaged in protected activities, such as filing a complaint, testifying as a witness, or supporting a victim. They are shielded from retaliation. Example: A student's parent who reports on behalf of their child.

5.4 “Employee”: Broadly defined to include all workers—permanent, temporary, contractual, trainees, apprentices, interns, volunteers, teacher assistants, research

assistants, and even those on field studies or short visits. Example: A guest lecturer or lab volunteer.

5.5 “Executive Authority”: The highest administrative body or person (e.g., the Vice-Chancellor, Director, or Principal) responsible for overall governance and disciplinary actions. They implement ICC recommendations.

5.5 “Higher Educational Institution (HEI)”: Refers to our institute as a university, college, or deemed university under UGC purview.

5.6 “Internal Complaints Committee (ICC)”: The dedicated body for handling complaints, sensitization, and prevention.

5.7 Sexual Harassment: Any unwelcome act or behaviour with sexual undertones that creates a hostile environment. It includes:

- Physical: Unwanted touching, advances, or contact.
- Verbal/Non-Verbal: Demands for favours, sexually colored remarks, showing pornography, gestures.
- Implicit/Explicit: Threats or promises related to grades, promotions, or work conditions.

Examples: A professor implying better grades for a date; displaying explicit images in a lab; repeated unwanted compliments on appearance that make someone uncomfortable.

Rationale: Harassment is often subtle; these definitions help identify it early.

5.8 “Student”: Any enrolled individual, including full-time, part-time, distance learners, or those in short courses/research programs.

Additional terms like "respondent" (the accused) and "victim" are used contextually, with emphasis on presuming innocence until proven guilty.

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

5.10 “Victimization” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour

5.11 “Workplace” Means the campus of a HEI including.

- (a) Any department, organisation undertaking, establishment, enterprise, institutions, office, branch or unit which is established owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs.
 - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not use for training, sports or other activities relating thereof in HEIs
 - (c) Any place visited by the employee or students arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.
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6. INSTITUTIONAL RESPONSIBILITIES

6.1 Duties of the Executive Authority

The Executive Authority shall:

- Ensure zero tolerance policy
- Display ICC details prominently
- Conduct annual sensitization programmes
- Ensure campus safety (lighting, CCTV, security)
- Provide counselling support
- Submit annual compliance report to UGC
- Provide infrastructure and budget for ICC

6.2 Responsibilities of Employees and Students

- Maintain respectful conduct
- Participate in awareness programmes
- Report incidents promptly
- Cooperate with ICC proceedings

7. CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

7.1 Composition (For Employees)

- a.** Presiding Officer (Senior Woman Faculty Member)
- b.** Two Faculty Members
- c.** Two Non-Teaching Employees
- d.** One External Member (NGO/Expert)
- e.** One Member with Legal Knowledge

7.2 Composition (For Students – If the matter Involve the student)

- a.** Presiding Officer (Senior Woman Faculty Member)
- b.** Two Faculty Members
- c.** Two Non-Teaching Staff
- d.** Three Student Representatives, (UG, PG, Research)
- e.** One External Member
- f.** One Member with Legal Knowledge

[For cases involving students, the Committee shall comprise the members specified under Clause 7.1, with the addition of three Student Representatives (UG, PG and Research).]

NOTE: At least one-half of the total members of the Committee shall be women.

7.3 Tenure

Members shall hold office for three years.

7.4 Quorum

Minimum 50% members including Presiding Officer and External Member.

7.5 Removal

Member may be removed for:

- Breach of confidentiality
 - Conviction
 - Abuse of position
-

8. COMPLAINT REDRESSAL PROCEDURE

8.1 Filing of Complaint

- **Eligibility:** Any aggrieved woman or third party (if victim unable, e.g., due to trauma).
- **Timeline:** Within 3 months of incident (extendable by 3 months for reasons like fear or illness).
- **Format:** Written (email, letter); include incident details, dates, witnesses, evidence. Assistance provided if needed.
- **Where to File:** To ICC on email shcell@lnipe.edu.in.
- **Example:** A student emails about a peer's repeated unwanted messages.

Anonymous complaints are not entertained; however, identity is protected.

8.2 Conciliation

May be initiated upon written request of complainant (no monetary settlement).

8.3 Inquiry Process

- Notice to respondent within 7 days
- Written reply within 10 days
- Inquiry completed within 90 days
- Report submitted within 10 days
- Action taken within 60 days

Principles of natural justice shall be followed.

8.4 Confidentiality

Strict confidentiality shall be maintained at all stages.

9. INTERIM RELIEF AND SUPPORT MEASURES

During inquiry, ICC may recommend:

- Transfer of complainant or respondent
- Leave up to 3 months
- Restraining contact
- Hostel change

- Academic/work adjustments
 - Counselling support
-

10. DISCIPLINARY ACTION AND COMPENSATION

- a. Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.
- b. Where the respondent is a student, depending upon the severity of the offence, the HEI may,-
 - i. withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - ii. suspend or restrict entry into the campus for a specific period;
 - iii. expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - iv. award reformatory punishments like mandatory counselling and, or, performance of community services.
- c. The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
 - i. mental trauma, pain, suffering and distress caused to the aggrieved person;
 - ii. the loss of career opportunity due to the incident of sexual harassment;
 - iii. the medical expenses incurred by the victim for physical, psychiatric treatment;
 - iv. the income and status of the alleged perpetrator and victim; and
 - v. the feasibility of such payment in lump sum or in instalments determined on basis of:
 - Mental trauma
 - Career loss
 - Medical expenses
 - Income/status of parties

- Feasibility of payment
-

11. PREVENTION AND GENDER SENSITIZATION

The Institute shall:

- Conduct annual workshops
 - Orientation for new students and staff
 - Display posters and policy on website
 - Integrate gender modules in curriculum
 - Collaborate with Women's Development Cell
 - Institutionalize counselling services
-

12. ACTION AGAINST FALSE OR MALICIOUS COMPLAINTS

If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student.

However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

13. MONITORING, REPORTING AND REVIEW

- ICC shall prepare Annual Report
 - Submit to Executive Authority
 - Upload compliance data on UGC SAKSHAM portal
 - Conduct annual policy review
 - Present compliance summary in NAAC documentation
-

14. REFERENCES

1. The Gazette of India – The Sexual Harassment of Women at workplace (Prevention of prohibition and Redressal) Act, 2013 (No. 14 of 2013)
2. UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institution) Regulations 2015
3. UGC Advisory and directive as of 2025.

15. ANNEXURES

Complaint Form (Under POSH Act, 2013 & UGC Regulations, 2015)

Internal Complaints Committee (ICC)

LNIPe, Gwalior

1. Details of the Complainant

- Name:
 - Designation / Course / Year:
 - Department / Section:
 - Mobile Number:
 - Email ID:
 - Residential Address:
-

2. Details of the Respondent (Accused Person)

- Name:
 - Designation / Course / Year:
 - Department / Section:
 - Relationship with Complainant (if any):
-

3. Details of Incident

- Date(s) of Incident:
- Time:
- Place:
- Nature of Incident (Tick appropriate):

- ☐ Physical contact / advances
- ☐ Demand for sexual favour
- ☐ Sexually coloured remarks
- ☐ Showing pornography
- ☐ Verbal / Non-verbal misconduct

- ☐ Online harassment
 - ☐ Other (Specify)
-

4. Detailed Description of Incident

(Attach separate sheet if required)

5. Witnesses (if any)

- 1.
 - 2.
 - 3.
-

6. Supporting Documents / Evidence

- ☐ Emails
 - ☐ Messages
 - ☐ Photographs
 - ☐ Medical Report
 - ☐ Other
-

7. Relief Sought (If any interim relief required)

- ☐ Transfer
 - ☐ Change of Hostel
 - ☐ Leave
 - ☐ Restraining Order
 - ☐ Other
-

Declaration

I hereby declare that the information provided above is true to the best of my knowledge.

Date:

Place:

Signature of Complainant

ICC Inquiry Proceedings Format

1. Case Reference Number:

2. Date of Receipt of Complaint:

3. Date of Notice Issued to Respondent:

4. Date(s) of Hearing:

5. Summary of Allegations

6. Response of Respondent

7. Evidence Presented

- Documentary Evidence
 - Oral Testimony
 - Witness Statements
-

8. Observations of ICC

- Analysis of Facts
 - Application of POSH Act & UGC Regulations
 - Credibility Assessment
-

9. Findings

- ☐ Allegations Proved
 - ☐ Partially Proved
 - ☐ Not Proved
-

10. Recommendations of ICC

(Disciplinary Action / Compensation / Counselling / Other Measures)

11. Signatures of ICC Members

1. Presiding Officer
2. Member
3. Member
4. External Member
5. Legal Expert

Date of Submission of Report:

***The Report should be comprehensibly prepared and submitted to the Institute authority.**

FLOWCHART – Complaint Redressal Process

Below is the structured graphical representation (to be converted into a designed page in final print layout):

Incident Occurs

Complaint Filed (Within 3 Months)

Acknowledgement by ICC (Within 7 Days)



Notice to Respondent (Within 7 Days)



Response by Respondent (Within 10 Days)



Inquiry Proceedings (Completed within 90 Days)



ICC Report Submitted (Within 10 Days)



Executive Authority Action (Within 60 Days)



Implementation of Recommendation



Appeal (If any, within 90 Days)
