



POLICY - INTERNAL COMPLAINTS COMMITTEE (ICC) - POSH POLICY Academic Year 2026–2027

Policy Particular	Approved / Applicable Provision
Policy Reference	MBS/ICC/03/2026-27
Institution	MBS College, Dwarka, New Delhi
Affiliation	Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi
Programmes Covered	BCA, B.Com., BBA, B.Tech. and B.Arch.
Regulatory Basis	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act); UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015; AICTE Approval Process Handbook (APH) 2024–2027; Council of Architecture (CoA) Minimum Standards of Architectural Education Regulations, 2020; GGSIPU Ordinance 12 & Sexual Harassment Redressal Directives.
Effective Date	16 August 2026
Review Cycle	Annual, and additionally whenever GGSIPU / AICTE / UGC / CoA issues a binding notification
Policy Authority	Director, MBS College, through the Internal Complaints Committee (ICC)

1. Preamble & Purpose

MBS College, Dwarka, is committed to providing a safe, respectful, inclusive, and dignified work and learning environment for all women—students, faculty, administrative, and support staff. Sexual harassment of any kind is strictly prohibited across all campus premises, digital portals, and academic extensions. This policy is framed in strict compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015, AICTE Approval Process Handbook (APH) 2024–2027, Council of Architecture (CoA) Minimum Standards 2020, and GGSIPU Ordinance 12 directives.

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2. Regulatory Hierarchy & Governing Framework

Programme / Area	Primary Governing Source	Institutional Implementation
BCA, B.Com., BBA, B.Tech.	Sexual Harassment of Women at Workplace Act 2013; AICTE APH 2024–2027; UGC Regulations 2015; GGSIPU Ordinance 12	Internal Complaints Committee (ICC) + HoDs / Administrative Officer
B.Arch.	CoA Minimum Standards 2020; UGC Regulations 2015; Sexual Harassment Act 2013; GGSIPU Scheme	Internal Complaints Committee (ICC) + Head of Department (Architecture) / Studio Safety Cell
University & Appellate Level Escalation	GGSIPU Statutory Ordinances; University Appeals Committee; Local Complaints Committee (LCC) / Police	GGSIPU Vice Chancellor / District LCC / Judicial Authorities

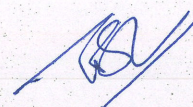
3. Definition & Scope of Sexual Harassment

As mandated under the POSH Act 2013 and UGC Regulations 2015, sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly, by implication, or through electronic/cyber communications):

- **Physical Conduct:** Unwelcome physical contact, explicit physical advances, touching, or molestation.
- **Sexual Demands:** Demand or request for sexual favours, implicitly or explicitly linked to academic assessment, grades, employment status, promotion, or privileges.
- **Verbal & Non-Verbal Misconduct:** Making sexually coloured remarks, vulgar jokes, inappropriate comments on body/attire, showing pornography, offensive gestures, or displaying sexually explicit visual material.
- **Cyber & Digital Harassment:** Harassment through electronic media, emails, social media platforms, instant messaging, or virtual classrooms.
- **Quid Pro Quo & Hostile Work Environment:** Implied or explicit promise of preferential treatment or threat of detrimental treatment in academic or professional evaluations, creating an intimidating, hostile, or offensive working/learning environment.

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4. Institutional ICC Composition

In compliance with Section 4 of the POSH Act 2013 and UGC Regulations 2015, the Internal Complaints Committee (ICC) of MBS College is constituted with the following statutory cadre:

Designation in ICC	Cadre & Statutory Representation	Term & Status
Presiding Officer	Senior Woman Faculty Member (Professor / Associate Professor level)	3-Year Term
Faculty Members (2 Nos.)	Two faculty members committed to the cause of women or possessing legal knowledge	3-Year Term
Non-Teaching Staff (2 Nos.)	Two non-teaching staff members committed to the cause of women	3-Year Term
External Member	One member from an NGO, legal background, or association working for women's rights	3-Year Term
Student Representatives (3 Nos.)	Three elected/nominated student representatives (Undergraduate level across BCA, B.Com, BBA, B.Tech, B.Arch)—applicable when the matter involves students	1-Year / Annual Term

Mandatory Statutory Mandate: At least 50% of the total members of the ICC must be women.

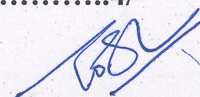
5. Multi-Channel Complaint Submission Framework

Any aggrieved woman (student, faculty, staff, or campus visitor) may file a complaint with the ICC through any of the following official channels:

- **Mandatory Online Portal:** Secure Online POSH Complaint Form integrated into the official College website (<https://mbcollege.org>).
- **Dedicated Institutional Email:** Direct confidential email submission to grievance@mbcollege.org.
- **Written Physical Application:** Physical complaint submitted in a sealed envelope to the Presiding Officer or any ICC member.
- **Physical Complaint Box:** Dedicated secure ICC boxes installed outside the Administration Block.
- **Statutory Limitation & Condonation:** Complaints must be submitted within 3 months from the date of the incident (or last incident in a series). The ICC may extend the time limit by up to an additional 3 months if sufficient cause preventing timely filing is established.

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6. Standard Operating Procedure & Inquiry Timelines

Stage	Action Required & Statutory Procedure	Mandated Timeline
Stage 1: Receipt & Conciliation Option	Acknowledgement of complaint and service of copy to Respondent within 7 working days. Informal conciliation may be requested by complainant (no monetary settlement allowed).	Within 7 working days
Stage 2: Inquiry Commencement & Interim Relief	Formal inquiry initiated if conciliation fails or is not requested. ICC recommends interim measures (e.g., transfer, attendance flexibility, exam rescheduling, or respondent leave).	Within 10 days of complaint
Stage 3: Inquiry Procedure & Natural Justice	Formal proceedings, examination of evidence, recording statements. Principles of natural justice followed strictly with sensitivity and confidentiality.	Must conclude within 90 days
Stage 4: Inquiry Report & Recommendations	Submission of detailed findings and recommendations report by ICC to the Director and both parties.	Within 10 days of completion
Stage 5: Implementation of Action	Director executes disciplinary penalties or preventive actions ordered by ICC.	Within 60 days of report receipt
Appeal Stage	Appeal against ICC recommendations filed before Executive Authority / GGSIPU Appeals Cell	Within 90 days of report

7. Penalties & Disciplinary Measures

Where the ICC concludes that the allegation against the respondent has been proved, it shall recommend appropriate disciplinary actions depending on severity and service/academic rules:

- **Written Apology & Undertaking:** Mandatory written apology, warning, or reprimand.
- **Academic Penalties (For Students):** Withholding assessment results, debarring from examinations/juries, suspension, or rustication/expulsion from the college.
- **Administrative Penalties (For Staff/Faculty):** Withholding promotion, increment, suspension, demotion, or termination of employment contract.
- **Community Service & Counselling:** Mandatory psychological counselling or performance of institutional community service.
- **Mandatory Police Action:** In cases involving physical assault or offences under Bharatiya Nyaya Sanhita (BNS) / IPC, assisting the victim in filing an FIR with local police authorities.

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8. Confidentiality & Protection Against Retaliation

Strict Confidentiality Mandate: Contents of the complaint, identity/address of complainant, respondent, witnesses, and inquiry proceedings shall remain strictly confidential under Section 16 of the POSH Act and UGC Regulations. Any breach shall attract immediate institutional disciplinary action.

Non-Retaliation Policy: Victims, complainants, and witnesses filing complaints or testifying in good faith shall be protected against any form of victimization, discrimination, adverse academic grading, or administrative harassment. Any act of retaliation shall be treated as a severe independent disciplinary offence.

9. Annual Reporting, Audit & Mandatory Disclosures

The ICC shall compile a comprehensive annual report summarizing total complaints received, disposed of, pending, and nature of action taken. This report shall be submitted to the Director, MBS College, and uploaded to the AICTE Mandatory Disclosure Portal, UGC Sexual Harassment Monitoring Portal, and GGSIPU Academic Audit Cell as required by statutory regulations.

10. Approval & Implementation

This Revised Internal Complaints Committee (ICC) POSH Policy is hereby approved by the Director, MBS College, Dwarka, and is issued by the Registrar for institutional implementation across all academic departments with effect from 16th August 2026.

Prepared by	Reviewed by	Approved by	Effective date
Internal Complaints Committee	Ar. Jyoti Arora, Convenor (ICC)	Director, MBS College	16 th August 2026

Namita
16/8/2026
Prof.(Dr.) Namita Gupta
Director



Toshi Dube
16/8/2026
Ar. Toshi Dube
Registrar

Regulatory References Consulted for Revision

1. MBS College, Internal Complaints Committee (ICC) POSH Policy, Policy Reference MBS/ICC/03/2026.
2. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).
3. UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
4. AICTE Approval Process Handbook (APH) 2024-2027 – Mandatory Prevention of Sexual Harassment (POSH) Cell Norms.
5. Council of Architecture (CoA) Minimum Standards of Architectural Education Regulations, 2020.
6. GGSIPU Ordinance 12 (Student Conduct & Discipline) and Statutory University Guidelines.

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