

SOP for Prevention of Sexual Harassment (POSH)



MANIPAL
ACADEMY of HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

Complainant:

Aggrieved person/relative/friends/co-worker/any person who knows about the incident.

Mode of the complaint:

Contact Number: 0820-2922960
E-mail: icc.mu@manipal.edu
In person

The Respondent will be issued with a Notice by the Chairperson seeking clarification regarding the Complaint and also will be served with a copy of the complaint. The respondent will be afforded 7 working days for reply.

The Respondent shall submit the reply to the Notice and also shall give in writing an explanation for the allegations made in the complaint. On receipt of the reply from the Respondent, if a reply is not found satisfactory, the Committee will decide to hold the proceedings.

The Respondent and the Complainant shall be allowed to submit a list of documents and a list of witnesses. Copy of the reply of the Respondent along with documents, and names of the witness, if any will be furnished to the Complainant.

If both parties agree, there can be an amicable settlement between the parties.

If Yes

The enquiry shall be concluded and the Committee shall record the terms and conditions of the settlement.

If No

The Internal Complaint Committee (ICC) shall hold an enquiry into the complaint following the principles of natural justice as per MU circular/UGC Regulations on Prevention of Sexual Harassment (POSH) dated July 4, 2014.

The committee shall try to complete the enquiry within 3 months from the date of the Complaint. Depending on the circumstances, it can go beyond 3 months. After completing the proceedings, the Committee shall submit its report and findings based on the material evidence placed before it by both the parties and forward the same to the Registrar for necessary action.

Note: The aggrieved person may appeal to the Vice Chancellor if not satisfied by recommendation.

Issued by: Director - Student Affairs, Manipal Academy of Higher Education, Madhav Nagar, Manipal 576104