



Ref: HIT/Admin/2025-26/01

Date: 13/08/2025

## INTERNAL COMPLAINTS POLICY

### Policy Statement

Harsha Institute of Technology is committed to creating and maintaining a safe, secure, and inclusive work and academic environment where employees, students, vendors, and partners can work and study free from harassment, exploitation, and intimidation. The Institute maintains zero tolerance towards sexual harassment, whether occurring within or outside the campus, and is dedicated to ensuring dignity, equality, and respect for all.

### Objective

The objectives of this policy are to:

- Prevent and prohibit sexual harassment at the workplace and college campus
- Provide protection against sexual harassment to all individuals
- Establish a fair, transparent, and time-bound grievance redressal mechanism
- Address matters related or incidental thereto

Harsha Institute of Technology strictly implements the provisions of the **University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**.

### What Constitutes Sexual Harassment

#### 1. Unwelcome Conduct of Sexual Nature

Sexual harassment includes any unwelcome act or behaviour (whether directly or by implication) of a sexual nature that is persistent, demeaning, humiliating, or creates a hostile or intimidating environment, or induces submission by actual or threatened adverse consequences, including but not limited to:

- a) Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature
- b) Demand or request for sexual favours
- c) Making sexually coloured remarks
- d) Physical contact and advances
- e) Showing pornography

#### 2. Circumstantial Sexual Harassment

The following circumstances, if connected with any act or behaviour having explicit or implicit sexual undertones, shall also constitute sexual harassment:

- a) Implied or explicit promise of preferential treatment in exchange for sexual favours (quid pro quo)
- b) Implied or explicit threat of detrimental treatment in academic or work-related activities
- c) Implied or explicit threat to the present or future academic or employment status of the individual concerned
- d) Creating an intimidating, offensive, or hostile learning or working environment
- e) Humiliating treatment likely to affect the health, safety, dignity, or physical integrity of the person concerned



# Harsha Institute of Technology

(Affiliated to VTU, Belagavi, Karnataka, 590018 and approved by AICTE, New Delhi)

No.129/47/1 to 7, Kambayyanapalya, Varadanayakanahalli, Post, Jakkanahalli, Karnataka 562123



## Responsibilities of the Internal Complaints Committee (ICC)

The Internal Complaints Committee of Harsha Institute of Technology shall:

- a) Conduct awareness programmes on gender equality and gender sensitivity
- b) Provide orientation to students and employees on the ICC and its grievance redressed mechanism
- c) Facilitate just and fair conciliation and dialogue without undermining the rights of the complainant and while minimizing the need for purely punitive measures
- d) Protect the safety and confidentiality of the complainant by:
  - Not disclosing the identity of the complainant
  - Providing interim relief such as sanctioned leave, relaxation of attendance requirements, change of department or supervisor, or transfer of the respondent during the pendency of the complaint
  - e) Ensure that victims and witnesses are not victimized, harassed, or discriminated against during or after the inquiry
  - f) Prohibit retaliation or adverse action against any employee or student for participating in or supporting a complaint
  - g) Complete the inquiry within **90 days** from the receipt of the complaint and submit the inquiry report with recommendations, if any, to the Executive Authority of the Institution within **10 days** of completion
  - h) Provide copies of the findings and recommendations to both the complainant and the respondent

## How to File or Report a Complaint

Any aggrieved student or staff member may file a complaint through any of the following modes:

- **In person** to any member of the Internal Complaints Committee
- **Email:** principal.hit@harshainstitute.edu.in.in
- **Telephonic communication:** 9448746000

All complaints shall be handled with strict confidentiality, sensitivity, and fairness.

## Committee Structure

Sl.No	Name	Designation	Role
1.	Dr. Shashidhar T M	Principal	Chair Person
2.	Dr. B S Krishna	Professor & HOD	Member
3.	Dr. Vijaya Kumar H R	Associate Professor	Member
4.	Mrs. Nandhini T	Assistant Professor	Member

**Principal**

PRINCIPAL



HARSHA INSTITUTE OF TECHNOLOGY  
NELAMANGALA, BENGALURU - 562123