



Ref No: AU/REG/2019-20/01/011

Date: 29.01.2019

OFFICE ORDER

Sub: Reconstitution of Internal Complaints Committee (ICC)

Further to Office Order Ref No: AU/REG/2019-20/01/002 dated 08.01.2019, the Competent Authority has reconstituted the Internal Complaints Committee, in view of the resignation of a member as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, and UGC Notification on the subject vide UGC(Prevention, Prohibition, and Redressal of Sexual Harassment of woman employee and students in Higher Educational Institution) Regulation, 2015 in the Official Gazette on 2nd May, 2016, with immediate effect for a period of 2 years. The constitution of the Committee, jurisdiction and function etc. are noted below:

1. Prof. Jayati Gupta -
School of Social Sciences } Presiding Officer
2. Ms. Soma Sinha- Counsellor and Development Expert
Add: 508/O, Binayak Enclave, 59 KC Ghosh Road,
Kolkata-50 } Member
3. Dr. Moumita Mukherjee
Associate Professor, School of Science } Member
4. Dr. Rajrupa Sinha Roy
Assistant Professor, School of Law and Justice } Member
5. Dr. Rupanwita Das Mahapatra
Assistant Professor,
SOET & Chief Warden, Girls Hostel } Member
6. Dr. Chinmayee Mishra
Homeopathy Medical Officer } Member
7. Dr. Rakesh Kumar Singh
Associate professor
School of Law and Justice } Member
8. Ms. Rageshree Ghosh
Director Student Affairs } Member Secretary

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| <p>9. Subhangi Debnath
 Dept. - BBA, School of Management
 Enrolment No: AU/2016/01/0000322
 Contact No- 8334063350</p> | } | Member |
| <p>10. Akash Mitra
 Dept. - Microbiology (M.Sc.)
 School of Life Science and Biotechnology
 Enrolment No: AU/2018/08/0002848
 Contact No- 8420559508</p> | } | Member |

Tenure: 2 years from the date of issue of the Office Order

The jurisdiction and function of the Internal Complaints Committee shall be as under:

- (a) A person employed at a workplace for any work, regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor;
- (b) employed by a contractor with or without knowledge for the principal employer;
- (c) employed for remuneration or not;
- (d) working on voluntary basis or otherwise;
- (e) include a co-worker;
- (f) contract worker, probationer, trainee, apprentice or called by any other name;
- (g) domestic worker employed to work in household for remuneration in cash or kind;
- (h) Students, scholars, fellows associated with the institute.

Powers and Functions of ICC:

1. Receiving and recording complaints in writing;
2. Making Inquiry;
3. Attempt for compromise;
4. Receiving and recording evidences and applying natural justice conditions;
5. Complete Inquiry within 90 days and submit recommendations to the employer and the employer shall implement the recommendation of ICC.
6. Committee will also function as **Gender Sensitization Cell** as per direction of UGC. Gender Sensitization Cell involves creating awareness about gender issues and working towards and creating enabling environment of Gender justice where men and women can work together with a sense of personal Security and dignity.

In discharging the powers and functions of the ICC Mr.Nirmalya Chakraborty will help the ICC and Ms. Oindrila Mukherjee (Secretary to Pro-Vice Chancellor (Academics and Administration) will be Secretarial Assistant to the committee.

The Committee will advise the University of the following:

1. Provide a safe working environment at the workplace including safety from persons coming in contact at workplace (from those who have access to the workplace as service provider, contractor, workers under ancillary contract etc.);
2. Display at any conspicuous place in the workplace, the panel consequences of sexual harassment;
3. Organize sensitization programs at regular intervals for the employees and orientation program for the members of ICC;
4. Provide facilities to the ICC for dealing with complaint and conducting enquiry;
5. Assist securing the attendance of respondent and witness before the ICC;
6. Make available all information needed by ICC in matters connected with the complaint;
7. Provide assistance to the women to file complaint in relation to offence under IPC, if she so chooses;
8. Initiate action under IPC against the perpetrator if the complaint so chooses;
9. Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
10. Monitor timely submission of the report by the ICC.

The earlier Notice on the subject Reconstitution of Internal Complaints Committee (ICC) vide Ref No: AU/REG/2019-20/01/002 dated 08.01.2019 is superseded.

This is issued with the approval of the Competent Authority.


29.1.19.
Wg. Cdr. D.K. Banerji
REGISTRAR

To,

1. The Presiding Officer & Members of ICC
- The Dean's/ Directors/ HOD's and Academic Coordinators
- Notice Board

Copy to:

1. The Chancellor
2. Vice Chancellor
3. Pro- Vice Chancellor
4. Controller of Examinations
5. Assistant Registrar

with the
request to The
bring the above
to the notice of
the students

6. Registrar Office
7. Secy. To Registrar
8. Secy. To Vice Chancellor
9. Secy. To Chairman
10. Mr Rajarshi Ghosh- To upload in the website