



# RAMA UNIVERSITY UTTAR PRADESH, KANPUR

(vide U.P. Act No.1 of 2014 as passed by State Legislature and recognized by UGC U/s 2(f))

Ref. No. : RU/Reg./2021/472

Dated: 30.07.2021

## OFFICE-ORDER


(INTERNAL COMPLAINTS COMMITTEE)  
(Re-constitutions)

Internal Complaints Committee is Re-constituted with the following members:-

S. No.	Name	Designation	MOBILE NO	Position	Status
1.	Dr. (Prof.) Sujata Arunagiri	Prof. & Head-RMC	7892792526	Presiding Officer	Senior Teaching Staff
2.	Dr. Neha Agarwal	Prof.- RDC	9956178170	Female Member	Teaching Staff
3.	Mrs. Jasmine Manu	Asst. Prof.- RCN	9562262945	Female Member	Teaching Staff
4.	Mrs. Rati Bajpai	Asst. Prof.- FET	9506379534	Female Member	Teaching Staff
5.	Dr. Aneeta Yadav	Assoc. Prof.- FASAI	8439426361	Female Member	Teaching Staff
6.	Dr. Vaishali Dhingra	Prof. & Dean-FCM	8439948709	Female Member	Teaching Staff
7.	Ms. Anjali Dixit	Asst. Prof.- FJS	8840088697	Female Member	Teaching Staff
8.	Ms. Deeksha Srivastava	Accountant	8081512626	Female Member	Non Teaching
9.	Mr. Ashutosh Kumar Singh	Assistant Registrar	9529698343	Male Member	Non Teaching
10.	Ms. Saumya Kanojiya	LLB Student	9628018811	Female Member	Student
11.	Dr. (Mrs.) Rolee Singh	N.G.O.		NGO Female Member	Dr. Shambhu Nath Singh Research Foundation Varanasi U.P.

Copy to:-

- 1- Secretary to Hon'ble Chancellor.
- 2- Secretary to Hon'ble Vice-Chancellor.
- 3- Director Sir, Rama University
- 4- Controller of Examination
- 5- All Member of the Committee
- 6- All Deans /Principal
- 7- Dy. Registrar/A.R.
- 8- All Hostel Warden
- 9- Guard File

  
(Registrar)  
Registrar  
Rama University  
Uttar Pradesh  
Kanpur-209217

## **Internal Complaints Committee (ICC) Regulations**

ICC is the chief mechanism empowered with authority of a civil court for resolution of complaints, firstly through conciliation and finally through an inquiry.

### **Responsibilities of Internal Complaints Committee (ICC):**

The Internal Complaints Committee shall:

- Provide assistance if an employee or a student chooses to file a complaint with the police;
- provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**The Process for making Complaint and conducting Inquiry:** The ICC shall comply with the procedure prescribed in the Act, for making a complaint and inquiring into the complaint in a time bound manner. The Institute shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

### **Mechanism/ Process of making Complaint:**

- An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

### **Mechanism/ Process of conducting Inquiry:**

- The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.
- Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
- The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the Institute. Copy of the findings or recommendations shall also be served on both parties to the complaint.
- The Executive Authority of the Institute shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the Institute within a period of thirty days from the date of the recommendations.
- If the Executive Authority of the Institute decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the Institute shall proceed only after considering the reply or hearing the aggrieved person.
- The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The Institute shall facilitate a conciliation process through ICC or GSCASH, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.
- The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.