



OFFICE OF THE REGISTRAR

Ref No: AU/REG/NOT/2025/06/003

Date: 16.06.2025

Notification

Sub: Re-constitution of Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Notification No. AU/REG/NOT/2024/08/004 dated 12.08.2024; Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

Sl. No.	Name of the Committee Member	Designation (s) / Department	Women (W) / Men (M)	Composition (s)	Term of Office
1	Prof. (Dr.) Aparajita Bhattacharya E-Mail: aparajita.bhattacharya@adamasuniversity.ac.in	Professor, School of Basic and Applied Sciences	W	Presiding Officer	02 years
2	Ms. Soma Sinha E-Mail: smsnhcal@gmail.com	Counsellor and Development Expert	W	Member [One member from NGO / Social Worker (Committed to the cause of women)]	02 years
3	Dr. Kausheyee Banerjee E-Mail: kausheyee.banerjee@adamasuniversity.ac.in	Associate Professor, School of Liberal Arts and Culture Studies	W	Faculty Member (Convener)	02 years
4	Ms. Rupanwita Das Mahapatra E-Mail: rupanwita@adamasuniversity.ac.in	Assistant Professor, School of Engineering and Technology (SOET) and Chief Warden, Girls Hostel	W	Faculty Member	02 years
5	Dr. Koushik Chakraborty E-Mail: deputy.registrar@adamasuniversity.ac.in	Deputy Registrar, Office of the Registrar	M	Non - Teaching Member	02 years
6	Mr. Nirmalya Chakraborty E-Mail: law.officer@adamasuniversity.ac.in	Law Officer	M	Non - Teaching Member	02 years



[Signature]
16/06/25

Sl. No.	Name of the Committee Member	Designation (s) / Department	Women (W) / Men (M)	Composition (s)	Term of Office
7	Ms. Suhani Das Reg no. AU/2024/0000527 Roll no. UG/SOLACS/44/24/012 Email id : suhani1.das@stu.adamas university.ac.in Contact no. 8617774763	B.A. (English Language and Literature)	W	UG Student	01 year
8	Mr. Arnesh Roy Reg no. AU/2024/0001616 Roll No :- UG/SOLB/59/24/079 Mail Id :- arnesh1.roy@stu.adamas university.ac.in Contact No :- 7872017506	B.Sc. (Biotechnology)	M	UG Student	01 year
9	Ms. Tamasi Biswas Enrolment No.:AU/2021/0006861 Roll No.: Phd/03/PHDLAW/2021/002 Contact No.: 8158079545	Research Scholar, Department of Law, School of Law and Justice	W	Research Scholar	01 year

Tenure: 1 to 2 years from the date of issue of the Notification as mentioned.

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

- 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;
- employed by a contractor with or without knowledge for the principal employer;
- employed for remuneration or not;
- working on voluntary basis or otherwise;
- include a co-worker;
- contract worker, probationer, trainee, apprentice or called by any other name;
- domestic worker employed to work in household for remuneration in cash or kind;
- Students, scholars, fellows associated with the institute.

Powers and Functions of ICC:

- Receiving and recording complaints in writing;
- Making Inquiry;
- Attempt for compromise;
- Receiving and recording evidences and applying natural justice conditions;
- Complete Inquiry within 90 days and submit recommendations to the employer and the employer shall implement the recommendation of ICC.
- 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, Law Officer, AU will help the ICC and Ms. Gargi Maity 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.

Any casual vacancy arising in between shall be filled in by fresh nomination for the remaining period with the approval of the Vice Chancellor.

The earlier Notice on the subject Reconstitution of Internal Complaints Committee (ICC) vide Ref. No. AU/REG/NOT/2024/08/004 dated 12.08.2024 is superseded.

This is issued with the approval of the Competent Authority.


16/08/24
Registrar

To,

- Chairman & Members of the Internal Complaints Committee

Copy to:

1. Hon'ble Chancellor
2. Hon'ble Vice Chancellor
3. Pro-Vice Chancellor
4. Sr. Vice President, Chancellor's Office
5. Office of the Chancellor
6. All Deans
7. All Directors
8. All HODs
9. Controller of Examinations
10. Chief Finance Officer
11. Law Officer
12. Library In-Charge
13. Chief Technology Officer
14. Deputy Registrar
15. Assistant Registrar-HR
16. Accounts Officer
17. Hotel Warden
18. Transport in-charge
19. Office File

