



MUJ/REGR/1403/465/2021

December 08, 2021

Notification

Subject: Re-constitution of Internal Complaint Committee (ICC)

In line with the UGC regulations, 2015 on "Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions, an Internal Complaint Committee (ICC) has been constituted at Manipal University Jaipur.

1. Objective:

The primary objective of the Internal Complaint Committee is to provide a safe and secure environment to women and students at their workplace/University campus. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints.

2. Composition:

The committee is being re-constituted as per the following structure.

S. No.	Name & Designation	Position in the Committee
1.	Dr Kalpna Sharma, Professor, Department of Mathematics & Statistics	Presiding Officer
2.	Dr Richa Arora, Professor, Department of Arts	Member
3.	Dr Neha Chaudhary, Associate Professor, Department of CSE	Member
4.	Mrs Poonam Rathi, Purchase Manager	Member
5.	Mr Radhakrishna Samaga, Deputy Manager, Finance	Member
6.	Three Students to be nominated (as per the requirement)	Member
7.	Mr Deepak Kumar	Representative of Local NGO "BHOR"

Note: Any other member(s) may be invited to the meeting as a "Special Invitee" pertaining to the agenda items.

3. Functions of the Committee:

- Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
- The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the Institute that no action is required to be taken in the matter.



MANIPAL UNIVERSITY JAIPUR

- c) The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
- d) The Committee may, before initiating an inquiry, at the request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
- e) The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- f) The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.

4. General Norms:

- a) At least one half of the total members so nominated shall be women.
- b) One-third of the total members of the committee shall constitute a quorum.

5. Meetings:

- a) Meeting shall be conducted as and when any such matter is brought before the committee and minutes of the meetings to be submitted to the Registrar Office.
- b) Special meeting(s) may be called by the Registrar as per the direction of the President.

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Ashish
8-12-21
Registrar

To

- Concerned members - for information and necessary action.

Copy to:-

- Hon'ble President, through PS - for information please.
- Pro-President, through PS - for information please.
- All Deans and Directors - for information please.



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Ashish
8-12-21
Registrar