MURSHIDABAD UNIVERSITY

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Ref. No. **MU(R)/1/C/222/24** Date **25/04/2024**

OFFICE OF THE REGISTRAR

Sub: Constitution of Internal Complaints Committee (ICC) / Committee against Sexual Harassment

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, Internal Complaint Committee (Ad-hoc) is 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	**Smt. Rinku Bakshi**	Associate Professor	W	Presiding Officer and Convener	02 Years
2	**Madam Khadija Banu**	Secretary, Rokeya Nari Unnayan Samity, Berhampore	W	One member from NGO/ Social Worker Committed to the cause of women	02 Years
3	**Dr. Dola Boral**	Associate Professor	W	Faculty Member	02 Years
4	**Dr. Barnali Mukhopadhyay**	Associate Professor	W	Faculty Member	02 Years
5	**Dr. Subhajit Ghosh**	Associate Professor	M	Faculty Member	02 Years
6	**Shaikh Taj Mohammad**	Assistant Professor	M	Law Officer	02 Years
7	**Sri Shib Sankar Dubey** Contact No- 9932301223 Email Id- dubeyshibsankar@gmail.com	Peon (Erstwhile Krishnath College)	M	Non- teaching Member	02 Years
8	**Sangita Mondal Majhi** Student Id- 2023POL045 Contact No- 9564737143 Email Id- sangitamondal860@gmail.com	M.A, Department of Political Science	W	PG Student	01 Year
9	**Shayantani Roy** Student Id- 2023CHE019 Contact No- 8145186054 Email Id-sayantaniroy842@gmail.com	M.Sc., Department of Chemistry	W	PG Student	01 Year

Rajib Mukherjee
Registrar
Murshidabad University
Estd-2021

Tenure: 1/2 years from the date of issue of the Office Order as mentioned.

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 wages 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 lot remuneration in cash or kind;
(h) Students, scholars. fellows associated with the university.

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, Subhadeep Sarkar, Office of the Controller of Examinations 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 penal 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 withthe approval of the Hon'ble Vice-Chancellor.

MURSHIDABAD UNIVERSITY * Estd.- 2021 * Berhampore (W.B.)

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The earlierNotice on the constitution of Sexual harassment Committee vide No. MU(R)/990/1/C/2021-22 dated 08.12.2022 is superseded.

This is issued with the kind concurrence of the Hon'ble Vice-Chancellor.

Sd/-
Registrar
Murshidabad University
Date- 25/04/2024

To: The Convener & Members of the Internal Complaints Committee

Copy to:

1. The Hon'ble Vice-Chancellor, Murshidabad University – for kind information
2. The OSD (Admin.). MU
3. The Finance Officer, MU
4. Controller of Examinations, MU
5. All Co-Ordinator of the PG & UG (Santali) Department
6. Guard File

MURSHIDABAD UNIVERSITY
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Berhampore (W.B.)

Rajib Mukherjee
REGISTRAR
Registrar
Murshidabad University
Estd-2021