



Ref.No. : BTU / 2021 /DREG/ICC/0035

24 October 2021

Notification on Formation of INTERNAL COMPLAINTS COMMITTEE (ICC)

In compliance to the provisions of POSH act, Internal Complaint Committee - ICC is being constituted as under, at Bir Tikendrajit University-Imphal (Manipur), under the provisions of Section 4 of Sexual Harassment of Women, at workplace (Prevention, Prohibition and Redressal Act 2013-Reg).

Sl. No	Name	Designation	Phone Number	E-mail	Status in the Committee
01	Dr Seram Devika	Astt.Prof. Botany	6909960414	seram.devika@yahoo.com	Chairperson/Presiding Officer
02	Ms N Binta Devi	Astt.Prof. Pharmacy	9612101799	Binidevi83@gmail.com	Member
03	Ms Kh Momota	Astt.Prof. Pharm	9612877337	khmomota2008@gmail.com	Member
04	Ms.Utara Poshtangba	Astt.Prof. Pharm	9774463448	utarap@gmail.com	Member
05	Ms R.Saka	Astt.Prof. Spl Education	9137061538	facultyb.edsp.edu.btu@gmail.com	Member

- Registrar of the University will be the Special invitee member in the committee to observe the proceedings, provide due suggestions and assure taking appropriate action on committee recommendations, on behalf of the management

Description:

The very purpose of constitution of ICC under Sexual harassment of women at workplace as per the Prevention, Prohibition and Redressal) act 2013 is to provide protection against sexual harassment of women at work place in any organization. Sexual harassment results into the violation of basic fundamental rights of women such as Right to equality under article 14,15 and right to life and live with dignity under article 21 of the constitution of India.

Sexual harassment includes any one or more of the following unwelcomed acts or behaviors

1. Physical contact and advances
2. A demand or request for sexual favors
3. Making sexually colored remarks
4. Showing pornography or abusive contents
5. Any unwelcome messages through telephone, messaging or any other means of internet

Functions of the ICC Committee:

The Internal Complaints Committee has two major functions to take care of such undesired activities in the organization

1. Preventive function
2. Remedial function



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Preventive function

- To work towards creating an atmosphere for promoting equality, non-discrimination and gender sensitivity.
- To promote and facilitate measures to create a work environment that is free of sexual harassment both for students and staff members.
- Educating employees and students about the Laws, regulations and provisions of Sexual Harassment Act.

Remedial function

- To receive and take cognizance of complaints made about sexual harassment at the university and give every complaint serious consideration.
- Crisis Management, coercive actions, Mediation and Counseling
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.

Rules and Procedures:

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Convenor of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.



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- The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
- All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.
- If the complainant desires to tender any documents by way of evidence, the Committee shall supply true copies of such documents to the defendant. Similarly, if the defendant desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
- In the event that the Committee thinks that supplementary testimony is required, the Convener of the Committee shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
- All information received in the course of the examination and enquiry into a complaint of sexual harassment shall be held in trust by the concerned Committee against Sexual Harassment and the same shall not be made available pursuant to an application under the Right To Information Act, 2005. Such information shall constitute an exception under Section 8 (e) of the Right to Information Act, 2005, as the same is held by the Committee Against Sexual Harassment in a fiduciary relationship and the non-disclosure of the same will not be against public interest. To the contrary disclosure of such information may endanger the life or physical safety of the complainant or any of the witnesses. An exception to this Rule will be when the complainant herself applies for information under the Right to Information Act, 2005.
- A complainant has the right to go public about the complaint of sexual harassment if she so desires. If the Complainant goes public before filing the complaint with the Committee against Sexual Harassment, the same shall not make any prejudice to the Committee members on the case.

How to Lodge a Complaint?

All complaints must be brought by the complainant in person. The following exceptions will be admitted:

1. In cases of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an enquiry, intervention or some other assistance is needed.



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2. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.
3. Complaints can be lodged directly with any member of the ICC, or through existing channels for lodging grievances, If the complaint is made, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.
4. The complaint may be oral or in writing. If the complaint is oral, it shall be documented in writing by the ICC member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be. The members of the Committee shall maintain confidentiality about the proceedings conducted by them.
5. Suspension/ transfer of the alleged harasser from his official position can be considered during the pendency of the enquiry if his presence is likely to interfere with the enquiry.
6. The victim of sexual harassment will have the option to seek transfer of the perpetrator or her own transfer where applicable.
7. All complaints made to any Committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the Committee.
8. The proceedings under these Rules and Procedures of ICC shall not, in any way, be affected by any other proceedings against the defendant taken up by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.
9. The provisions of these Rules and Procedures of ICC shall not restrict the powers of the University or the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of these rules.
10. Committee can take suo-moto notice and take up the complaint on specific cases where no complaint is made by the complainant under the circumstances but prima facie it seems existed.

Penalties:

The penalties listed below are indicative for the members and complainants, and shall not constrain the Global University Arunachal Pradesh administration from considering others, in accordance with the rules governing the conduct of all members of the Global University Arunachal Pradesh.

1. Written apology from the accused
2. Bond on display of good behavior
3. Gender sensitization and behavioral coaching
4. Counseling of the involved parties/ accused



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5. Adverse remarks in the Confidential Report/ character certificate
6. Debarring from supervisory, teaching or any other duties
7. Suspension from the work profile, role list
8. Denial of membership of statutory bodies, committees, forums
9. Denial of re-employment, re enrolment
10. Stopping of increments/promotion/results
11. Reverting, demotion/ de-barring
12. Transfer off employee to other departments/ campus
13. Dismissal of staff / students
14. Withdrawal of residential facilities and prohibition from entry on the campus etc.
15. Any other relevant mechanism which committee finds appropriate on case to case basis.

This constitution of ICC committee conforms to the desired structure of ICC under the provisions of the Act .

The office bearers of ICC at Bir Tikendrajit University shall be functioning for the next **3 years** i.e.till 24/10/2024.

Prof. Dr Ashok Kumar Choudhary

Vice Chancellor

Bir Tikendrajit University –Imphal (Manipur)



CC:

1. Assistant Registrar –BTU
2. Sr. Admin Officer-BTU
3. Members of the ICC Committee
4. HO-BTU –New Delhi
5. Student and Staff Notice Boards