

NOTIFICATION

No: BGU/RO/21/2025

February 28, 2025

INTERNAL COMPLAINTS COMMITTEE (ICC)

In pursuance of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013** and **UGC (Prevention, Prohibition of and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**, the Internal Complaints Committee (ICC) has been reconstituted. Birla Global University is committed to making its campus safe for all employees and students and ensuring the safety and well-being of all members of the University.

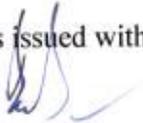
Members of the ICC at Birla Global University are listed below:

S.No.	Name	Members	Email ID	Mobile No
1	Dr. Archana Choudhary	Presiding Officer	archana.choudhary@bgu.ac.in	9437920618
2	Ms. Ashna Siddiqui	Faculty Member	ashna.siddiqui@bgu.ac.in	9778992522
3	Dr. Purnendu Kumar Patra	Faculty Member	pk.patra@bgu.ac.in	8018020094
4	Mr. Dilesh Rawal	Faculty Member	dilesh.rawal@bgu.ac.in	97763 47099
5	Ms. Sruthi Rajan	Faculty Member	sruthi.rajan@bgu.ac.in	85938 49686
6	Mr. Pranab Das	Staff Member	pranab.das@bgu.ac.in	9776129900
7	Mrs. S Varsa Samantashinhar	Staff Member	varsa@bgu.ac.in	8658765630
8	Mrs. Namrata Chadha	External Member	namrata.chadha@gmail.com	9437001325
9	Ms. Arpita Rani Bhotra	Student Member	arpita.bhotra26@bgu.ac.in	8926063598
10	Mr. Jeetdan	Student Member	jeetdan27@bgu.ac.in	9099990889
11	Mr. Amit Bebarta	Student Member	amit.bebarta26@bgu.ac.in	7978436242

The ICC will deal with cases of sexual harassment against students, staff, and faculty members. In dealing so, the ICC shall comply with the procedure prescribed in the **UGC (Prevention, Prohibition of and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**, for making a complaint and initiating an inquiry. Student members' attendance is mandatory in ICC matters that involve a student. If someone faces sexual harassment or perceives as facing it, they may contact any member of the ICC verbally, in writing, or via email to the Presiding Officer. The complaint will be confidential, and adequate protection will be provided to the complainant, where necessary.

This notification will supersede the earlier notification in this regard and be effective immediately. The working rules of ICC is enclosed herewith.

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


REGISTRAR



**Working Rules for Internal Complaints Committee (ICC)
of
Birla Global University, Bhubaneswar**

In pursuance of the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013* and *UGC (Prevention, Prohibition of and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015* and the Rules framed there under, the Birla Global University (University hereinafter) hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act. In addition, the ICC of the University includes all aggrieved genders who may complain. The procedure complies with the basic principles of natural justice and fair play and has to be adhered to in all complaints, though, in individual complaints, for reasons to be stated in writing, the ICC reserves the right to make exceptions to the procedure stated hereunder.

1. Any complainant (woman, man, or other) may submit a written complaint of sexual harassment at the workplace to the ICC within three months from the date of the incident. The complaint should be emailed to **icc@bgu.ac.in**. A list of witnesses may be provided at a later stage during the proceedings.
The ICC may, upon recording valid reasons in writing, extend the time limit for filing a complaint by a maximum of three months if it is satisfied that exceptional circumstances prevented the complainant from submitting the complaint within the prescribed period.
2. Any complaint received by the members of the University should be immediately forwarded to the Chairperson, and this must be notified to other committee members if the Chair deems it appropriate at the earliest and not later than 5 working days, and a meeting should be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie and recommend to the University that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint, and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
5. The Committee will assist the complainant in filing a police complaint regarding an offense under the Bhartiya Nyaya Sanhita/the Indian Penal Code upon request.
6. The Committee may, before initiating an inquiry, at the request of the complainant, take steps to settle the matter between her/him/other and the respondent through conciliation.
7. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the employer for necessary compliance.

8. The Committee shall provide copies of the settlement as recorded under (7) to the complainant and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.
9. If a conciliation is not found to be feasible, notice will be issued to both parties for a hearing.
10. The Committee may recommend the appropriate authority to ensure the safety and protection of the complainant if and when required.
11. As an interim measure, ICC may recommend
 - a. the transfer of the complainant or the respondent to another section or Department as deemed fit by the Committee.
 - b. grant leave to the complainant for up to a period of three months or :
 - c. restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the complainant.
 - d. grant such other relief to the complainant as the case may require.
12. The Committee shall proceed to make an inquiry into the complaint in accordance with the provisions of the service rules or regulations applicable to the respondent considering sexual harassment as a misconduct.
13. The Chairperson shall convene the first hearing of the inquiry. The respondent, the aggrieved complainant, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the inquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by ICC.
14. The Committee shall provide reasonable opportunity to the complainant and the respondent for presenting and defending her/his/their case.
15. The Committee may at any time during the inquiry proceedings, preclude the face-to-face examination of the respondent and the complainant and/or their witnesses keeping in view the need to protect the complainant or the witnesses from facing any serious health and/or safety problems.
16. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice. The complainant /respondent has to submit the written reply before the committee within the specified time given.
17. The Committee shall have the right to summon, as many times as required, the respondent, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
18. The Committee shall have the power to summon any official papers or documents pertaining to the complainant as well as the respondent.
19. The past history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
20. The Committee shall have the right to terminate the inquiry proceedings and to give an ex-parte decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the chairperson.
21. The complainant and the respondent, or any one person on their behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses' names and identities. Any person nominated by the complainant and/or the respondent on her/his/their behalf shall be (only) either a student or a member of the academic or



non-teaching staff. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant /respondent should inform the chairperson specifically if they wish to exercise this right. The chairperson shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.

22. The complainant and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding 10 days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
23. All proceedings of the ICC shall be recorded in writing and audio recording may also be made if deemed fit by the committee, not exceeding 5 days. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. The minutes and the written proceedings will be authenticated on the next available opportunity, not exceeding five days.
24. If the complainant desires to tender any documents through evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the complainant.
25. If the Committee decides that supplementary testimony is required, the Chairperson shall provide a summary of the proceedings to the relevant individuals and grant them a period of seven days to submit their testimony, either in person or in writing, to the Committee.
26. The aggrieved complainant and the respondent shall have the right to cross-examine all witnesses. However, such cross-examination shall be conducted exclusively through written questions and responses facilitated by the Committee. The respondent shall not have the right to cross-examine the complainant or their witnesses directly.
27. The respondent/ complainant may submit to the Committee a written list of questions that he/she desires to pose to the complainant. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory, or gender-insensitive.
28. Amicus Curie can be called to help the committee if and when required.
29. The Committee shall conclude the inquiry within a period of 90 days from the receipt of the complaint and shall submit a detailed reasoned report to the University after concluding its investigation.
30. If the Committee finds no merit in the allegations, it shall report the same to the University.
31. If the Committee determines that the allegations against the respondent are proven, it shall recommend appropriate actions to be taken by the University. The recommended actions may include:
 - a. A written apology
 - b. Warning
 - c. Reprimand or censure



- d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Undergoing a counselling session
 - g. Carrying out of community service
 - h. Terminating the respondent from service /University
 - i. Any other punishment according to the service rules applicable to the respondent
 - j. Any other punishment in accordance with the UGC rules and regulations.
32. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the complainant or any other person making the complaint has made the complaint knowing it to be false, or the complainant or any other person making the complaint has produced any forged or misleading document, it may recommend to the University to take action against such falsification.
33. Nothing precludes the University authority from taking cognizance of any new fact or evidence that may arise or be brought before it during the pendency of the inquiry proceedings or even after communicating the findings to appropriate University authorities.
34. If the allegation(s) is/are proved against the respondent, the Committee may direct the University to ensure the payment of compensation to the complainant by the respondent and the amount to be given in writing to the committee. The determination of compensation to the aggrieved complainant shall be decided based on the following facts:
- i. The mental trauma, pain, suffering, and emotional distress caused to the aggrieved complainant.
 - ii. The loss of career opportunity due to the incident of sexual harassment.
 - iii. Medical expenses incurred by the victim for physical or psychiatric treatment
 - iv. The income and financial status of the respondent
 - v. Such payment will be made in a lump sum, if not otherwise decided.
35. The University authorities will file a compliance report to the Committee within 30 days of issuance of such recommendation.
36. ICC shall have the necessary powers to take *suo motu* notice of incidents of sexual harassment and/or gender injustice on the University campus and act against the same in such manner as it deems appropriate.
37. The identity of the complainant, respondent, witnesses, and proceedings of the Committee and its recommendations and the action taken by the University shall not be published, communicated, or made known to the public, press, or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
38. No legal practitioner will be allowed to represent either the aggrieved complainant or the respondent in proceedings before the Internal Complaints Committee.
39. The Committee has the powers of a civil court in the following cases
- i. Summoning and enforcing the attendance of any person related to the incident.
 - ii. Requiring the discovery and production of any documents
 - iii. Any other matter relating to the incident as decided by the Committee from time to time.
40. The Committee shall adhere to all applicable UGC rules and regulations, as amended from time to time.

