



CUHP/REG/INT/2023/1791

November 29, 2023

**CONSTITUTION: INTERNAL COMPLAINTS COMMITTEE (ICC)  
PREVENTION OF SEXUAL HARASSMENT**

In pursuance of UGC (Prevention, prohibition and redressal of Sexual Harassment of women employees and students in Higher Educational Institutions) Regulations, 2015 to be read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual Harassment at work place for the Session 2023-24.

<b>Sr. No</b>	<b>Name &amp; Employee ID</b>	<b>Designation</b>
1.	Dr. Rashmi Aggarwal (E1506067)	Presiding Officer
2.	Dr. Gagandeep Kaur (CU956)	Member
3.	Dr. Minaxi Dassi (CU644)	Member
4.	Ms. Navdeep Kaur (CU901)	Member
5.	Mr. Nitin Sharma (E1404012)	Member
6.	Ms. Twinkle (CU1190)	Member
7.	Mr. Rohit Kumar NGO Activist (External)	Member
8.	Ms. Namita Aggarwal (PHDPHM22087)	Member (Research Scholar)
9.	Ms. Jasmine (2111985023)	Member (Master's Student)
10.	Ms. Avishka Dhiman (2211981117)	Member (Undergraduate Student)
11.	Dr. Sandhya Sharma (CU127)	Member Secretary

ICC shall comply with the procedure prescribed in the UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner. The Constituted Committee will deal with the following:

1. Implementation of security procedures for women.
2. Addressing the complaints regarding any misbehavior with women and respect confidentiality of the complainant.
3. Assisting the complainants and providing them with suitable solution and corrective actions.
4. Investigating the cases and recommending action against offenders
5. Providing emotional support and counseling to the victims of sexual harassment.
6. Counseling services for the students and conducting workshops/seminars on women safety,
7. Organizing special classes for self defense of the women.
8. Showing the short films addressing such problems and rights of the women.
9. Providing information through banners and notices by displaying them in the campus about the contact details of the members of Internal Complaints Committee and helpline numbers.
10. ICC will submit report to Registrar for necessary directions.

**Process of making complaint of sexual harassment:**

Timelines as per the Act:

Submission of Complaint	Within 3 months of the last incident
Notice to the Respondent	Within 7 days of receiving copy of the complaint
Respondent to reply	Within 10 days of receiving copy of the complaint
Completion of Inquiry	Within 90 days
Submission of Report by ICC	Within 10 days of completion of the inquiry
Implementation of Recommendations	Within 30 days
Appeal	Within 30 days of the recommendations

The Committee shall meet at least twice in a year but the Chairperson may direct additional meetings to be held as and when required. The term of office of the members of the ICC shall be for a period of three years. The Minutes of Meeting shall be submitted in the Registrar Office on regular basis.

  
**Registrar****Copy to: All Concerned**