



ROYAL GLOBAL UNIVERSITY

— GUAHATI —

ANNUAL REPORT

**Internal Complaints Committee
(ICC)**

July 2017- June 2022



INTRODUCTION

The Internal Complaints Committee (ICC) is an essential component of organizations committed to fostering a safe and inclusive working environment. It is mandated by law in several countries, including India (under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013). The ICC serves as an impartial body responsible for addressing complaints related to workplace harassment, discrimination, or any other misconduct. In this write-up, we will explore the objectives, members, and procedures of an Internal Complaints Committee.

The University Grants Commission (UGC) has mandated the establishment of an Internal Complaints Committee (ICC) in universities to address complaints related to sexual harassment and ensure a safe working and learning environments for all. In this write-up, we will explore the objectives, members, and procedures of an Internal Complaints Committee in a university setting, as per the UGC guidelines.

Objectives of the Internal Complaints Committee

The objectives of an Internal Complaints Committee in a university are as follows:

- **Prevention of Sexual Harassment:** The ICC aims to prevent and address incidents of sexual harassment within the university campus or any associated institutions.
- **Promote Gender Equality:** The committee seeks to promote gender equality and ensure a campus environment free from discrimination and harassment based on sex or gender.
- **Create Awareness:** The ICC organizes awareness programs, workshops, and seminars to educate the university community about sexual harassment laws, preventive measures, and the grievance redressal mechanism.
- **Confidentiality and Support:** The committee ensures that complainants can report incidents in a safe and confidential manner. It also provides support and guidance to the complainant throughout the investigation process.
- **Fair and Impartial Investigation:** The ICC conducts prompt and unbiased investigations into complaints, ensuring due process and maintaining confidentiality for all parties involved.

Members of the Internal Complaints Committee

As per the UGC guidelines, the Internal Complaints Committee in a university typically consists of the following members:

- **Presiding Officer:** A senior faculty member or administrator, preferably a woman, who acts as the chairperson of the ICC and leads the committee's activities.
- **Faculty Members:** Representatives from different departments or disciplines within the university, both men and women, who are well-versed in issues related to gender, human rights, or social justice.
- **Non-Teaching Staff:** The committee includes members from the non-teaching staff, ensuring representation and diversity across different categories of employees in the university.
- **Student Representatives:** The ICC may include one or more student representatives who are nominated or elected by the student body to provide student perspectives and insights during the complaint resolution process.
- **External Member(s):** The UGC guidelines also recommend including an external member, such as a legal expert, social worker, or representative from a women's organization, to ensure impartiality and transparency in the investigation process.

Procedure for Internal Complaints Committee

The procedure for an Internal Complaints Committee in a university, as per UGC guidelines, typically involves the following steps:

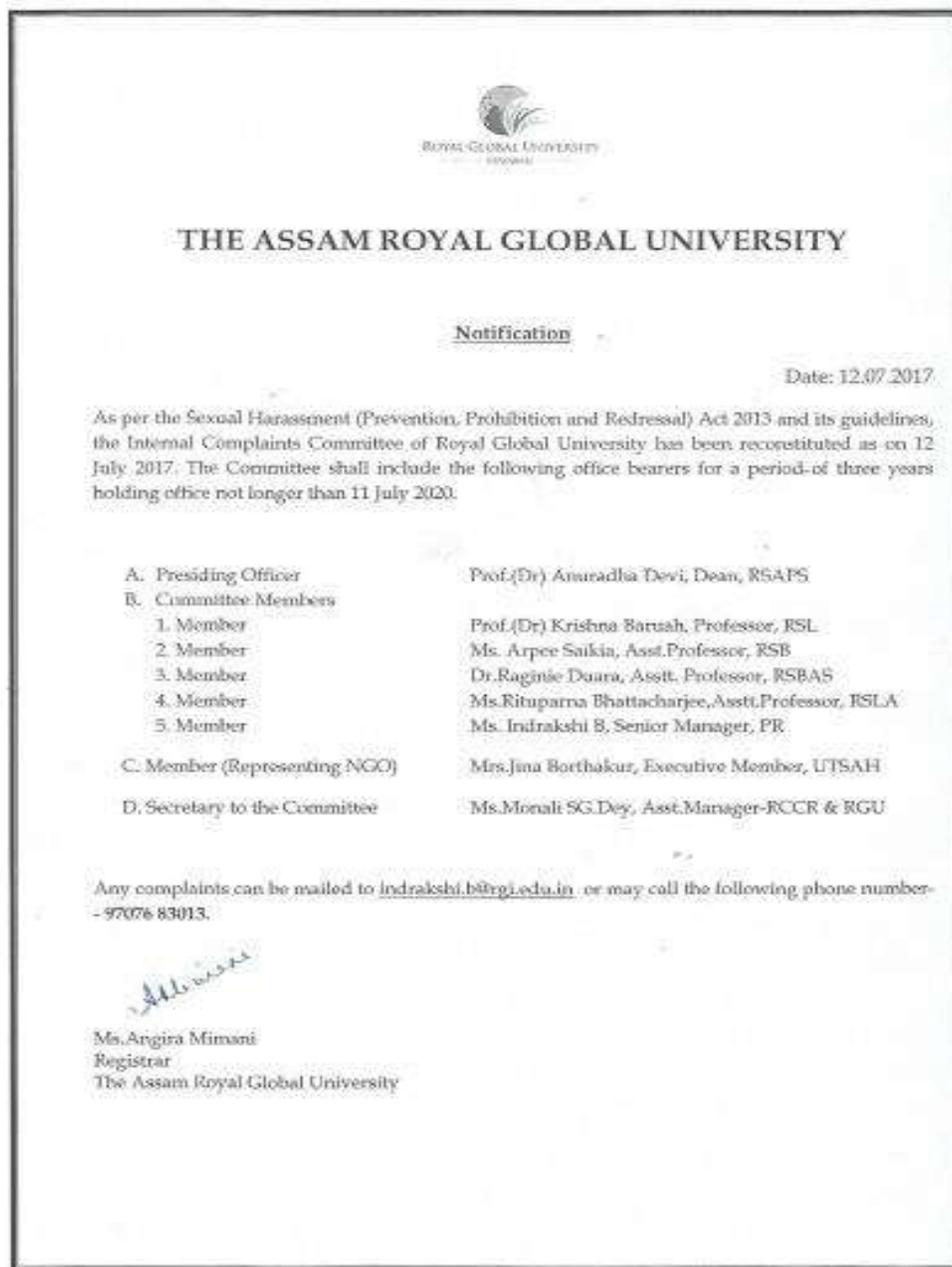
- **Complaint Registration:** The ICC establishes a formal process for registering complaints, including anonymous complaints, and ensures the availability of complaint boxes or online platforms for ease of reporting.
- **Preliminary Assessment:** The committee conducts an initial assessment of the complaint to determine its validity and seriousness. If the complaint falls within the purview of the ICC, an investigation is initiated.
- **Investigation:** The ICC conducts a thorough and impartial investigation, ensuring the principles of natural justice. This may involve gathering evidence, interviewing witnesses, and maintaining confidentiality throughout the process.
- **Report and Recommendations:** Based on the investigation findings, the ICC prepares a detailed report outlining the facts, conclusions, and recommended actions, such as disciplinary measures or preventive measures to be taken by the university.
- **Action and Follow-up:** The university administration takes appropriate disciplinary actions or provides remedies based on the ICC's recommendations. The committee ensures the implementation and follow-up of the recommended actions.
- **Reporting and Documentation:** The ICC maintains comprehensive records of all complaints, investigations, and actions taken, ensuring the privacy and confidentiality of the parties involved. The committee submits an annual report to the university administration summarizing.

**Annual Reports on the Internal Complaints Committee (ICC)
The Assam Royal Global University.**

Formation of Committee

1. First ICC: 12th July, 2017- 11th July, 2020

The first Internal Complaints Committee was formed in the Assam Royal Global University in the year 2017 on 12.07.2017. The notification of the formation of ICC is given below.



The tenure of the committee was from 12.07.2017 to 11th July, 2020.

2. Activity report

1. Awareness programme on 15th December 2017

On 15th December, 2017, an awareness programme was organized by ICC for all faculty members and staff of The Assam Royal Global University. Prof Anuradha Devi, ICC president spoke on the formation of ICC in the University. She also emphasized on the objective and role of ICC towards creating a better work environment in the University. Advocate Rakhee Choudhury addressed the gathering as the resource person in the event. Ms. Indrakshi B, member ICC committee has introduced all members of the ICC and elaborated on the procedure for submission of complaints.

6/13/23, 12:36 PM

Email - Anuradha Devi - Outlook

Meeting on Sexual Harassment Act 2013-Internal Complaints Committee(ICC) on 15th December 2PM

Indrakshi B <indrakshi.b@rgi.edu.in>

Mon 11/12/2017 15:49

To:ROYAL SCHOOL OF APPLIED & PURE SCIENCES <rsaps@rgu.ac>;ce <CE@rgi.edu.in>;CSE <CSE@rgi.edu.in>;ME <ME@rgi.edu.in>;EE <EE@rgi.edu.in>;ECE <ECE@rgi.edu.in>;rsb <rsb@rgu.ac>;ROYAL SCHOOL OF LAW & ADMINISTRATION <rsla@rgu.ac>;ROYAL SCHOOL OF LANGUAGES <rsi@rgu.ac>;Department of Psychology <psychology@rgu.ac>;Department of Sociology <sociology@rgu.ac>;Department of Economics <eco@rgu.ac>;ROYAL SCHOOL OF COMMUNICATION & MEDIA <rscm@rgu.ac>;Royal Group of Institutions <rgi.edu.in>;Royal School of Architecture <rsa@rgu.ac>;ROYAL SCHOOL OF FINE ARTS <rsfa@rgu.ac>;Royal School of Fashion & Technology <rsft@rgu.ac>;Royal School of Commerce <rsc@rgu.ac>;Administrative Staff <Admin@rgi.edu.in>;Technical <Technical@rgi.edu.in>

Cc:Vice Chancellor <vice-chancellor@rgu.ac>;Ankur <ankur@rgi.edu.in>;Angira Mimani <Angira.Mimani@rgi.edu.in>;Anuradha Devi <anuradha.devi@rgi.edu.in>

Dear All,

As per the guidelines laid down by UGC and AICTE, sensitization programmes are to be conducted every year on the Sexual Harassment Act 2013 and the rules and regulations laid therein.

The Internal Complaints Committee-RGU has scheduled a meeting for all staff & faculty members on

Date: 15 December 2017

Time: 2PM-3PM

Place: Seminar Hall, Block A, 1st Floor.

Kindly note that attendance is compulsory.

Regards,
Indrakshi B
Senior Manager-PR
Royal Global University
(erstwhile Royal Group of Institutions)
Betkuchi, Opp. Tirupati Balaji Temple,
NH 37, Guwahati 781035
Phone: 97076 83013 // www.rgu.ac



Advocate Ms. Rakhee S Choudhury sensitized members on Sexual Harassment Act 2013.



1.3 Awareness programme on 28th September, 2018

An awareness programme was organized by ICC for all faculty members and staff of The Assam Royal Global University On 28th September 2018, Prof Anuradha Devi, ICC president welcomed the faculty and staff members of The Assam Royal Global University and laid down the objective of the meeting. Ms. Indrakshi B, member ICC committee has introduced the resource person of the event, Advocate Rakhee Choudhury to the audience. Advocate Rakhee Choudhury on her talk highlighted all important points of the Sexual Harassment (Prevention, Prohibition and Redressal) Act 2013. Ms. Choudhury also interacted with the audience and answered all their queries.

From: Indrakshi.B [mailto:indrakshi.b@rgu.edu.in]
Sent: Monday, September 24, 2018 12:54 PM
To: 'psychology@rgu.ac'; 'sociology@rgu.ac'; 'eco@rgu.ac'; 'rsaps@rgu.ac'; 'rsa@rgu.ac'; 'rsc@rgu.ac'; 'rscom@rgu.ac'; 'rsft@rgu.ac'; 'rsfa@rgu.ac'; 'rsi@rgu.ac'; 'rsia@rgu.ac'; 'rsb@rgu.ac'; 'cse@rgu.edu.in'; 'ce@rgu.edu.in'; 'ee@rgu.edu.in'; 'ece@rgu.edu.in'; 'me@rgu.edu.in'; 'technical@rgu.edu.in'; 'bsh@rgu.edu.in'; 'rsls@rgu.ac'; 'rstsc@rgu.ac'; 'rsees@rgu.ac'; 'rshss@rgu.ac'; 'rshmct@rgu.ac'
Cc: vice-chancellor@rgu.ac; Ankur; angira.mimani@rgu.edu.in
Subject: Interactive session on ICC, 28 September at 4.30PM

Dear All,

\\hsulbook.office305.com/mail/td/AADKADNYzgzZLTVmYTUINDiYy1hZVMwLWUzNGI3OTdmNTMwYwAQAOPL%2BAZUp0Wzq8R7sTB... 1/2

03, 12:53 PM

Email - Anuradha Devi - Outlook

As per the guidelines laid down by UGC and AICTE, sensitization programmes are to be conducted every year on the Sexual Harassment Act 2013 and the rules and regulations laid therein.

The Internal Complaints Committee-RGU has scheduled a meeting for all staff & faculty members on

Date: 28 September 2018

Time: 4.30PM-5PM

Place: Seminar Hall, Block A, 1st Floor.

Kindly note that attendance is compulsory.

Regards,
Indrakshi B
Senior Manager-PR
Royal Global University
(erstwhile Royal Group of Institutions)
Betkuchi, Opp. Tirupati Balaji Temple,
NH 37, Guwahati 781035



1.4 Awareness programme on 3rd October 2018

Ms. Anju Talukdar, Executive Director of Multiple Action Research Group (MARG), New Delhi in association with British Council held an awareness programme on Sexual Harassment (Prevention, Prohibition and Redressal) Act 2013(SHA) 3 October 2018. The event was organized by ICC for faculty and Students of The Assam Royal Global University.



1.5 Awareness programme on 15th December, 2020

ICC sensitization programme conducted for all RGU members, on 12 March 2020, an awareness programme was conducted where Dr.Pratiti Burman was the resource person.

ICC awareness programme on 15 December

Indrakshi B <indrakshi.b@rgi.edu.in>

Thu 03/12/2020 16:27

To: Anuradha Devi <anuradha.devi@rgi.edu.in>

Cc: Registrar <registrar@rgu.ac>

Respected Madam,

As per ICC guidelines, an awareness meet is to be organized for all faculty and staff.

I request your kind self to grant permission to have the same on 15 December at 4.30PM in Seminar Hall, Block A.

Regards,

Ms.Indrakshi B.

Senior Manager-PR

Royal Global University

Betkuchi,NH 37, Guwahati 781035

Phone: 97076 83013

www.rgu.ac



2. Complaint Received and resolutions:

During the tenure of the first ICC (12th July, 2017- 11th July, 2020), three complaints received. During the Preliminary Assessment, the complaints were found to be of nature of grievances and not fall under the purview of sexual harassment. All cases were resolved with mutual agreement. All meetings were held with utmost confidentiality. The records of meetings and resolutions are kept in confidential files of ICC.

II. Second Committee : 5th August,2020 - 4th August, 2023

1. Reconstitution: After Completion of tenure of the first ICC, the new committee is reconstituted which is given below.


ROYAL GLOBAL UNIVERSITY
UNIVERSITY

THE ASSAM ROYAL GLOBAL UNIVERSITY

Notification

Date: 24.03.2022

As per the Sexual Harassment (Prevention, Prohibition and Redressal) Act 2013 and its guidelines, the Internal Complaints Committee of Royal Global University has been reconstituted as on 5 August 2020. The Committee shall include the following office bearers for a period of three years holding office **not longer than 4 August 2023**. Due to leave of few members, new members are included. The constituted Internal Complaints Committee is as follows:

			Contact Number
A	Presiding Officer	Prof.(Dr.) Anuradha Devi, Dean, RSAPS	9435102678
B	Member	Prof. (Dr) Krishna Baruah, Prof, RSL	9435119018
	Member	Dr.Soumitra Sen, Professor, RSHM & RSTTM	9864044546
	Member	Dr. Jwmwishree Boro, Asstt. Prof, RSBAS	8811950888
	Member	Dr. Susmita Dey, Asst.Prof, RSLSC	9101669177
	Member	Dr. Ranjan Dutta Kalita, RSBSC	8876861445
	Member	Ms. Dipika Tulshyan, Asstt. Registrar, RGU	9678009412
C	Member (Representing NGO)	Mrs. Jina Borthakur, Executive Member, U TSAH	
D	Member Secretary	Dr. Arpee Saikia, Asst.Prof, RSB	9706727218

Complaints may

- Be submitted in person to Prof.(Dr) Anuradha Devi, Dean, RSAPS or Dr. Arpee Saikia , Asstt.Prof.,RSB
- Be sent through mailed to anuradha.devi@rgi.edu.in/arpee.saikia@rgi.edu.in
- call the following phone numbers – 9706727218/ 94351 02678.


Dr. Diganta Munshi
Registrar
The Assam Royal Global University

This ICC will complete its tenure on 4th August, 2023 and 3rd ICC will be formed.

2. Activity report:

2.1 Awareness programme on 27th June 2022

On 27th June 2022, ICC and Gender Sensitization Cell RGU organized a very relevant and fruitful session on Gender Education: Thinking Beyond Binary Notion. The Guest Speaker was Rituparna Neog, a leading queer rights activist from Assam, poet, story teller and development sector worker.



2.2 Complaint Received and resolutions:

During the tenure of the 2nd ICC (5th August,2020 till date), Two complaints received. One complaint from a female faculty and the other was a female student. During the Preliminary Assessment and few hearings, the complaints were found to of nature of grievances and not fall under the purview of sexual harassment. All cases were resolved with mutual agreement. All meetings were held with utmost confidentiality. The records of meetings and resolutions are kept in confidential files of ICC.

Conclusion:

The establishment of an Internal Complaints Committee in accordance with UGC guidelines is of utmost importance in universities. The committee serves as a dedicated body to address complaints related to sexual harassment, promotes gender equality, and creates a safe and inclusive campus environment. By ensuring fair and impartial investigations, maintaining confidentiality, and providing support to complainants, the ICC plays a crucial role in upholding the rights and well-being of students, faculty, and staff. It is essential for universities to implement and adhere to the UGC guidelines, empowering the ICC to fulfill its objectives effectively. Through proactive measures, awareness campaigns, and timely resolution of complaints, universities can foster an environment that is respectful, equitable, and conducive to learning and growth.

The ICC, The Assam Royal Global University strives to ensure that the university is a safe space for the female employees as well as the female students. Besides this, the committee aims to create awareness among the employees and students about the concepts, definitions and behaviours related to sexual harassment and the ways to prevent such behaviour.



Anuradha Devi

Prof. (Dr.) Anuradha Devi
Chairperson

Internal Complaints Committee
The Assam Royal Global University



ROYAL GLOBAL UNIVERSITY
GUWAHATI

Address: Royal Global University, Betkuchi, NH-37, Ghy-781035, Assam, India.

Mobile: 9707683013

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