



Dr Sagar Mal Juniwal's

APEX UNIVERSITY, JAIPUR

Established by the Rajasthan State Legislature vide Act No. 27 of 2018, Recognized U/s 2(f) of the UGC Act, 1956.



Ref. No. AU /

Date :

Date: 01/08/2022

Internal Complaints Committee (ICC)

Roles and Responsibilities:

1. The ICC is responsible for organizing awareness programs and training sessions for employees and students to ensure they are informed about the prevention and prohibition of sexual harassment.
2. The committee is responsible for conducting a fair and impartial inquiry into the complaints received. This may involve gathering evidence, interviewing involved parties, and maintaining confidentiality.
3. Based on the findings of the inquiry, the ICC recommends appropriate actions to be taken against the accused. This could include disciplinary action, counseling, or any other measures to ensure a safe and harassment-free environment.
4. The ICC may be responsible for monitoring the implementation of its recommendations and ensuring that the institution complies with the regulations and guidelines related to preventing sexual harassment.
5. The committee may organize sensitization programs for employees and students to promote a respectful and inclusive work and study environment.
6. The ICC should maintain records of all complaints, inquiries, and actions taken, ensuring confidentiality and privacy are respected.





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OFFICE ORDER

Subject: Reconstitution of the Internal Complaints Committee

In citation of the act 'Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal), 2013, and the rules provided there under, the Internal Complaints Committee is thus being reconstituted with the following members further to the approval of Hon'ble President.

The said Cell is to strive to eliminate work place sexual harassment and improve their proactive participation.

S.No	Name	Address	Designation
1	Dr. Veena Chhangani Dean, Faculty of Humanities & Arts	B-207, Vyas Apartments, Kumbh Marg Pratap Nagar, Jaipur. Mobile No : 9414939142	Convenor
2	Dr Manjul Mishra, Professor, Dept of Chemistry, Faculty of Basic Life & Applied Sciences	B-710 Jawahar Nagar, Pokhraj Element, Kota Mobile : 9829117687	Member
3	Dr Jaya Sharma, Principal, School of Pharmacy.	56 A, Monika Vihar 1st, New Sanganer Road, Mangyawas, Jaipur. Mobile No: 9413971301	Member
4	Ms Subhash Motwani	NGO Representative	Member
5	Air Commodore Devendra Singh Shekhawat (VSM) Dean Academics	House No: 388, Ekta- Path, Vidyut Nagar A, Near Ajmer Road, Jaipur Mobile: 7240000849	Member Secretary

REGISTRAR

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APEX UNIVERSITY
JAIPUR

Copy to:

- 1) P.A to Hon'ble Chairperson
- 2) P.A to Hon'ble President
- 3) All Dean / HOD
- 4) Student Notice Board
- 5) Guard File