

NOTIFICATION**INTERNAL COMPLAINTS COMMITTEE**

As per the REVA University Statutes relating to the Internal Complaints Committee and approved by the relevant authorities of the University. This Committee will come into force from the date of Notification.

Sl. No.	Members	Designation
1.	Dr. Aarthi Thyagi Professor, School of Legal Studies Email ID: aarati.tyagi@reva.edu.in	Chair Person
2.	Dr. Bhavana B Director, Civil Engineering Email ID: dir.ce@reva.edu.in	Member Secretary
3.	Dr. Ramalinga Reddy Y Dean, General Administration Email ID: ramalingareddy@reva.edu.in	Member
4.	Dr. Beena G Controller of Examinations Email ID: beena@reva.edu.in	Member
5.	Mrs. Saraswathi S Chief Librarian, Department of Library Email ID: saraswathi.s@reva.edu.in	Member
6.	Dr. Bharathi S.H Professor, School of ECE Email ID: bharathish@reva.edu.in	Member
7.	Mr. Neelakantaiah H S Deputy Registrar, Dept. of Administration Email ID: neelakanta.hs@reva.edu.in	Member
8.	Dr. Nitu Ghosh Associate Professor & Director, School of Management Studies Email ID: nitu.ghosh@reva.edu.in	Member
9.	Student Representative* *To be invited if the matter involves students	Member
10.	Prof. Shilpa B R Associate Professor, School of Applied Sciences - BT Email ID: shilpa.br@reva.edu.in	Member

The tenure of the above members of the Committee is for a period of two years (2024 to 2026).


Registrar (I/C)
REVA UNIVERSITY
Yelahanka, Bengaluru-64

To:

All the members of the Committee.

Copies to :

1. Office of the Chancellor
2. Office of the Pro Chancellor
3. Office of the Vice Chancellor
4. Office of the Registrar
5. Office File

Internal Complaints Committee

Establishing a robust Internal Complaints Committee (ICC) with clear functions, rules, and responsibilities is crucial for ensuring a safe and respectful workplace and academic environment at REVA University. This framework is aligned with both legal requirements and institutional values, promoting gender equality and preventing sexual harassment effectively.

Functions of the ICC:

- **Receiving Complaints:** Receive complaints of sexual harassment from employees, students, or any other person associated with REVA University.
- **Investigation:** Conduct a fair and timely investigation into complaints received.
- **Resolution and Recommendations:** Make recommendations based on the investigation to the university administration for appropriate action.
- **Awareness Programs:** Organize workshops and awareness programs on sexual harassment and related laws.
- **Quarterly Reports:** Prepare and submit quarterly reports to the University authority on the number and nature of complaints received and actions taken.

Responsibilities of the ICC:

- **Impartiality:** Maintain impartiality and confidentiality during the investigation process.
- **Timeliness:** Ensure complaints are addressed promptly and within the stipulated time frame.
- **Sensitivity:** Handle complaints with sensitivity and empathy towards the complainant.
- **Record Keeping:** Maintain proper records of complaints, investigation proceedings, and actions taken.
- **Compliance:** Ensure compliance with UGC guidelines and the Sexual Harassment Act.

Complaint Redressal Procedure:

- **Filing a Complaint:** Provide mechanisms for complainants to submit complaints either in person, in writing, or electronically.
- **Investigation:** Conduct a fair investigation, allowing both parties to present evidence and witnesses.
- **Recommendations:** Based on the findings, recommend appropriate actions to the university administration, such as disciplinary action against the perpetrator.

Rules and Code of Conduct:

- **Confidentiality:** Maintain strict confidentiality throughout the process.
- **Non-Retaliation:** Ensure protection against retaliation for those reporting harassment.
- **Procedural Fairness:** Adhere to principles of natural justice and procedural fairness in all proceedings.
- **Awareness:** Regularly update ICC members on new developments in sexual harassment laws and regulations.



Training and Capacity Building:

- **Training Programs:** Conduct regular training sessions for ICC members on handling complaints and investigative procedures.
- **Skill Enhancement:** Provide opportunities for skill enhancement in conflict resolution and sensitivity training.

Meeting:

- The committee shall meet at least **two times** a year and as per the cases raised.
- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting. It shall be circulated to all Members of the Committee two days before the meeting. All the decisions should be taken based on the majority. After the meeting, the Committee shall approve a report embodying its views, recommendations, and decisions. The MoM of should be shared with concerned University Offices with a copy marked to IQAC.



Internal Complaints Committee (ICC)

Date: 20.12.2022

Sl.No.	Name	Status
1	Dr. M Dhanamjaya Vice-Chancellor Email Id : vc@reva.edu.in	Chairperson
2	Dr. Beena G Controller of Examination Email Id : coe@reva.edu.in	Member
3	Dr. Shubha A Dean, REVA Business School Email Id : dean.rbs@reva.edu.in	Member
4	Dr. Y Ramalinga Reddy Director, School of Civil Engineering Email Id : ramalingareddy@reva.edu.in	Member
5	Dr. Payel Dutta Director, School of Arts & Humanities Email Id : dir.ah@reva.edu.in	Member
6	Dr. Bharathi S Director, School of Legal Studies Email Id : dir.ls@reva.edu.in	Member
7	Dr. N Ramesh Registrar Email Id : registrar@reva.edu.in	Member Secretary


Registrar
REVA University
Bengaluru - 560 064