

Ref. No: AU- HZB/Reg.O/1921/2025-26

Date: 10/02/25

NOTIFICATION

Internal Complaint Committee

Members	Name
Chairperson	Dr. S.R. Rath
Member	Shri Amit Kumar
Member	Dr. Ritesh Kumar
Member	Smt. Nageswari
Member	Dr. Madhavi Mehta
Member	Dr. Dashrath Nag

The tenure of the above said Internal Complaint Committee will be for one year from the date of this notification.



Copy to:

1. PA to VC
2. Dean
3. Committee members
4. Guard file

Roles and Responsibilities:

- In the course of the proceedings, the committee shall have to summon witness and call for documents or any information from any employee.
- Ensures that complaints processes:
 - a) Are clearly documented.
 - b) Are explained to both the parties.
 - c) Offer both informal and formal options for resolution.
 - d) Address complaints in a manner which is fair, timely and confidential.
 - e) Are based on the principles of natural justice.

- f) Provide clear guidance on investigation procedures and record keeping.
- If committee is satisfied that a prima facie case of mental harassment is made out against the accused employee and that there is any change of the reference of any such action, or that it is required to do so in the interest of justice, the committee could recommend for corresponding disciplinary action.
 - At the end, a copy of the report with findings may be sent to the registrar, AISECT University, Hazaribag.

Annual Report

The Chairman of the Committee will prepare an annual report at the end of each academic year giving a full account of the activities of the committee during the year gone by. A copy of the report may be sent to the Registrar, AISECT University Hazaribag.

