

F.No. RGNAU/5252/01/ADMIN

**राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय**  
**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

**Office Order No. RGNAU/ESTT/2025/15, Dated April 16, 2025**

The undersigned is to convey that the Vice Chancellor has been pleased to constitute the Internal Complaints Committee (ICC) under Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 consisting of the following members for a period of three years or until further orders, whichever is earlier :

Sl. No.	Name and address	Position
1	Prof. (Smt.) Vijaya Bhaduria Professor and Former Head Department of Electronics and Communication Engineering MNNIT Allahabad, Prayagraj Email : vijaya@mnnit.ac.in	Presiding Officer
2	Dr. Uday Shankar Associate Professor Rajiv Gandhi School of Intellectual Property Law, IIT Kharagpur Email : uday@rgsoipl.iitkgp.ac.in	Member
3	Dr. Shweta Jatav Assistant Professor, Department of Chemical Engineering Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP Email : sjatav@rgipt.ac.in	Member
4	Mrs. Punam Pandey Chairperson, Shri Annapurna Foundation Shri Annapurna Niwas, Flat No. 479D, Government Colony Tilak Nagar, Gorabazar, Raibareli – 229001 Email : sriannapurnafoundation@gmail.com	Member

**Who comes under the jurisdiction**

- A person employed at a workplace for any work, regular, temporary, ad-hoc or daily wages basis, either directly or through an agent, including a contractor;
- Employed by a contractor with or without knowledge for the principal employer;
- Employed for remuneration or not;
- Working on voluntary basis or otherwise
- Includes a co-worker;
- Contract worker, probationer, trainee, apprentice or called by any other name;
- Domestic worker employed to work in household for remuneration in cash or kind;
- Students, scholars, fellows associated with the University.

**Powers and Functions of ICC**

- Receiving and recording complaints in writing;
- Making inquiry;
- Attempt for compromise;
- Receiving and recording evidences and applying natural justice conditions;
- Complete inquiry into 90 days and submit recommendation to the employer.




Contd. ... P/2

The University will be advised by the ICC and the University will ensure the following functions :

- (1) Provide a safe working environment at the workplace including safety from persons coming in contact at workplace (from those who have access to the workplace as service provider, contractor, workers under ancillary contract.etc.).
- (2) Display at any conspicuous place in the workplace, the penal consequences of sexual harassment.
- (3) Organize sensitization programs at regular intervals for the employees and orientation program for the members of ICC.
- (4) Provide facilities to the ICC for dealing with complaint and conducting enquiry.
- (5) Assist securing the attendance of respondent and witnesses before the ICC.
- (6) Make available all information needed by the ICC in matters connected with the complaint.
- (7) Provide assistance to the woman to file complaint in relation to offence under IPC, if she so chooses.
- (8) Initiate action under IPC against the perpetrator if the complainant so chooses.
- (9) Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct.
- (10) Monitor timely submission of the report by the ICC.

This order shall come into force with immediate effect.

  
कुलसचिव / Registrar

To  
The Presiding Officer and  
All Other Members of the Committee

Copy to :

1. All Heads of the Departments/Sections
2. Consultant (QAPC)
3. Officer on Special Duty (AAE & HR)
4. Officer-in-Charge (Accounts & Establishment)
5. Warden / Assistant Wardens, RGNAU Hostel
6. Administrative Officer  
– with a request to report to the Executive Council at its next meeting
7. Engineer (IT) – with a request to upload in website
8. Engineer (Civil)
9. Estate (In-charge)
10. PS to Vice Chancellor
11. PS to Registrar
12. Security Officer
13. Office File