



Office Order

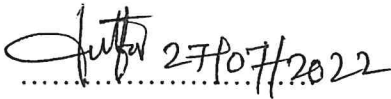
The Sexual Harassment Complaint Committee formed on 19 July 2022 and revised on 24 July 2022 is hereby finalized. This final Committee consisting of the following members will come into force with immediate effect for implementing necessary actions as and when required.

Sl.	Name and Designation	Status in the Committee
1	Ms. Sutapa Dey Barna , Lecturer, DBA	Chairperson
2	Ms. Sultana Musfika Rahman, Lecturer, Department of English	Member
3	Ms. Taspia Salam, Lecturer, Department of CSE	Member
4	Ms. Esana Synthia, Assistant Director Admission	Member
5	Mr. Md. Sobuj, Assistant Lecturer, Department of Textile	Member
6	Mr. Md. Taufiqul Islam, Coordinating Officer, Registrar Office	Member Secretary

The Committee will:

1. Receive complaints directly or through the proctorial body within 30 days of the incident and maintain confidential records of cases.
2. Carry out inquiries and verification and dispose of the minor cases if possible and will submit a written report to the authority of ISU.
3. If the gravity of the case does not allow its disposal out rightly, the Complaint Committee shall submit the investigation report with recommendation(s) within 30 days to the concerned authority for further action.
4. Issue notices to the complainants, the defendants and the witness by registered post for hearing, collection of evidences and consulting documents relating to the matters.
5. Submit annual reports to the authority on the activities of the Committee complying with the above guidelines.
6. Remain valid for the next 02 (Two) years or until further order.

Issued by the order of the authority.

 27/07/2022

Registrar

International Standard University

Copy to:

1. Vice Chancellor
2. Treasurer
3. Deans of all faculties
4. Chairpersons of all departments
5. All Members of the Committee
6. Assistant Director, IT, (To publish in ISU website)
7. Office Copy