

Date: 2 September, 2022

ACTION PLAN

The Internal Complaints Committee (ICC) will organize following activities in the session 2022-23:

- (i) ICC awareness session to newly admitted students in all courses of the institute during their Induction Program.
- (ii) Session on “Gender Sensitization “
- (iii) Talk by doctor for female students on “Teenagers Concerns”
- (iv) Quiz Contest
- (v) Seminar /Physical fitness activity on International Women’s Day, (8 March, 2023).



Dr Ritu Gupta
Chairperson
Internal Complaints Committee



OFFICE ORDER: 14/2022

Internal Complaints Committee (ICC) for Academic Year 2022-23

References:

- (a) Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 - (b) AICTE Notification No. F.AICTE/WH/2016/01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), Regulations, 2016.
1. **KIET** Group of Institutions has **ZERO tolerance policy** against **sexual harassment**. The Internal Complaints Committee (ICC) is hereby reorganized according to the norms specified in the **Act, 2013 & Regulations, 2016** {References (a) & (b) above} as under:-

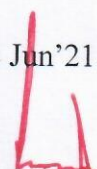
Internal Complaints Committee (ICC)

S.N	Name	Nomination Type	Appointment	Contact
1	Dr. Ritu Gupta (AS)	Presiding officer	Chairperson	9810335686
2	Dr. R Srinivasan (MBA)	Faculty Representatives	Members	9958967555
3	Dr. Preeti Chitkara (HS)			9837524994
4	Ms. Jyoti Srivastava (EN)			9899293208
5	Dr. Neha Bhadauria (ME)			9811523618
6	Dr. Prarthana Srivastava (AS)			9456680456
7	Ms. Reeta Singhal (Lib.)			Staff Representatives
8	Mr. Anil Kumar (MBA)	9012625465		
9	Ms. Pallavi Verma (NGO-Uddeshya) (CSE) IV Yr.	NGO Representative		9506580820
10	Mr. Sarthak Chaudhary (MBA) II Yr.	Student Representatives		7217278061
11	Mr. Aman Rai (B.Pharma) IV Yr.			8290441475
12	Ms. Prachi Barnwal (ME) IV Yr.			9026936042
13	One member from amongst Non-Government Organization <i>or</i> Associations committed to the cause of women <i>or</i> a person familiar with the issues relating to sexual harassment.			On receipt of the complaint, the said member by name would be nominated by the Executive Authority based on his/her availability.

KIET Group of Institutions

2. Roles and Responsibilities (ICC)

- (a) To deal with complaints received from women employees and students. Based on the complaints, ICC shall carry out an enquiry, attempts to resolve the problem through counseling, recommend appropriate punitive action against perpetrators to the competent authority and provides assistance to the victims. The issues shall be dealt with diligence and with due confidentiality.
 - (b) To act as Inquiry Authority on a complaint of sexual harassment.
 - (c) To ensure that complainant and witnesses are not victimized or discriminated because of their complaint.
 - (d) To address issues concerning women specific needs at the workplace.
 - (e) To organize various activities such as lectures and discussions promoting gender equality and gender amity.
 - (f) To take proactive measures towards sensitization of all those, whose workplace is KIET on the rules of Sexual Harassment of Women employees & Students at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
 - (g) The detailed modalities are covered under AICTE Notification No. F.AICTE/ WH/ 2016/ 01 dated 10th June 2016 (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and Students and Redressal of Grievances in Technical Institutions), **Regulations, 2016**
3. The committee will be responsible for redressal of complaints and take proactive measures to exterminate the problem.
 4. The above Committee will be responsible to the Director.
 5. This Office Order supersedes the previous Office Order 08/2021 dated 8 Jun'21.


Dr. (Col) A Garg
Director

25..Aug'22

Distribution:

- Joint Director/ Deans/ Principal-KSOP/HoDs(CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS/AI/AI&ML),COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

Copy to:

- Dr. Ritu Gupta, Prof. AS, Chairperson- ICC
- All concerned members - ICC
- Prof. (Dr.) Ekata, AS - For Information