

# KIET Group of Institutions

Ref/ Dir/ 08 /2021

8<sup>th</sup> Jun'21

## OFFICE ORDER: 08/2021

### Internal Complaints Committee (ICC) for Academic Year 2021-22

#### 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 10<sup>th</sup> 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.No.	Name	Nomination Type	Appointment	Contact
1	Dr. Ritu Gupta (AS)	Chairperson		9810335686
2	Dr. R Srinivasan (MBA)	Faculty Representatives	Members	9958967555
3	Dr. Preeti Chitkara (HS)			9837524994
4	Dr. Brajesh Kr.Tiwari(EN)			9999297600
5	Dr. Neha Bhadauria (ME)			9811523618
6	Ms. Pooja Tyagi (EC)			9999618675
7	Ms. Reeta Singhal (Lib.)			9811471093
8	Mr. Vipin Kumar (AS)	9997126402		
9	Mr. Nageshwar Nath Shukla (NGO-Uddeshya) (ME)	NGO Representative		7007136749
10	Ms.Varnika Jain (CS )	Student Representatives		8755916141
11	Ms. Nishtha Agarwal (ECE)			7351340099
12	Ms. Tanya Bajaj (EN)			9756157777
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.

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## 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 10<sup>th</sup> 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 Orders 07/2020 dated 8 Jun'20 & 12/2020 dated 27 Jun'20 in this regard.



**Dr. (Col) A Garg**  
**Director**

### **Distribution:**

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/CS/CSIT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Head-CRPC, Head-CAM, Head-AEC, Head-IC, Head-EC(IEC), Addl. Head-IIPC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

### **Copy to:**

- Dr. Ritu Gupta, Prof. AS, Chairperson-ICC
- All concerned members - ICC

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