

# KIET Group of Institutions

Ref/ Dir/ 08 /2023

10 Aug'23

## OFFICE ORDER: 08/2023

### Internal Complaints Committee (ICC) for Academic Year 2023-24

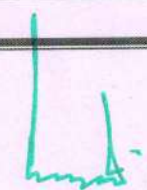
**References:**

- (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. N	Name	Nomination Type	Appointment	Contact	Mail id
1	Dr. Ritu Gupta (AS)	Chairperson	Presiding Officer	9810335686	ritu.gupta@kiet.edu
2	Dr. Shailendra Tiwary (CE)	Faculty Representatives	Members	8923483564	shailendra.tiwary@kiet.edu
3	Dr. Ekata (AS)			9410638178	ekata@kiet.edu
4	Dr. Roma Ghai (KSOP)			9213943075	roma.ghai@kiet.edu
5	Dr. Preeti Chitkara (HSS)			9837524994	preeti.chitkara@kiet.edu
6	Dr. Bhagwanti Bishnoi (AS)			9999754782	bhagwanti.bishnoi@kiet.edu
7	Ms. Reeta Singhal (Lib.)			Staff Representatives	9811471093
8	Mr. Anil Kumar (MBA)	NGO Representative		9012625465	anil.kumar.mba@kiet.edu
9	Ms. Gati Saraswat (ECE) IV Yr.			9058193211	gati.2024ec1183@kiet.edu
10	Mr. Shagun Dahiya (MBA) II Yr.			9084309409	shagun.2224mba1003@kiet.edu
11	Ms. Anushka Srivastava (B.Pharm) IV Yr.			8126653222	anushka.2024bph1024@kiet.edu
12	Mr. Rajveer Mishra (CS) IV Yr.			8948048788	rajveer.2024cs1176@kiet.edu
13	One member from amongst Non-Government Organization or Associations committed to the cause of women or 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.	

  
 ( Director )

# 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 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 Order 14/2022 dated 25 Aug'22.

  
**Dr. (Col) A Garg**  
**Director**  
10...Aug'23

### Distribution:

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

### Copy to:

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