

# KIET Group of Institutions

Ref/ Dir/ 07 /2020

8<sup>th</sup> Jun'20

## OFFICE ORDER: 07/2020

### Internal Complaints Committee (ICC) for Academic Year 2020-21

#### 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
1.	Dr. Ritu Gupta (AS)	Chairperson		9810335686
2.	Dr. R Srinivasan (MBA)	Faculty Representatives	Members	9958967555
3.	Dr. Rajesh K. Mishra (AS)			7838055529
4.	Dr. Preeti Chitkara (AS)			9837524994
5.	Dr. Brajesh K Tiwari (EN)			9999297600
6.	Ms. Neha Bhadauria (ME)			9811523618
7.	Mr. Vipin Kumar (AS)	Staff		9997126402
8.	Ms. Rupal Singh (NGO-Uddeshya) CSE IV Yr.	NGO Representative		7310029781
9.	Ms. Shilpy Tyagi EN - IV Yr.	Student Representatives		9720294353
10.	Ms. Shivani Meena CE - IV Yr.			7983851847
11.	Ms. Himanshi Rawat ME - IV yr.			7251095116

#### 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.

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- (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. The above Order supersedes the previous Office Order 10/2019 dated 7<sup>th</sup> Jun'19 in this regard.

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

**Distribution:**

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CO/CSI), GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, 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