

KIET GROUP OF INSTITUTIONS

INTERNAL COMPLAINTS COMMITTEE

Date: 5 May,2018

ACTION PLAN

Gender awareness and sensitization would help in curbing the gender biases prevailing in the society. So ICC aimed at sensitizing young minds to bring attitudinal changes in their behaviour and which would help in empowering girls to achieve their goals.

Keeping these points in view, following activities will be organized annually by ICC:

- (i) Session on “Gender Sensitization “during Student Induction Program
- (ii) Talk by doctor for female students on “Teenagers Concerns”
- (iii) Quiz Contest on Gender Equity
- (iv) Seminar /Physical fitness activity on International Women’s Day, (8 March).

Besides female students, the female faculty and staff members will also be invited to participate in above activities.



Dr Ritu Gupta
Chairperson
Internal Complaints Committee



KIET Group of Institutions

Ref/ Dir/ 08 /2021

8th 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 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.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.

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 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

KIET Group of Institutions

OFFICE ORDER: 24/2020

Policy to address Sexual Harassment of Women employees & students @ Workplace

1. The Institute has duly constituted **Internal Complaints Committee (ICC)** as per norms AICTE Regulations, 2016 to address issues / provide protection against sexual harassment of women @ workplace / and timely redressal of grievances/complaints (if any). **Ref. Office Order 7/2020 dated 8th Jun'20 & 12/2020 dated 27th Jun'20 (Copy attached).**
2. This policy has been instituted as a **preventive measure** to provide protection / to prohibit unwelcome behaviour that constitutes **workplace sexual harassment. (Annexure-A)**
3. Any incident that violate the principle of equality and breach the dignity of members (faculty/staff/students) may be **reported to this committee i.e ICC for redressal.**
4. It is important as well to ensure that the **emphasis is on prevention** rather than punitive action.

Dr. (Col) A Garg
Director

Distribution:

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

Copy to:

- Chairperson-ICC & team

Policy - Sexual Harassment of women employees & students @ Workplace**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
- (C) Handbook on Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 by Govt. of India, Ministry of Women and Child Development

1. KIET has **ZERO Tolerance** Policy towards sexual harassment. With equal rights, empowerment to women, we at the KIET Group of Institutions, strive to be the 'Agents of Change'. KIET Group of Institutions is committed to provide to all women a place of work and study, free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty, staff, officials and executives, shall treat one another and visitors to the Institute with respect.
2. KIET practices the principle of free inquiry and expression. Free discussion and debate are fundamental to the pursuit of knowledge and this Policy is not intended to stifle teaching methods or freedom of expression. However, especially when dealing with women, there is a thin line between free expression and passage of unwanted remarks. Such incidents are unwarranted and uncalled for. Such acts will not be tolerated, as they not only violate the principle of equality and breach the dignity of all members, but also compromise the integrity of the Institute and its tradition of intellectual freedom.
3. With reference to Act, 2013, AICTE regulations, 2016 and handbook by Govt. of India cited above, Sexual Harassment includes any one or more of the **following unwelcome acts or behavior** (whether directly or by implication): -
 - (i) Physical contact and advances *or*
 - (ii) A demand or request for sexual favors *or*
 - (iii) Making sexually colored remarks *or*
 - (iv) Showing pornography *or*
 - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The **following act or behavior** may also amount to sexual harassment: -

- (i) Implied or explicit promise of preferential treatment in her employment *or*
- (ii) Implied or explicit threat of detrimental treatment in her employment *or*
- (iii) Implied or explicit threat about her present or future employment status *or*


17/06/20

- (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her *or*
- (v) Humiliating treatment likely to affect her health or safety.

4. Some **examples of behaviour that constitute sexual harassment** at the workplace:

- (i) Making sexually suggestive remarks or innuendos.
- (ii) Describing a person's body or her appearance
- (iii) Passing offensive remarks or jokes.
- (iv) Discussing about a person's sexual life.
- (v) Displaying sexist or other offensive pictures, posters, messages, or e-mails.
- (vi) Intimidation, threats, blackmail around sexual favours.
- (vii) Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit
- (viii) Physical contact such as touching or pinching
- (ix) Caressing, kissing or fondling someone against her will (could be considered assault)
- (x) Stalking an individual
- (xi) Abuse of authority or power to threaten a person's job or undermine her performance against sexual favours
- (xii) Compromising a person's reputation by rumour-mongering about her private life.

5. The following behaviour at workplace **may not constitute** sexual harassment: -

- (i) Following up on work absences
- (ii) Requiring performance to job standards
- (iii) The normal exercise on management rights
- (iv) Work related stress e.g. meeting deadlines or quality standards
- (v) Conditions of work
- (vi) Constructive feedback about the work mistake and not the person

6. As mentioned in above cited references (A), (B) & (C) at Para 3 & 4, **anyone violating this Policy will be subject to strict disciplinary actions.**

- (i) Depending upon the severity of the offence, the punishments may include anyone or more such as a written apology, warning, reprimand, censure, undergoing counseling or carrying out community service, withholding of promotion, withholding of pay rise or increments, termination from service.
- (ii) If the accused is a student, depending upon the severity of the offence, the punishments may be :-
 - Withhold privileges of the student such as access to the library, hostel facility, transportation, scholarships, and placement drives.

KIET Group of Institutions

- Suspend or restrict entry into the campus for a specific period;
- Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
- Award reformatory punishments like mandatory counselling and, or, performance of community services.

7. Action against frivolous complaint

- (i) To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have also been made.
- (ii) If the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of para 6 (i), if the complainant happens to be an employee and as per para 6 (ii), if the complainant happens to be a student.

8. To prevent any individual from violating the Policy, all the departments shall: -

- (i) Provide a safe working environment to all women in the department, which shall include safety from the persons coming into contact with them in the department.
- (ii) To build enabling work environments that respects women's rights to equality of status and opportunity.
- (iii) Display at any conspicuous place in the department, as to what constitutes Sexual Harassment and the penal consequences of sexual harassment.

9. The above policy shall apply to the students, academic staff, non-teaching staff, residents, service providers and outsiders. All members of the institute, including those who are in temporary or short-term positions – this policy shall be pertinent for all.


Dr. (Col) A Garg
Director

17 OCT 20

OFFICE ORDER: 12/2020
Addendum to Office Order 07/2020
Internal Complaints Committee (ICC) for Academic Year 2020-21

Ref: Office Order 07/2020 dated 8th Jun'20.

In order to ensure the compliance of 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, two additional members are nominated in ICC as per following details: -

1. Ms. Reeta Singhal (Library staff) as second member from non-teaching staff.
2. 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 – **Keeping in view the availability with external agencies, this member by name would be nominated by the Executive Authority on receipt of the complaint (s).**
3. The above additions shall be read in conjunction with the Office Order under reference.



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

KIET Group of Institutions

Ref/ Dir/ 07 /2020

8th 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 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)	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 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. The above Order supersedes the previous Office Order 10/2019 dated 7th 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

KIET Group of Institutions

Ref/ Dir/ 10 /2019

7th Jun'19

OFFICE ORDER: 10/2019 Re-constitution of Internal Complaints Committee (ICC)

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 reconstituted 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. K.R.Chaturvedi (MBA)	Faculty Representatives	Members	9711869278
3.	Dr. Rajesh K. Mishra (AS)			7838055529
4.	Dr. Preeti Chitkara (AS)			9837524994
5.	Ms. Neha Bhadauria (ME)			9999568050
6.	Ms. Reeta Singhal (Library)			9811471093
7.	Mr. Vipin Kumar (AS)	9997126402		
8.	Ms. Samreen Fatima (NGO-Uddeshya)	NGO Representative		8218680233
9.	Ms. Pranavi Singh Chauhan CSE - IV Yr.	Student Representatives		9548955268
10.	Ms. Vikal Rathi IT - IV Yr.			9643696570
11.	Mr. Geetesh Kr. Gupta ECE - IV yr.			8299382422

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.
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 - (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. The above Order supersedes the previous Office Order 14/2018 dated 20th Jun'18 in this regard.

Dr. (Col) A Garg
Director

07 Jun 19

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head-IC, Addl. Head-IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer

Copy to:

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

OFFICE ORDER: 25 /2020

Re - Constitution of Institute's Proctorial Board

It is to notify that **Institute's Proctorial Board** has been **re-organized** as follows:

Institute Proctorial Board:

S.N	Name	Dept.	Post	Mobile
1	Prof. Bhoopendra Kumar	CSIT	Chief Proctor	9582943933
2	Prof. Yasir Karim	CE	Proctor	9718215799
3	Prof. Om Prakash	IT	Proctor	9582072481
4	Prof. Krishna Vijay Ojha	ME	Proctor	8800625835
5	Prof. Amit Kumar Gupta	MCA	Proctor	9410815532
6	Prof. S.K. Tripathi	EN	Proctor	9873905027
7	Prof. Aditya Bhardwaj	CSE	Proctor	9041710993
8	Prof. Prarthana Srivastava	AS	Proctor	9456680456
9	Prof. Sachin Tyagi	ECE	Proctor	8506097863
10	Prof. Ranchay Bhateja	MBA	Proctor	9319111513
11	Prof. Surya Prakash	KSOP	Proctor	8587017568
12	Prof. Varun Gupta	EIE	Proctor	9045440911
13	Prof. Zatin Gupta	CS	Proctor	9899430033
14	Prof. Ritu	CSIT	Proctor	9667670618

All **HoDs** will be *ex-officio* members of the **Proctorial Board**.

The **broad responsibilities** of Proctorial Board members are attached (**Annexure A**).

The Proctorial board members will be responsible to **Dean-SW** for their duties.

With this, Office Order: 09/2019 dated 31st May'19 stands superseded.

Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CSE/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Addl. HoDs (CS/CSIT) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, 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:

- Dean -SW, Chief Proctor & Proctors - Institute's Proctorial Board & Chief Rectors (Boys/Girls Hostel)

Institute's Proctorial Board – Responsibilities

- To keep regular vigilance in maintaining the discipline
- To monitor the indiscipline cases in the campus and also formulate a policy for the same.
- To deal with indiscipline issues (if any) of both boys/ girls hostel as & when referred by respective Chief Rectors.
- To keep the records of indiscipline cases.
- To propose/ undertake required anti-ragging measures.
- To prepare anti-ragging committee/ squad/ team for proper vigilance.
- To prepare a team of students (02 from each branch) as anti-ragging team members.
- To prepare and display the relevant posters/ banners at relevant places regarding indiscipline act/ punishment.
- To make a team with outside hostel owners and arrange regular meeting with them and keep the records.
- To prepare notices of the decisions approved by Director.



Dr. (Col) A Garg
Director

KIET Group of Institutions

Ref/ Dir/ 09 /2016

26th Mar'16

OFFICE ORDER: 09/2016 **Constitution of Grievance Redressal Committee**

In order to redress employee grievance, a **Grievance Redressal Committee** has been constituted as follows:

Grievance Redressal Committee:

1. Dr. J. Girish, Director - Chairperson
2. Dr. Ritu Gupta, Dean (A)- Member
3. HoD (concerned dept.) - Member
4. Dr. Manoj Goel, CAO- Member
5. Ms. Rekha Singh, Head-HR- **Coordinator**

The employee can submit the written grievance in a sealed cover to the **Coordinator - Grievance Redressal Committee**. The Grievance Redressal Committee shall redress the grievances.


Dr. J. Girish
Director

Distribution:

- Deans/ Principal-KSOP/HoDs (AS/CS/IT/EN/EC/EI/ME/CE/MCA/MBA)
GM-TBI, CAO, Head-HR, Head-CRPC, Manager-IT Operations, Registrar, Admin Officer,
Accounts Officer, Librarian, Purchase Officer, Central Lab

Copy to: All Concerned Members - Grievance Redressal Committee