



**Shri Ramswaroop Memorial College of Engineering & Management
(Pharmacy)**

Tewariganj, Faizabad Road, Lucknow - 226028

Inter Office Note

From : Registrar

To: All

No: Reg./ION/2024-25/ 12

05 November, 2024

**Internal Complaint Committee (ICC)
(Gender Sensitization, Prevention and Prohibition of Sexual Harassment)
(New-appointment/Change of Member)**

This is in reference with constitution of *Internal Complaint Committee* vide policy No. Reg./Policy/2019-20/05 dated 27 Feb 2020 in reference with Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievance in Technical Education Institutions Regulations Act 2013.

In view of completion of tenure of some members, the Internal Complaint Committee has been revised w.e.f. session 2024-25 and are valid till completion of session 2025-26 as –

- | | | | |
|-----|--|---|--|
| (a) | Prof. (Dr.) Indu Prabha Singh, Professor | - | Chairperson |
| (b) | Prof. (Dr.) Vivek Kumar Mishra | - | Member (Nominee - Teaching Faculty) |
| (c) | Ms. Shristy Srivastava | - | Member (Nominee Teaching Faculty) |
| (d) | Dr. L. Chandiramani | - | Member (Nominee Non-Teaching Member) |
| (e) | Ms. Shivani Soni | - | Member (Nominee Non-Teaching Member) |
| (f) | Ms. Shreya Mishra (BP 24 035) | - | Member (Nominee Student Member) |
| (g) | Ms. Saniya Sundrani (2201220130047) | - | Member (Nominee Student Member) |
| (h) | Mr. Mohd. Farhan Khan (2201221530036) | - | Member (Nominee Student Member) |
| (i) | Ms. Anjali Singh | - | Member (Nominee Non-Government Organization) |

The above committee will meet before commencement of each & every academic session/semester. The minutes of meeting must be submitted to the undersigned within a week of meeting. Furthermore, if any case is reported, the enquiry will be conducted by the above committee members and report to be submitted within 15 days of the case reported.

(Dr. Satish Chand)

Registrar 05/11/2024



POLICY ON
GENDER SENSITIZATION, PREVENTION AND PROHIBITION OF
SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS AND
REDRESSAL OF GRIEVANCES IN TECHNICAL EDUCATION
INSTITUTIONS

NO. Reg./Policy/2019-20/05

27, February 2020

1. General:

Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Education Institutions Regulations has been notified by the AICTE on 10 June 2016. These Regulations are based on Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act 2013. Sexual Harassment is an offence under the above mentioned act. It has come to be widely condemned as a form of human rights violation, an infringement on life and liberty and a grave form of gender-based discrimination. Such behavior is an affront to dignity and fundamental right.

2. "Sexual harassment" means-

- a. An unwanted conduct with sexual undertones which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:—
 - i. Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
 - ii. Demand or request for sexual favours;
 - iii. Making sexually coloured remarks;
 - iv. Physical contact and advances; or
 - v. Showing pornography; and
- b. (Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
 - i. Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
 - ii. Implied or explicit threat of detrimental treatment in the conduct of work;
 - iii. Implied or explicit threat about the present or future status of the person concerned;
 - iv. Creating an intimidating offensive or hostile learning environment;
 - v. Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;



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3. **“Workplace”** means the campus of a Technical Institution (TI), including-
- Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate TIs ;
 - Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in TIs;
 - any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey for study in TIs.
4. **Responsibilities of the College**
- The provisions against sexual harassment will be given wide- dissemination;
 - Training Programmes or as the case may be, workshops will be organised for the functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
 - Decisive action will be taken against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.
5. **Internal Complaints Committee**
As per section 4 (1) of AICTE Regulations 2016 an **“Internal Complaints Committee”** has been constituted.
6. **Objectives of the Committee**
The Objectives are given as under:
- Provide assistance if an employee or a student chooses to file a police complaint.
 - Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant’s rights and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
 - Protect the safety of the complainant by not divulging the person’s identity and approaching the employer for grant of additional leave or transfer to the other department if required.
 - Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment.



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7. **Composition of the Internal Complaints Committee**

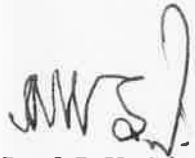
The revised composition of Internal Complaints Committee (ICC) is as under:

- | | | | |
|--------|---|-------------------|------------------------------------|
| (i) | Prof. Indu Prabha Singh | Presiding Officer | |
| (ii) | Prof. Gaurav Mishra | Member | (Nominee- Teaching Faculty Member) |
| (iii) | Dr. Geeta Verma | Member | (Nominee- Teaching Faculty Member) |
| (iv) | Dr. L. Chandiramani, | Member | (Nominee – Non-Teaching Staff) |
| (v) | Ms. Anmol Bhalla | Member | (Nominee – Non-Teaching Staff) |
| (vi) | Ms. Pragati Srivastava
(1901220100074) | Member | (Nominee – Student-Female) |
| (vii) | Ms. Mitali Chaudhary
(1812200053) | Member | (Nominee – Student-Female) |
| (viii) | Mr. Shashank Sahu
(1812210097) | Member | (Nominee – Student) |
| (ix) | Ms. Anjali Singh,
(Advocate) | Member | (Nominee – Non Govt. Organization) |

8. **Tenure and Quorum:** The tenure of members of Committee shall be of three years. The quorum for the meeting including the Chairperson is one-half.
9. **Process Of Making Complaint:** As per the Regulation, An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. The complaint can also be send through e-mail to any member of ICC.
10. **Conciliation:** The Internal Committee may, before initiating an inquiry and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation
11. **Inquiry into the Complaint:** For the purpose of making an inquiry, the Internal Committee shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters:-
- Summoning and enforcing the attendance of any person and examining him on oath.
 - Requiring the discovery and production of documents: and
 - Any other matter which may be prescribed.
12. The inquiry shall be completed **within a period of ninety (90) days**.
13. **Interim Redressal:** During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee may recommend to the employer:
- To transfer the aggrieved woman or the respondent to any other workplace; or
 - Grant leave to the aggrieved woman up to a period of three months; or
 - Grant such other relief to the aggrieved woman as may be prescribed.
 - The leave granted to the aggrieved woman under this section shall be in addition to the leave that would be otherwise entitled.



14. **Inquiry report:** On the completion of an inquiry under this Act, the Internal Committee shall provide a report of its findings to the employer, within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
15. **Prohibition of publication or making known contents of complaint and inquiry proceedings:** Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliating and inquiry proceedings, recommendations of the Internal Committee and the action taken by the employer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner.



(Prof. R.K. Jaiswal)
Director General

