

Internal Complaints Committee (ICC)

In pursuance of AICTE (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2016 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

Internal Complaints Committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
3. Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE to organise workshops affecting women in general and especially in the following areas:
 - o Sensitization and gender equality on campuses
 - o Issues of women arising from societal concerns
 - o Any other theme based activities and events concerning significant issues of women
4. The committee will arrange programs on Women's Day and at other times, as is deemed necessary. The committee will admit complaints from
 - o Female employees on harassment and discrimination in the workplace by other employees.
 - o Female students on harassment and discrimination in the classroom and in relation to academic activities by faculty and staff and Student to student cases
 - o Female residents on harassment, assault and other forms of misbehavior by employees.
5. The committee will follow relevant Acts, Rules, OM of Government of India and Court Orders etc as applicable from time to time.
6. The Committee will institute Enquiry Committee as it deems fit to examine particular complaints.
7. The Committee will make recommendations on actions to be taken on specific complaints.

Office Order (reconstitution of committee)

The ICC comprises of the following members:

1	Presiding Officer	Akanksha Tiwari, Asst. Professor-Comm.-8006473646	Chairperson
2	Five faculty members	Mrs.Chandni Tiwari, Asst. Professor-CS 9717572662 Mrs. Mona Sharma Asst. Professor-Comm.-9456233133 Mr. Davinder Kumar, Asst. Professor-AS 9761033407 Mrs. Rinku Chandran, Asst. Professor-ME 8427321683 Prof. Sachin, Asst. Professor-FD 7351600838	Member Member Member Member Member
3	Two non-teaching employees	Shri Jitender Kumar, Registrar-9411985684 Ms. Gulfsha Saifi, Asst. Registrar-7065028009	Member Member
4	A member from NGO or a person familiar with sexual harassment issues	Smt Simple Sharma Group Head, SPG/Chairperson LPSC-7065009995	Member
5	Three Student nominees (if the matter involves students)	Mr. Sachin-8400737486 Ms. Shristi Daksh-9719794934 Ms. Sukanya	Member Member Member

On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director/Disciplinary Authority along with all the original documents adduced during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or to Registrar/Asst. Registrar

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that 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 relevant provision of the aforementioned UGC Regulations 2015.

Chairperson, ICC shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received

Who can approach ICC for help?

Any female employee (faculty, student or staff) of Vishveshwarya Institute of Polytechnic, near Dadri, G.B. Nagar

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

What are the possible actions that can be taken against the respondent?

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

If you think you are harassed or being harassed, what should you do?

- Send an email to principal.poly@vgi.ac.in, registrar@vip.edu.in To know more about ICC procedures click (Hindi / English) here.
- You may also refer to <http://www.vip.edu.in/>

Your complaint will be kept **CONFIDENTIAL**.

Inquiry process:

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC 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.
- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.

The above committee will follow AICTE regulation 2016 for redressal of complaints.



(Principal)

Vishveshwarya Institute of Polytechnic

Cc:-

All Concerned
Registrar for record
Hod's
Chief Warden
On college portal for all faculty, staff & student