

**Ref:IITWADA/PO/CF/2023/2407**

**Date: 26/06/2023**

### **Notice: Formation of Internal Complaints Committee**

The **Internal Complaints Committee** has been formed as per **The sexual harassment of women at workplace (prevention, Prohibition and redressal) act 2013. Definition of Sexual Harassment, Structure of ICC, its Functions, Preventive, Rules and Procedures are stated below:**

#### **Internal Complaints Committee**

#### **The sexual harassment of women at workplace (prevention, Prohibition and redressal) act 2013**

The sexual harassment of women at workplace (prevention, prohibition and redressal) act 2013 is an act to provide protection against sexual harassment of women at work place. Sexual harassment results in the violation of basic fundamental rights of women such as Right to equality under article 14, 15 and her right to life and live with dignity under article 21 of the constitution of India.

#### **Definition of Sexual Harassment:**

Sexual harassment includes any one or more of the following unwelcome acts or behavior

- 1: Physical contact and advances
- 2: A demand or request for sexual favors
- 3: Making sexually colored remarks
- 4: Showing pornography, any unwelcome messages through telephone or internet.

#### **Structure of ICC:**

The office bearers of ICC shall be functioning not more than 3 years. After the tenure a new body shall be elected. The ICC shall be containing the following designations:

One Preceding officer (women, employed at a senior level)

At-least two members (who are committed to the cause of women and have had experience in social work or have legal knowledge.)

One member from NGO (which is associated for women welfare.)

### **Functions:**

The Internal Complaints Committee has two major functions: 1. Preventive 2. Remedial

#### **Preventive**

To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.

To promote and facilitate measures to create a work environment that is free of sexual harassment.

### **Rules and Procedures:**

- All meetings of the Committee will be called by the Chairperson and a notice of at least 5 working days must be given for the meeting while in exceptional cases, an emergency meeting may be convened as per the requirement.
- No person who is a complainant, witness, or defendant in the complaint of sexual harassment shall be a member of the Committee.
- Any Committee member charged with sexual harassment in a written complaint must step down as member during the enquiry into that complaint.
- If the ICC decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant in writing.
- Within not more than five working days on the receipt of the first intimation of the enquiry, the complainant and the defendant shall submit, to the Preceding Officer of the Committee in writing, a list of witnesses, together with their contact details, that she/he desires the Committee to examine.
- The Committee shall have the power to summon any official papers or documents pertaining to the complaint under enquiry.
- The Committee may consider as relevant any earlier complaints against the defendant. However, the past sexual history of the complainant shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.

- The Committee shall have the right to summon, as many times as required, the defendant, complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
- The defendant, the complainant, and witnesses shall be intimated at least seventy two hours in advance in writing of the date, time and venue of the enquiry proceedings. The responsibility of communicating with the witnesses lies with the complainant/defendant regarding the date, time and venue of the meeting.
- All proceedings of the Committee shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned in token of authenticity thereof.
- All persons heard by the Committee, as well as observers/nominees, shall take and observe an oath of secrecy about the proceedings to protect the dignity of the complainant and the defendant. Any violation of the oath of secrecy may invite penalties.

### How to Lodge a Complaint?

All complaints must be brought by the complainant in person. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the woman alleged to have been sexually harassed wishes to lodge a formal complaint. Once such a complaint is received the Committee shall proceed to inquire into it as per the procedure specified.

### Internal Complaints Committee Member List

S.no.	Name of Employee	Designation	Contact Number	Status in committee
1	Ms. Vaishali Desai	Sr. Accountant	9420745156	Chair Person
2	Ms. Ankita Dwivedi	Assistant Professor (Sociology)	9370501781	Presiding officer
3	Mrs. Vishwash Panchal	Advocate	8168128179	Legal Expert
4	Ms. Karnika Dattatray Randive	NGO	9209706121	Member
5.	Ms. Vaibhavi Thakre	Clerk	9699864877	Member

6.	Ms. Mayuri Ratnakar	Assistant Professor (CSE)	8208264050	Member
7.	Mr. Anil Kumar Chaurasiya	Assistant Professor (ME)	7976618399	Member
8.	Mr. Vishal Kumar	HoD (Civil)	8319338214	Member



**Dr. Vikas Narain**

**Principal**  
**Ideal Institute of Technology**  
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CC:

1. The Chairman (For Kind information)
2. Concern Members
3. Admin Office