

AJAY KUMAR GARG ENGINEERING COLLEGE

1st October, 2021

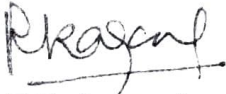
NOTICE

Internal Complaints Committee

In continuation of notice AKGEC/D.O. Notice/28/09-10 dated 9 August, 2009 and under the provisions of the Sexual Harassment of Women at Work place Prevention, Prohibition and Redressal Act, 2013, the following Internal Complaints Committee is reformed with the following composition

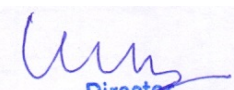
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|---------------------------------------------------------------|-------------------|
| 1. Dr Shiwani Singhal (Associate Prof., Department of AS&Hum) | Presiding Officer |
| 2. Dr Mamta Bhusry (Professor , Department of CSE) | Member |
| 3. Prof. I.P. Sharma (Dean Hostels) | Member |
| 4. Dr Anupma Sharma (Associate Prof., Department of IT) | Member |
| 5. Dr Sangeeta Chandna (Dietician, Hospital Administrator) | External Member |

In event of any incident of sexual harassment, lady staff/student may feel free to contact any member of the committee.



Dr.R.K. Agarwal
DIRECTOR GENERAL

CC: All HOD's, Deans & Section Incharges
: Notice Boards
: Committee Members



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WORKING RULES FOR INTERNAL COMPLAINTS COMMITTEE

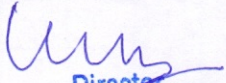
What is meant by Sexual Harassment at Workplace

On 13th August 1997, the Supreme Court of India held that sexual harassment of women is a violation of the fundamental rights of women to work in a safe environment. The Supreme Court has defined "sexual harassment" to include any one or more of the following acts or behaviour (whether directly or by implication), namely:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually oriented remarks
- Showing pornography
- Use of electronic media (phone, internet, intranet) for perpetrating any of the above
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The following circumstances, among other circumstances, if they occur or are connected with any act or behaviour against the woman may also amount to sexual harassment:

- implied or explicit promise of preferential treatment in employment
- implied or explicit threat of detrimental treatment in employment
- implied or explicit threat about her present or future employment status
- interference with work or creating an intimidating or offensive or hostile work environment for her
- humiliating treatment likely to affect her health or safety


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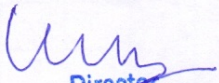
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Working Rules

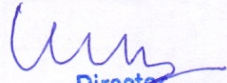
In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the Institute hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC) constituted under the Act.

The role of the ICC is to act as Inquiry Authority on a complaint of sexual harassment and to ensure that complainant and witnesses are not victimized or discriminated because of their complaint.

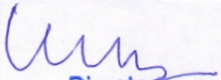
1. Any aggrieved woman (complainant) may make, in writing, a complaint of sexual harassment at work place to the ICC, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. The complaint may be accompanied with list of witnesses and supporting documents.

Additional documents and list of witnesses may be submitted at a later stage during the proceedings.

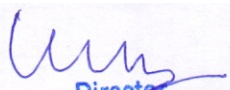
2. An immediate meeting of the ICC shall be called for discussing the matter.
3. The Committee shall discuss and decide on its jurisdiction to deal with the case or reject the complaint prima facie. In case of rejecting the case, the committee shall recommend to the Institute that no action is required to be taken in the matter.
4. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents).
5. The Committee may, before initiating an inquiry, with consent of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation.
6. No monetary settlement shall be made as the basis of conciliation. Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the Institute for necessary compliance.
7. The Committee shall provide the copies of the settlement as recorded under (6) to the aggrieved woman and the respondent. Where a settlement is arrived at, no further inquiry shall be conducted by the ICC.


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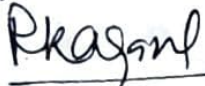
8. Based on the seriousness of the case, the ICC, as an interim measure, may recommend
 - a) the transfer of the aggrieved woman or the respondent to another section or Department as deemed fit by the Committee.
 - b) grant leave to the aggrieved woman upto a period of three months
 - c) restrain the respondent from exercising any administrative authority or supervision or academic evaluation of the aggrieved woman.
 - d) grant such other relief to the aggrieved woman as the case may require.
9. The Committee shall proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent considering sexual harassment as misconduct.
10. The committee shall hold meetings for conducting the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings.
11. The Committee shall provide reasonable opportunity to the aggrieved woman and the respondent for presenting and defending her/his case.
12. The Committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
13. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
14. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.


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15. All proceedings of the ICC shall be recorded in writing. The record of the proceedings and the statements of witnesses shall be endorsed by the persons concerned as well as the committee members.
16. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Institute.
17. If the Committee finds no merit in the allegations, it shall report to the Institute.
18. If the allegation(s) against the respondent are proved, the Institute shall initiate one or more actions against the respondent.
 - a. A written apology
 - b. Warning
 - c. Reprimand or censure
 - d. Withholding of promotion
 - e. Withholding of pay rise or increments
 - f. Undergoing a counseling session
 - g. Terminating the respondent from service
 - i. Payment of compensation
 - j. Any other punishment according to the service rules applicable to the respondent
19. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the complainant has made the complaint knowing it to be false or the complainant has produced any forged or misleading document(s) or the witness has given misleading statement(s) / document(s), it may recommend to the Institute to take action against such falsification.
20. A report pertaining to action taken against the respondent or complainant (in case of false complaint) shall be filed by the Institute to the ICC within 30 days of the completion of inquiry.
21. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.

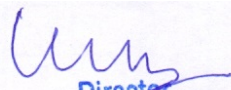

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22. The aggrieved woman or respondent may prefer an appeal to the competent authority.



Dr. R.K. Agarwal
Director

Cc: Committee Members : Dr. Mamta Bhusry, Dr. Shiwani Singhal, Dr. Anu Chaudhary, Ms. Snehlata Kaul, Dr. Jyoti Chopra


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