



Lloyd Institute of Engineering & Technology

Plot No. 3, Knowledge Park II, Greater Noida – 201308 (Uttar Pradesh)

Internal Complaint Committee (ICC)

Members	Position	Status	Contact	Frequency of Meetings
Dr A Kakoli Rao	PROFESSOR	Chair Person	7838883789	As and when required
Ms. Karobi Kalita Das	Assistant Professor	Member	9999887649	
Ms. Neetu Sharma	Assistant Professor	Member	9837741765	
Ms. Nidhi Puri	Assistant Professor	Member	9711288871	
Ms. Surbhi Gaidhani	Assistant Professor	Member	7447330522	
Dr. J.M. Giri	Professor	Member	9654338240	
Ms. Shilpa Bharti	Non-Teaching staff	Member	9311964169	
Ms. Shreya Jariala	Non-Teaching staff	Member	9711227068	
Sh. Mahendra Vikram Singh	(Advocate Supreme Court)	Member	9810000862	
Ms. Latika Verma	Student	Member		
Ms. Aakriti Awasthi	Student	Member		
Ms. Garima Singh	Student	Member		

Introduction

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Gender Sensitization, the Internal Complaints Committee (ICC) of LIET is constituted:

- To deal with the complaints relating to Gender Sensitization, and Sexual harassment at work place.
- To spread awareness about gender-related issues and functioning of the ICC
- The institute has a zero tolerance policy towards sexual harassment and is proactively committed to provide a safe conducive work and academic environment to students & employees. We at ICC are extremely alert to matters pertaining to any kind of harassment & gender sensitivity. Any female aggrieved in this matter may fearlessly approach the Presiding Officer of the ICC against sexual harassment.

Standard Operation Procedure

- A complaint received in ICC is processed if it is a matter of sexual harassment of women at work place and Gender Sensitization.
- The members of the Internal Complaints Committee are the members of the Enquiry Committee and the whole process of enquiry is to be completed within the stipulated time of 90 days.
- After the complaint is received it is mandatory to take action within 7 days of receipt of the complaint.
- The Complainant is requested by the Enquiry Committee to appear before the Committee in a given date to present her case.
- A letter is sent to the respondent with the remark to provide the clarification within 10 days of the receipt of the intimation sent by the Enquiry Committee.
- After receipt of the response of the Respondent in ICC, the Respondent is requested by the Enquiry Committee to appear before the Committee in a given date to defend his case.

- If the Enquiry Committee is of the opinion that the matter is sensitive then immediate interim relief under Chapter V, Clause 12 (1) (a) of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is provided to the Complainant.
- The interim relief to the Complainant is also given in the shape of leave/ transfer of the Complainant to any other department for the time being until the case is resolved.
- The Enquiry Committee also request the Complainant through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days' time.
- The concerned department is also requested to provide CCTV Camera footage of the incident if any through the Proctor LIET to the Enquiry Committee of ICC.
- The Enquiry Committee also request the Respondent through a letter to provide the list of names of witness/es, documents if any, to the Enquiry Committee within 3 days' time.
- The witness/es are requested by the Enquiry Committee to appear before the Committee in a given date to present the case.
- The Enquiry Committee after hearing the witness/es again request the Complainant as well as the respondent to appear before the Committee in different dates for further clarification in the case.
- After going through all the documents and witness the Enquiry Committee submits the report and recommends the same to the higher institutional authority.
- The Complainant as well as the Respondent is also intimated through a letter regarding the submission of report to the higher institutional authority.
- All the files and reports are kept confidential in the office of the Internal Complaints Committee and the keys of Amirah are in custody of the Presiding Officer /Chairperson, ICC. After the closure of the case the original file is confidentially submitted to the Director, LIET and a copy of the same is kept confidential in the ICC for office record.

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Director