



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

ICC/Women Cell

🏠: RAMNAGARIA (JAGATPURA), JAIPUR-302017 (RAJASTHAN), INDIA
☎: +91-141-5160400, 2752165, 2759609 | 📠: 0141-2759555
✉: info@skit.ac.in | 🌐: www.skit.ac.in



**Swami Keshvanand Institute of Technology,
Management & Gramothan**

INTRODUCTION TO WOMENS CELL AND ITS WORKING

Introduction

Women Cell has been constituted ,since 2007, in the college campus for the women faculty, staff and girl students. This Cell functions as the "Complaints Committee" as required by the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013".

The Cell is committed to maintain a harmonious atmosphere at the Institute, to enable women to pursue their work with dignity and reassurance. The Cell has been continuously working to raise awareness on gender equality issues.

Definition of Women grievance :

Grievance includes any one or combination of the following - For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

- a) Physical contact and advances
- b) A demand or request for sexual favours
- c) Sexually colored remarks
- d) Showing pornography
- e) Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

1. **Dissatisfaction:** Anything that disturbs a female, whether or not the unrest is expressed in words.
2. **Complaint:** A spoken or written dissatisfaction brought to the attention of In - Charge
3. **Grievance:** A complaint that has been formally presented to a Representative of cell.

3

Features of Grievances

- Discontent or Dissatisfaction.
- Dissatisfaction must arise out of employment & not due to personal reasons.
- The discontentment can arise out of real or imaginary reasons.
- The discontent may be voiced or unvoiced but it must expression in some form.
- Broadly speaking a grievance is noticeable & traceable to real or perceived non-fulfilment of one's expectations.

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Objectives of Grievance cell Handling

- To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute
- To provide healthy and safe environment in the Institute for the female students /employees
- To enable female students to air her grievance.
- To clarify the nature of grievance.
- To investigate the reasons of dissatisfaction.
- To obtain where possible a speedy resolution to the problem.
- To take appropriate actions.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution

5

Reasons of Grievances

- 1. ECONOMIC.
- 2. WORK ENVIRONMENT.
- 3. SUPERVISION.
- 4. WORK GROUP.
- 5. MISCELLANEOUS.

6

Types of Grievances

1. Individual Grievance: complaint that an action by seniors has violated the rights of an individual as set out in the collective agreement or law, or by some unfair practice.

Examples: discipline, demotion, classification disputes, denial of benefits, etc.

2. Group Grievance: complaint by a group of individuals, for example, a shift that has been affected the same way and at the same time by an action taken by seniors or peers.

Sexual Harrassment

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. In most modern legal contexts, sexual harassment is illegal.

Sexual harassment is gross violation of women's right to equality and dignity.

SEXUAL HARASSMENT (Sec 2(n) of the Act)

Sexual Harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely :

- physical contact and advances; or
- a demand or request for sexual favors; or
- sexually colored remarks; or
- showing pornography; or
- other offensive or derogatory pictures, cartoons; or
- any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

EFFECT OF GRIEVANCES

- Loss of interest in work and consequent lack of moral and commitment
- Poor quality of performance-Low quality of result , poor studies, Increase in wastage
- Low productivity
- Increase in the incidence of accidents
- Indiscipline
- Increased absenteeism
- Reduction in level of commitment,
- Reduced level of student morale.
- Unrest

Benefits- Grievance handling procedures

1. It encourages students/employees to raise concerns without fear of reprisal.
2. It provides a fair & speedy means of dealing of grievances.
3. It prevents minor disagreements developing into more serious disputes.
4. It helps build in organisational climate based on openness and trust.

Informal Grievance Redressal Procedure

- The aggrieved girl can directly approach her in charge to engage into a direct consultation and have his grievance resolved amicably in stage I itself.
- Any female who wants to file a complaint In case of Sexual harassment, the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts. A member who feels that she has been harassed is strongly urged to immediately bring the subject to the attention of a member Women's Redressal Committee. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner as compatible with a thorough investigation of the complaints.

Details of Committee Members

<i>S.No.</i>	<i>Faculty</i>	<i>Deptt.</i>	<i>Contact No.</i>	<i>E-mail id</i>
1.	Dr. Sangeeta Gupta	Mathematics	9414455719	sangeeta11rc@gmail.com
2.	Dr. Swati Arora	EC	9982036054	aroraswati14@gmail.com
3.	Dr. Sunita Gupta	CS	9828510686	drsunitagupta2016@gmail.com

THANK YOU

Women Cell

Minutes of meeting held on 18/02/21

The Meeting of the Women's Grievance Cell of the college with its members was held on 18th February 2021 at 1.30 p.m.

The Following Members were present:

1. Dr.Sangeeta Gupta, Presiding officer
2. Mrs. Sushila Vishnoi- Member
3. Dr. Savita Choudhary – Member
4. Mr. B. S. Sharma- Member
5. Mrs. Seema Sharma- Member

- It was decided to promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender based violence in the college, since the college is a co-educational, hence safety and security to the girl students should be given priority.
- It was decided that the members of the cell will conduct Workshops/ webinars on different issues related to safety and well being of girl students, faculty and staff.
- Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the Cell so far, the redressal matter is nil.



Dr.Sangeeta Gupta

(Presiding officer)

SKIT/ICC/2020/

Date:4/12/2020

Women Cell

Minutes of meeting held on 3/12/20

The Meeting of the Women's Cell of the college with its members was held on 3rd December 2020 .

The Following Members were present:

1. Dr.Sangeeta Gupta, Presiding officer
2. Mrs. Sushila Vishnoi- Member
3. Dr. Savita Choudhary – Member
4. Mr. B. S. Sharma- Member
5. Mrs. Seema Sharma- Member

- It was decided to conduct an orientation program for newly admitted girls to make them aware of Women cell and its working. They should be informed about the government support services and college support services as well as objectives and role of this committee for their well being.
- It was decided that the members of the cell will monitor and counsel women students of different departments, in the case of requirement.
- Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the Cell so far, the redressal matter is nil.



Dr.Sangeeta Gupta
(Presiding officer)

SKIT/ICC/2021/

Date:19/02/2021

SKIT/ICC/2020/

Date:11/07/2020

Women Grievance Cell

Minutes of meeting held on 10/07/20

The 1st Meeting of the Women Cell of the college with its reconstituted members for the academic session 2020-2021 was held on 10th July 2020 at 11.00 a.m on google meet.

The Following Members joined:

1. Dr.Sangeeta Gupta, Presiding officer
2. Mrs. Sushila Vishnoi- Member
3. Dr. Savita Choudhary – Member
4. Mr. B. S. Sharma- Member
5. Mrs. Seema Sharma- Member

It was decided:

(i) To develop a proper guidelines and norms for a policy against sexual harassment to the girl student of the college, and

(ii) To develop principles and procedures for combating sexual harassment.

Regarding matters relating to complaint, the house confirm that not a single complain from the girl students have been received by the Committee, hence redressal is NIL



Dr.Sangeeta Gupta
(Presiding officer)

SKIT/2020/1250

Date: 04-07-2020

Circular

Regarding Internal Complaint Committee (ICC)/Women Cell

Ref.: F.No. AICTE/WH/2016/01 —All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees & Students and Redressal of Grievances in Technical Institutions) Regulations 2016 issued on dated 10th June, 2016 in THE GAZETTE OF INDIA

The following members are nominated for **Internal Complaints Committee (ICC)/ Women Cell** of the institute to provide a healthy and congenial atmosphere to the female staff and students of the institute for the academic session 2020-21

Name	Designation	Position
Dr. Sangeeta Gupta	Associate Professor, Dept. of Maths	Presiding Officer
Mrs. Sushila Vishnoi	Associate Professor, Dept. of CS	Member
Dr. Savita Choudhary	Associate Professor, DMS (Legal Representative)	Member
Mr. B. S. Sharma	Deputy Registrar	Member
Mrs. Seema Sharma	Office Assistant	Member
Tanu Vijay (II yr., CS)	Representative of girls student	Member
Brijesh Sharma Jangid, (I yr., CS)	Representative of boys student	Member
Utkarsh Sharma (III yr., CE)	Representative of boys student	Member

The above members shall follow the rules and regulations of this act and changes made therein from time to time.

S. L. Surana
(Dr. S. L. Surana)
Director Academics

Copy to:

The Director, The Principal, The Registrar
I/c. B.Tech. I year, HODs (Engg.+MBA), Chemistry, English, Maths, Physics, TPC
Dy. Registrar, Hostel Offices, I/c. Security
Students/Staff members- by circulation
Persons Concerned
All the notice boards

SKIT/2020/1250

Date: 04-07-2020

Circular

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Mr. B. S. Sharma	Deputy Registrar	Member
Mrs. Seema Sharma	Office Assistant	Member
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S. L. Surana
(Dr. S. L. Surana)
Director Academics

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Dy. Registrar, Hostel Offices, I/c. Security
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**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

Activities under the cell during 2019-20

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S. No.	Particulars of the event	Details of Resource Person
1.	Zumba Practice session	Mr. Ajay Haldunia. Trainer, The Figure Point Gym
2.	Interactive session on 'Effect of Media on Youth'.	Dr. Sangeeta Pranvendra Political Editor & Chief of Bureau · DNA
3.	Seminar on Dynamics of Management	IPS Ilma Afroz and IPS Raushan Kumar
4.	Informative session on Menstrual Hygiene	Dr. Apeksha Sharma, Specialist from Rungta Hospital
5.	Talk on "Empowered woman-safe woman"	Sunita Meena, Addl. DCP Jaipur, Nodal Officer(Nirbhaya Squad)

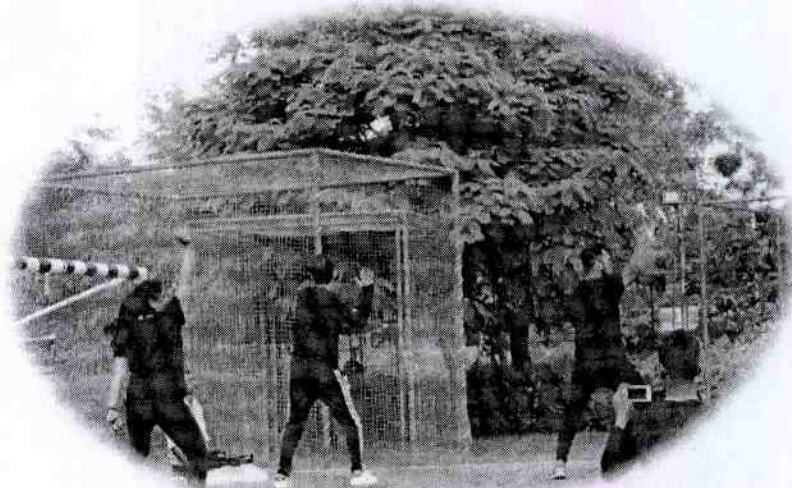
**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

PHYSICAL ACTIVITIES

Zumba sessions were conducted by Mr. Ajay Haldunia. Trainer, The Figure

Point Gym, Jaipur on 3rd & 7th August 2019.

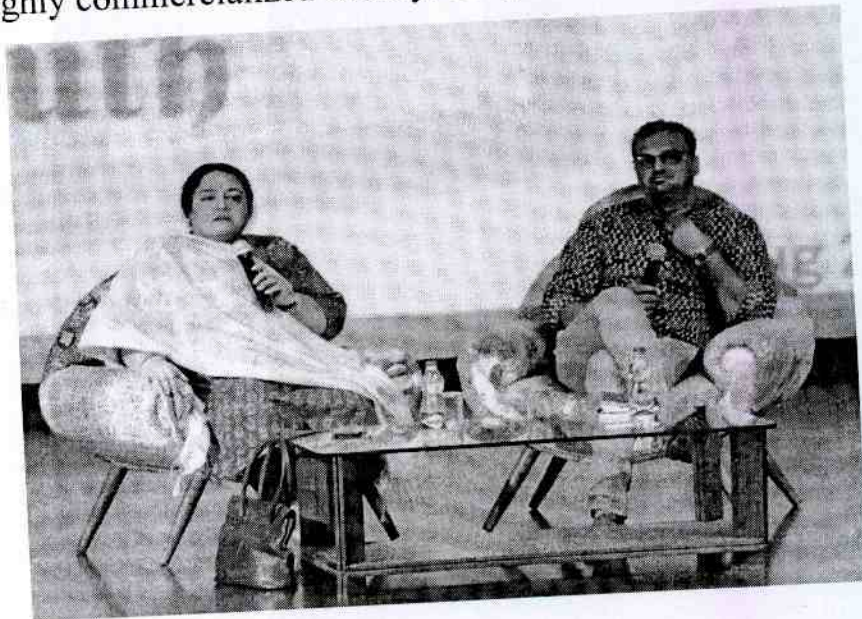


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(JAGATPURA), JAIPUR-17

Women Grievance Cell

An interactive session on 'Effect of Media on Youth'.

An Interactive Session was held for the students on the topic "Effect of Media on Youth". As today's generation is highly influenced by the media, it proved to be a very good and productive session where Dr. Sangeeta Pransvendra and Mr. Kartik Balwan put their thoughts on the challenges of Media and how to play its role independently and in an unbiased manner and be a true torch bearer in today's highly commercialized society. They answered the students' queries.



**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

Seminar on Dynamics of Management

A National Seminar on Dynamics of Management was organized by the department of management Studies, SKIT. Invited Speakers in the seminar were IPS Ilma Afroz and IPS Raushan Kumar. They shared their journey of becoming IPS and encouraged the students to work laboriously in achieving their targets. They also had an interactive session with the students where students were allowed to put forth their queries on future career prospects and goal setting.

Doctor's Talk-

Specialists from Rungta Hospital were invited to address the students of first year. **Dr. Apeksha Sharma** delivered an informative session on Menstrual Hygiene. The session was arranged exclusively for girls.

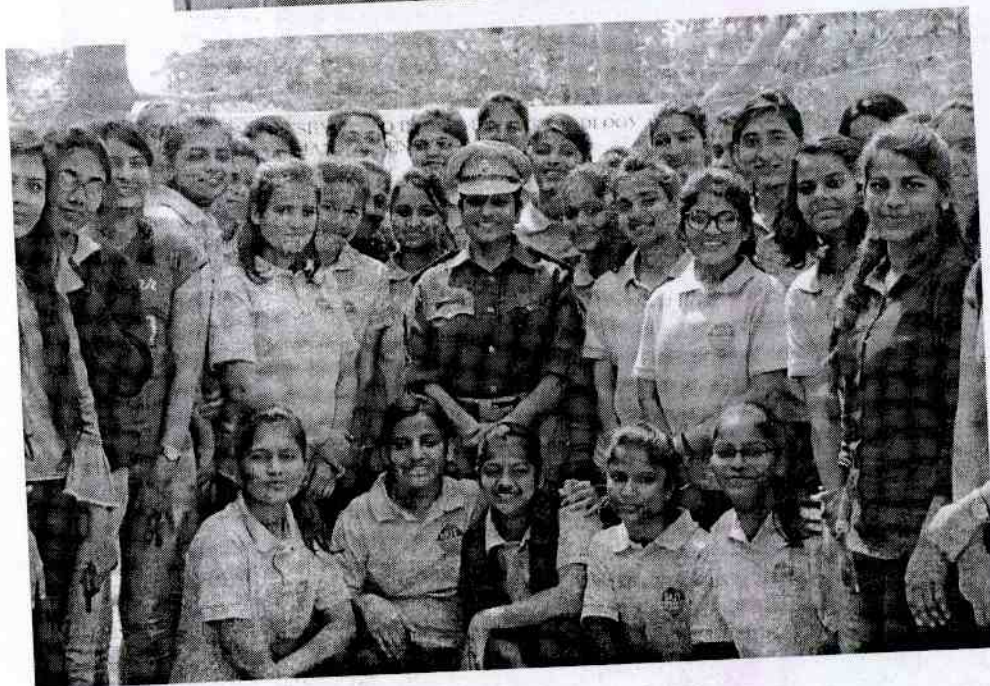


**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

Talk on "Empowered woman-safe woman"

A talk was organized by the cell in association with NSS wing. Invited speaker was IPS Sunita Meena, Addl. DCP Jaipur, Nodal Officer (Nirbhaya Squad). The program focused to ensure that women and girls are socially, economically and politically empowered.



SKIT/GGC/2020/

Date:9/01/2020

Women Grievance Cell

Minutes of meeting held on 8/01/20

The Meeting of the Women's Grievance Cell of the college with members was held on 8th January 2020 at 1.30 p.m.

The Following Members were present:

1. Dr. Sangeeta Gupta, Coordinator
2. Dr. Swati Arora- Member
3. Dr. Sunita Gupta - Member

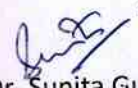
- Regarding measures to be taken for further improvising and strengthening of the Cell, it was decided that the Cell will bring awareness programmes on gender sensitization, gender equity involving all the students and staff of the college.
- It was decided that the members of the cell will monitor and counsel women students of different departments, in the case of requirement.
- Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the Cell so far, the redressal matter is nil.



Dr. Sangeeta Gupta
(Coordinator)



Dr. Swati Arora
(Member)



Dr. Sunita Gupta
(Member)

SKIT/GGC/2019/

Date:26/09/2019

Women Grievance Cell

Minutes of meeting held on 25/09/19

A meeting of all new entrant female students was taken to make them aware of the committee and its functioning in the college premises. They were informed about the government support services and college support services as well as objectives and role of this committee for their well being.

Objectives:

- To equip the female students with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college premises.

Complaint Procedure:

Any women student of SKIT who feels that she has been harassed can contact Cell members either in phone or through email about their problem where it can be solved highly confidentially.



Dr. Sangeeta Gupta
(Coordinator)



Dr. Swati Arora
(Member)



Dr. Sunita Gupta
(Member)

SKIT/GGC/2019/

Date:17/09/2019

Women Grievance Cell

Minutes of meeting held on 16/09/19

The Meeting of the Women's Grievance Cell of the college with its reconstituted members for the academic session 2019-2020 was held on 16th September 2019 at 11.00 a.m.

The Following Members were present:


1. Dr. Sangeeta Gupta, Coordinator
2. Dr. Swati Arora- Member
3. Dr. Sunita Gupta - Member

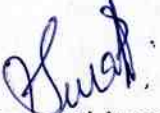
➤ It was decided:


(i) To develop a proper guidelines and norms for a policy against sexual harassment to the girl student of the college, and

(ii) To develop principles and procedures for combating sexual harassment.

➤ Regarding matters relating to complaints, it was found that there is not a single case of sexual harassment brought to the notice of the Cell so far, the redressal matter is nil.


Dr. Sangeeta Gupta
(Coordinator)


Dr. Swati Arora
(Member)


Dr. Sunita Gupta
(Member)

SKIT/GGC/2019/

Date: 9/9/19


Women Grievance Cell

It is hereby notified to all girls that women cell is working with an objective to create an atmosphere of awareness and enlightenment among the girls regarding their duties and rights.

In this concern, the girls are free to register their complaints regarding any kind of harassment (physical, verbal or non-verbal) in the institute to any one of the following committee members.

The Cell will process all the complaints very confidentially whether received orally or in written.

S.No.	Faculty	Deptt.	Contact No.	E-mail id
1.	Dr. Sangeeta Gupta	Mathematics	9414455719	sangeeta11rc@gmail.com
2.	Dr. Swati Arora	EC	9314638177 9982036054	aroraswati14@gmail.com
3.	Dr. Sunita Gupta	CS	9828510686	drsunitagupta2016@gmail.com


 Dr. Sangeeta Gupta
 (Coordinator)

Copy to:

1. The Director
2. The Director(Academics)
3. The Principal
4. The Registrar
5. The committee members
6. All notice boards (including Girls Hostel)

SKIT/2019/1037

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CIRCULAR

07.09.19

Following faculty/staff members are appointed as coordinators/members of various activities for the session 2019-20. This will be effective with immediate effect.

S.No.	Name	Department/ Designation	Role/Responsibility/Duty
1.	Mr. M.K. Beniwal	CS	Chief Proctor
2.	Dr. Swati Arora	EC	Chief Coordinator PRAVAH
	Ms. Gloria Joseph	EC	Coordinator PravaH
3.	Mr. Kailash Soni	CS	Chief Coordinator, Extra Curricular Activities
	Mr. Shubham Kumawat	CE	Coordinator, Extra Curricular Activities
	Ms. Sanju Chaudhary	CS	Coordinator Extra Curricular Activities
4.	Dr. Anurag Sharma	Chemistry	Coordinator, NSS
5.	Dr. Sharda Soni	Chemistry	Chief, Coordinator Red Cross Club
	Dr. Anurag Sharma	Chemistry	Coordinator, Red Cross Club
	Mr. Manmohan Sharma	CE	Coordinator
	Mr. Ankit Agrawal	ME	Coordinator
	Mr. M. K. Beniwal	CS	Coordinator
6.	Dr. R. K. Jain	Physics	Incharge, Exam Cell
	Dr. Rishi Vyas	Physics	member
7.	Dr. Rohit Mukherjee	Mathematics	Incharge BTech. 1st Year
8.	Dr. Amber Srivastava	Mathematics	Coordinator Press And Media
	Dr Anurag Sharma	Chemistry	Member
9.	Prof. M. L. Bhargava	Advisor	Incubation Cell
	Mr. S. N. Vijayvargiya	EC	Member
	Mr. Vikas Pathak	EC	Member
	Dr. Ashish Nayyar	ME	Member
	Mr. Ankit Vijayvargiya	EE	Member
	Mr. Vimal Kant Dimri	EE	Member
10.	Mr. Shubham K Kumawat	CE	Coordinator, Art Exhibition
	Ms. Vijeta Khincha	CS	Member
11.	Dr. Archana Saxena	Chemistry	Student Counsellor
	Dr. Komal Sharma	Physics	Member
	Dr. Sangeeta Gupta	Mathematics	Member
	Mr. Ankush Tandon	EE	Member
12.	Dr Rohit Mukherjee	Mathematics	Coordinator, SPIC MACAY Heritage Club
	Dr. Nidhi Sharma	English	Member, SPIC MACAY Heritage Club
13.	Mr. D. R. Bhincher	Librarian	Chief Coordinator- NITEL etc.
	Dr. Manu Augustine	ME	Member
	Dr. Sunita Gupta	CS	Member
14.	Mr. Neeraj Garg	CS	D-Space & National Digital Library
15.	Mr Praveen Saraswat	ME	Coordinator E- Yantra
	Mr. Manoj Kumar Sain	ME	Member
	Mr. Pallav Rawal	EC	Member
	Mr. Ankit Vijayvargiya	EE	Member
	Mr. Brij Mohan Sharma	ME	Member
16.	Dr. Neha Purohit	English	Toastmasters Club
17.	Dr Krishna Dayal Sharma	English	Chief Editor, SKIT Times
	Dr. Mukul Kumar Sharma	English	Editor, SKIT Times
18.	Prof. M. L. Bhargava	Advisor	E- Cell (TOPAZ)
	Dr. Archana Saxena	Chemistry	E- Cell (TOPAZ)
	Ms. Geetika Patni	English	E- Cell (TOPAZ)
	Dr. Manisha Kaushik	MS	E-Cell (TOPAZ)

19.	Dr. MoniKa Mathur	EC	M.Tech. Coordinator (EC)
	Mr. Mehul Mahrishi	CS	M.Tech. Coordinator (CS)
	Dr. Sarfaraz Nawaz	EE	M.Tech. Coordinator (EE)
	Mr. Ankit Agarwal	ME	M.Tech. Coordinator (ME)
	Mr. Anirudh Mathur	CE	M.Tech. Coordinator (CE)
20.	Dr. Mukesh Gupta	CS	PhD Coordinator (CS)
	Dr. Akash Saxena	EE	PhD Coordinator (EE)
	Dr. Mukesh Arora	EC	PhD Coordinator (EC)
21.	Dr. Sangeeta Gupta	Mathematics	Coordinator, Women's Grievance Cell
	Dr. Swati Arora	EC	Member
	Dr. Sunita Gupta	CS	Member
22.	Dr. Pramila Kumawat	Mathematics	Coordinator, Caste Based Discrimination Committee
	Ms. Rammurti Meena	EE	Member
	Mr. Manoj Kumar Sain	ME	Member
23.	Ms. Rachna Meel	Registrar	Grievance Redressal Committee
	Dr. Ona Ladiwal	MS	Member
	Mr. Mehul Maharishi	CS	Member
24.	Dr. Archana Saxena	Chemistry	Coordinator, Alumni Association
	Mr. M.K. Beniwal	CS	Member
	Mr. D. R. Bhincher	Librarian	Member
25.	Mr. M.K. Beniwal	CS	Coordinator- Sports & Games
	Mr. Ajit Kumar Singh	PTI	Member
26.	Dr. Mukesh Gupta	CS	SWAYAM, FOSS Local Chapter
	Dr. Manu Augustine	ME	Member
	Dr. Sunita Gupta	CS	Member
	Mr. Ankush Tandon	EE	Member
27.	Mr. Pradeep sihag	Hostel Manager	Canteen Committee
	Mr Abhishek Gupta	EE	Member
	Mr. Ankush Tandon	EE	Member
	Dr. Sunita Gupta	CS	Member
28.	Mr. Ajay Dhanopia	ME	Nodal Coordinator-Virtual Labs
	Ms. Garima Gupta	CS	Member
	Mr. Sushant Kumar	IT	Member
	Ms. Priyanka Sharma	CS	Member
	Mr. Arun Kumar Nayak	EE	Member
	Dr. Omji Shukla	ME	Member
	Mr. Anirudh Mathur	CE	Member
29.	Dr. Sunita Gupta	CS	Member Library Committee
	Dr. Rukhsar Jafar	EC	Member
	Dr Manu Augustine	ME	Member
	Ms. Pooja Jain	CE	Member
	Dr. Priyanka Payal	MS	Member
	Dr. Vinita Sharma	Chemistry	Member

S. L. Surana

Dr. S. L. Surana

Director (Academics)



Scanned with
CamScanner

70

Dr Sangeeta Gupta

P1. prepare the reply and also discuss before mailing

S. L. Surana
22/8/19

Dr. S.L. Surana <sls@skit.ac.in>



Fwd: Regarding to Sexual Harassment of women at work Place

SKIT <info@skit.ac.in>

Mon, Aug 19, 2019 at 5:37 PM

To: "Dr S L Surana, Director Academics" <sls@skit.ac.in>, "Dr. Ramesh Kr Pachar, Principal-SKIT" <rameshpachar@rediffmail.com>, "Mr. Jaipal Meel, Director-SKIT" <meeljaipal@gmail.com>, "Mrs. Rachna Meel, Registrar-SKIT" <rachna.meel@rediffmail.com>

----- Forwarded message -----

From: **Deputy Director Jaipur** <wedjpcl@gmail.com>
Date: Mon, Aug 19, 2019 at 5:19 PM
Subject: Regarding to Sexual Harassment of women at work Place
To: <info@skit.ac.in>

Respected Sir/Madam

PFA

--
Regards
Dr. Rajesh Dogiwal
Deputy Director
Women Empowerment
room no 206, collectrate
Jaipur
ph-01412200119
--



Ranked No. 1
Institute
by RTU, Kota

Swami Keshvanand Institute of Technology,
Management & Gramothan
(Approved by AICTE, Affiliated to RTU,
Kota & Branches Accredited by NBA)

☎ : +91 141 5160400, 2759609, 2752165

🏠 : Ramnagar, Jagatpura, Jaipur-302017

🌐 : www.skit.ac.in

📎 Swami 11.PDF
734K

Government of Rajasthan
District Collector and District Magistrate Office, Jaipur

No-f-1(2019-20)/ICC/ 6-8-490-4900

Dated - 6-8-19

To,

*Administration
 Swami Keshwanand Institute of Technology
 Management and Gramodhan, Jaipur*

Sub: Constitution of Internal Complaint Committee under The Sexual Harassment of Women At Workplace (Prevention, Prohibition & Redressal) Act 2013 & Report of 2018-19 financial year 1st April 2018 to 31st March 2019.

Sir/Madam,


Kindly refer to the subject cited above.

It is brought to your kind notice that The Sexual Harassment of Women At Workplace (Prevention, Prohibition & Redressal) Act 2013 has come into force from 9th Dec 2013. The Rules under this Act have also been notified on 9th December 2013. A copy of the Act & Rules are available on website i.e. www.wcd.nic.in & wcd.rajasthan.gov.in.

This is to emphasize that Sexual Harassment of Women at Workplace is a violation of women's right to gender equality, life & liberty. The Act needs to be implemented in an effective manner in order to provide a safe & secure working environment to women.

As per The Act's Sub-section-1 of section-4, The Constitution of internal complaints committee is mandatory in every department/organization/undertaking/industrial establishment/educational/ institutions or other organizations where 10 or more than 10 employees/persons are working. Thus it is directed to ensure constitution of internal complaint committee within a week if not constituted else action will be taken as per Act/Rules.

You are also directed to sent report of year 2018-19 & along with No. of complaint received & disposed or pending with reason with order regarding constitution of ICC to Member Secretary, District Local complaint committee cum Deputy Director, Women empowerment, WCD, Jaipur. Room no 206, Collectorate Campus by Hard copy & soft copy via email to wedipcl@gmail.com. For any query contact Deputy Director, Women Empowerment 0141-2200119.


 (Jagroop Singh Yadav)
 District Collector
 Jaipur



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2 (f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

SKIT/GGC/2019/ 7A7

Date: 26/08/2019

To

The Deputy Director
Women empowerment,
WCD, Jaipur

Sub: Constitution Of Internal Complaint Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 & Report of 2018-19 financial year 1st April 2018 to 31st march 2019.

Sir/Madam,

With reference to the above cited subject, this is to bring to your notice that since 2007, a Women Cell has been constituted in the college campus for the women faculty, staff and girl students. This Cell functions as the "Complaints Committee" as required by the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013".

The Cell is committed to maintain a harmonious atmosphere at the Institute, to enable women to pursue their work with dignity and reassurance. The Cell has been continuously working to raise awareness on gender equality issues.

Following are the current members of Women's grievance cell at SKIT:

- (i) Dr. Sangeeta Gupta (Co-ordinator)
- (ii) Dr. Swati Arora (Member)
- (iii) Ms Anjana Sangwan (Member)

Every year, the cell organises awareness programs for all new entrants and existing students of the college to make them aware of functioning of the cell and various issues related to the safety and honour of women.

No complaints (verbal/written) were received during the year 2018-19.

Soft copy of the report has been sent to wedjpcel@gmail.com on 26/8/2019.

Ajeet
(Dr. Sangeeta Gupta)
(Co-ordinator)
Women Grievance Cell



**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN, RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

Activities under the cell during 2018-19

S. No.	Particulars of the event	Details of Resource Person
1.	Zumba Practice session	Ms.Indu Yadav, owner of Robust Gym and Lifezone Fitness Studio.
2.	Lecture on "Soft Skill"	Dr. Teenna Sawhney, a soft skill trainer
3.	Road safety awareness campaign	Ms. Perna Arora Singh, Founder Centre Coordinator, Sardar Patel University

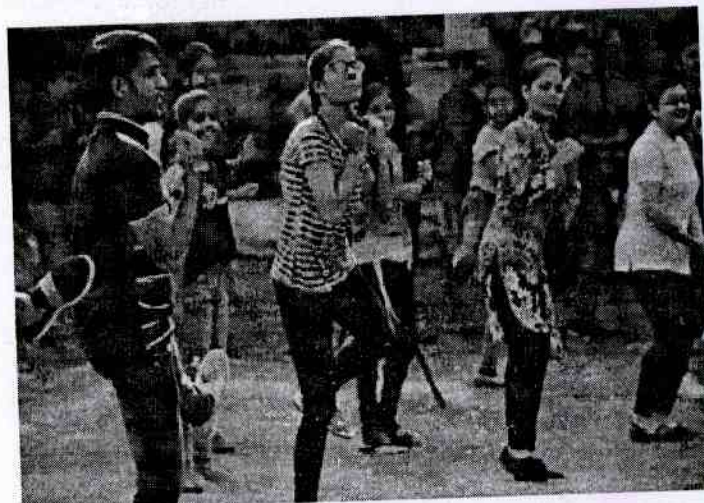
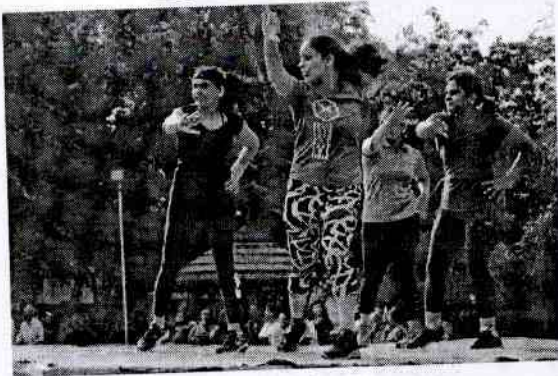
3

**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN, RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

Zumba Practice by Ms. Indu Yadav

Fitness is the key of opening all other avenues of life. Realizing this need of the hour, Girls Grievance Cell hosted special morning session of **Zumba** practice during induction programme for new comer students. Many of the students immediately realized the missing factor of health and fitness in their lives and pledged to embrace it daily. The **Zumba** sessions were conducted by **Ms.Indu Yadav**, owner of Robust Gym and Lifezone Fitness Studio.



**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN, RAMNAGARIA,
(JAGATPURA), JAIPUR-17**

Women Grievance Cell

Guest Lecture by Dr. Teenna Sawhney on "Soft Skill"

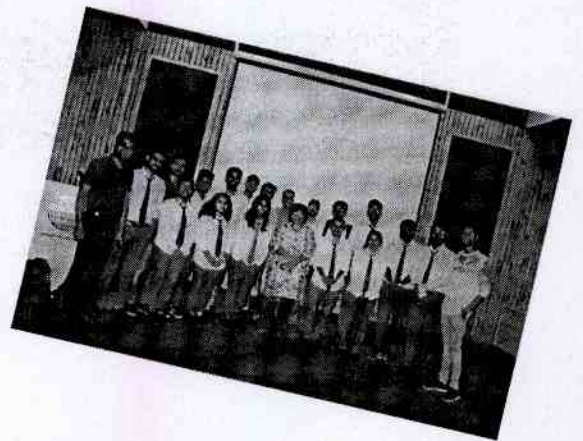
Dr. Teenna Sawhney, a soft skill trainer by profession, enlightened the first year students on 10th August about the relevance and importance of soft skills for engineers. Drawing examples from her illustrative career Dr. Sawhney explained the nuances of professional ethics to the freshers. The session ended with a brief question and answer round.



**SWAMI KESHVANAND INSTITUTE OF MANAGEMENT,
TECHNOLOGY & GRAMOTHAN, RAMNAGARIA,
(JAGATPURA), JAIPUR-17
Women Grievance Cell**

ROAD SAFETY AWARENESS CAMPAIGN

A 'ROAD SAFETY AWARENESS CAMPAIGN' was organized on 13th August 2018 to sensitize and impact youth, igniting in them a sense of responsibility to curb road accidents. The seminar was addressed by Ms. Perna Aroara Singh, Founder Centre Coordinator, Sardar Patel University at 1.30 PM in JC Bose Seminar Hall.



SKIT/GGC/2019/

Date:8/01/2019

Women Grievance Cell

Minutes of meeting held on 7/01/19

The Meeting of the Women's Grievance Cell of the college with its members was held on 7th January 2019 at 11.00 a.m.

The Following Members were present:

1. Dr. Sangeeta Gupta, Coordinator
2. Dr. Swati Arora- Member
3. Ms. Anjana Sangwan - Member

- It was decided to promote measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment and other acts of gender based violence in the college, since the college is a co-educational, hence safety and security to the girl students should be given priority.
- Regarding matter of grievance complaint, it was found by the members that not a single grievance has been brought to the notice of the Committee during the session, thus Redressal is nil.

Dr. Sangeeta Gupta
(Coordinator)

Dr. Swati Arora
(Member)

Ms. Anjana Sangwan
(Member)

SKIT/GGC/2018/

Date:23/08/2018

Women Grievance Cell

Minutes of meeting held on 22/08/18

All I year girls were made aware of the committee and its functioning in the college premises. They were informed about the objectives and role of this committee for their well-being.

Objectives:

- To equip the female students with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college premises.

How to Contact:

Any women student of SKIT who feels that she has been harassed can contact Cell members either in phone or through email about their problem where it can be solved highly confidentially.



Dr. Sangeeta Gupta

(Coordinator)



Dr. Swati Arora

(Member)



Ms. Anjana Sangwan

(Member)

SKIT/GGC/2018/

Date:14/08/2018

Women Grievance Cell

Minutes of meeting held on 13/08/18

The 1st Meeting of the Women's Grievance Cell of the college with its reconstituted members for the academic session 2018-2019 was held on 13th August 2018 at 11.00 a.m.

The Following Members were present:

1. Dr. Sangeeta Gupta, Coordinator
2. Dr. Swati Arora- Member
3. Ms. Anjana Sangwan - Member

It was decided:

- (i) To develop a proper guidelines and norms for a policy against sexual harassment to the girl student of the college, and
- (ii) To develop principles and procedures for combating sexual harassment.

Regarding matters relating to complaint, the house confirm that not a single complain from the girl students have been received by the Committee, hence Redressal is NIL



Dr. Sangeeta Gupta

(Coordinator)



Dr. Swati Arora

(Member)



Ms. Anjana Sangwan

(Member)

Swami Keshvanand Institute of Technology, Management & Gramothan,
Ramnagar, Jagatpura, Jaipur-302017

SKIT/GGC/2018/

Date: 4/8/2018

Women Grievance Cell

Following are the members of women's grievance cell for the session 2018-19.

S. No.	Faculty	Department	Contact No.	Email-id
1.	Dr. Sangeeta Gupta	Mathematics	9414455719	sangeeta11rc@gmail.com
2.	Dr. Swati Arora	EC	9314638177	aroraswati14@gmail.com
3.	Ms Anjana Sangwan	CS	9413939111	sangwan.anjana@gmail.com

Dr. Sangeeta Gupta
(Incharge)

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-17

Appendix I

The following faculty/staff members are appointed as the coordinators/members of various activities for the session 2018-19. This will be effective from August 01, 2018.

S. No.	Name	Department	Activity
1.	Dr. Amber Srivastava	Maths.	Chief Proctor
2.	Dr. Rohit Mukherjee	Maths.	Chief Coordinator, Pravah
	Ms. Gloria Joseph	EC	Coordinator, Pravah
3.	Dr. Niraja Saraswat	English	Chief Coordinator, Extra curricular activities
	Mr. Kailash Soni	CS	Coordinator Extra Curricular Activities
	Ms. Sanju Choudhary	CS	Coordinator Extra Curricular Activities
4.	Dr. Anurag Sharma	Chemistry	Coordinator NSS
5.	Dr. Archana Saxena	Chem.	Chief Coordinator, Redcross Club
	Mr. Manmohan Sharma	CE	Coordinator
	Mr. Ankit Agarwal	ME	Coordinator
	Dr. Tapas Badal	CS	Coordinator
6.	Dr. R. K. Jain	Physics	Dean II shift
7.	Dr. R. K. Jain	Physics	Incharge Exam Cell
	Dr. S. R. Dogiwal	CS	Member
8.	Dr. Sudha Calla	Chemistry	Incharge B. Tech. I year
9.	Dr. Amber Srivastava	Maths.	Coordinator Press & Media Committee
	Dr. Anurag Sharma	Chem.	Member
10.	Prof. M. L. Bhargava	Advisor	Incubation Cell
	Prof. S. N. Vijayvergiya	EC	
	Mr. Ankit Agarwal	EC	
	Mr. C. L. Saini	EE	
	Mr. Sandesh Saxena	CE	
11.	Shri Shubham Kumar Kumawat	CE	Coordinator Art Exhibition
	Ms. Vijeta Khincha	CS	Member
12.	Dr. Sudha Calla	Chem.	Student Counsellor
	Dr. Komal Sharma	Phy.	Student Counsellor
13.	Dr. Rohit Mukherjee	Maths.	SPIC MACAY Heritage Club
	Dr. Nidhi Sharma	English	SPIC MACAY Heritage Club

Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria (Jagatpura) Jaipur-17

14.	Dr. D. K. Sharma	CE	Chief Coordinator, NPTEL Local Chapter
15.	Dr. Basant Agarwal	CS	D-Space, National Digital Library
16.	Mr. Praveen Saraswat	ME	E-yantra
	Mr. Manoj Kumar Sain	ME	E-yantra
	Mr. Pallav Rawal	EC	E-yantra
	Mr. Ankit Vijayvargiya	EE	E-yantra
17.	Dr. Neha Purohit	English	Toastmasters Club
18.	Dr. Krishna Dayal Sharma	English	Chief Editor, SKIT Times
19.	Prof. M. L. Bhargava	Advisor	E-Cell (Topaz)
	Dr. Manisha Kaushik	MS	E-Cell (Topaz)
20.	Dr. Mukesh Gupta	CS	M. Tech. Coordinator (CS/IT)
	Dr. P. K. Jain	EC	M. Tech. Coordinator (EC)
	Mr. Ankit Vijay	EE	M. Tech. Coordinator (EE)
	Mr. Ankit Agarwal	ME	M. Tech. Coordinator (ME)
21.	Mr. Subham Kumar Gupta	CS	Dy. HOD-CS
	Dr. P. K. Jain	EC	Dy. HOD-EC
	Mr. Manoj Kumar Sain	ME	Dy. HOD-ME
	Mr. Ankush Tandon	EE	Dy. HOD-EE
	Dr. Neha Srivastava	CE	Dy. HOD-CE
	Mr. Mehul Mahrishi	IT	Dy. HOD-IT
22.	Ms. Rubaldeep Gill	CS	Incharge T.T. (CS/IT)
	Dr. Monika Mathur	EC	Incharge T.T. (EC)
	Ms. Deepti Arela	EE	Incharge T.T. (EE)
	Mr. Dinesh Kumar Sharma	ME	Incharge T.T. (ME)
	Mr. Ajay Gautam	CE	Incharge T.T. (CE)
	Dr. Sangeeta Gupta	Maths.	Incharge T.T. (B. Tech. 1 year)
23.	Dr. Tapas Badal	IT	Member, Library Committee
	Ms. Sheeba Anjum	English	Member
	Dr. Vikash Gautam	ME	Member
	Dr. Dhanraj Chitara	EE	Member
	Mr. Aakash Johari	CE	Member
	Dr. Atul Gupta	MS	Member

**Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagar (Jagatpura) Jaipur-17**

24.	Dr. Sangeeta Gupta	Maths.	Incharge, Women's Grievance Cell
	Dr. Swati Arora	EC	Member
	Ms. Anjana Sangwan	CS	Member
25.	Dr. Sharda Soni	Chem.	Cast based Discrimination Committee
	Mr. Manoj Kumar Sain	ME	Member
	Ms. Rammurti Meena	EE	Member
26.	Dr. Manu Augustine	ME	SWAYAM-NPTEL
	Dr. Sunita Gupta	IT	
	Mr. Vikas Pathak	EC	
	Dr. Dhanraj Chitara	EE	
27.	Mrs. Rachana Meel	Registrar	Grievance Redressal Committee
	Dr. Sudha Calla	Chemistry	
	Mr. Neeraj Dhawan	CS	
28.	Dr. Archana Saxena	Chem.	Coordinator- Alumni Association
	Mr. M. K. Beniwal	CS	Member
	Mr. D. R. Bhincher	Library	Member
29.	Mr. M. K. Beniwal	CS	Coordinator-Sports & Games
	Mr. Ajeet Kumar Singh	PTI	Member
30.	Mr. Pradeep Sihag	Hostel Manager	Canteen
	Ms. Anjana Sangwan	CS	
	Ms. Sanju Choudhary	CS	
	Mr. Abhishek Gupta	EE	

S. L. Surana
Dr. S. L. Surana
Director (Academics)

SKIT/GGC/2018/


Date: 2/2/2018

Women Grievance Cell

Mechanism for reporting and actions taken for harassment cases of girls

1. Girls are notified about the cell and its members through the information booklet which they receive after their admission in the college.
2. A notice about this cell is also displayed on various noticeboards of the college.
3. Sometimes, if the need arises, there is a separate talk with the girl students about the cell and its working.
4. If there is any case, the girl student reports it verbally.
5. She is then asked to report the case in writing.
6. The matter is discussed amongst the members of the cell.
7. The student, against whom the complaint has been reported, is called upon and inquired about all the details.
8. If the case is found to be genuine, action is taken against the complainee in the form of apology letter, a serious warning and if the matter is very serious it is discussed with the higher authorities of the college and if there is need the student may be rusticated from the institute. Till date any such serious case has not been reported.


Prof. (Dr.) Sangeeta Vyas
(coordinator)


Dr. Sangeeta Gupta
(member)

SKIT/GGC/2017/


Date: 27-9-2017

Women Grievance Cell

Following are the members of Women Grievance cell for the session 2017-18.

S. No.	Faculty	Department	Contact No.	Email id
1	Dr. Sangeeta Vyas	Chemistry	9413237437	sangeetanandini@gmail.com
2	Dr. Sangeeta Gupta	Mathematics	9414455719	sangeeta11rc@gmail.com
3	Ms. Swati Arora	Electronics	9314638177	aroraswati14@gmail.com

The cell will process all complaints very confidentially whether received orally or in written.


(Dr. Sangeeta Vyas)
(co-ordinator)

Copy to:

1. Director
2. Director(Academics)
3. Director(D &W)
4. Principal
5. Registrar
6. Committee members
7. All notice boards (including Girls hostel)

**Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria (Jagatpura) Jaipur-17**

Appendix-II

The following faculty/staff members are appointed as the coordinators/members of various activities for the session 2017-18. This will be effective from July 25, 2017.

S. No.	Name	Department	Activity
1.	Dr. Amber Srivastava	Maths.	Chief Proctor
2.	Dr. Brij Raj Sharma	Physics	Chief Coordinator, Pravah
	Ms. Chitra Manro	Physics	Coordinator, Pravah
3.	Dr. Ona Ladiwal	MS	Chief Coordinator, Extra curricular activities
	Ms. Swati Arora	ECE	Coordinator Extra Curricular Activities
4.	Mr. M. K. Beniwal	CS	Coordinator NSS
5.	Dr. Anurag Sharma	Chem.	Chief Coordinator, Redcross Club
	Mr. Jinendra Rahul	EE	Coordinator
	Mr. Pramod Jain	ME	Coordinator
	Mr. Manmohan Sharma	CE	Coordinator
6.	Dr. R. K. Jain	Physics	Dean II shift
7.	Dr. R. K. Jain	Physics	Incharge Exam Cell
8.	Dr. Sudha Calla	Chemistry	Incharge B. Tech. I year
9.	Dr. Amber Srivastava	Maths.	Coordinator Press & Media Committee
	Dr. Anurag Sharma	Chem.	Member
10.	Shri M. L. Bhargava	Advisor	Incubation Cell
	Shri S. N. Vijayvergiya	EC	Incubation Cell
	Ms. Vinita Agarwal	EC	Incubation Cell
	Mr. C. L. Saini	EE	Incubation Cell
11.	Shri Shubham Kumar Kumawat	CE	Coordinator Art Exhibition
12.	Dr. Rohit Mukherjee	Maths.	Student Counsellor
	Dr. Sudha Calla	Chem.	Student Counsellor

**Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria (Jagatpura) Jaipur-17**

13.	Dr. Rohit Mukherjee	Maths.	SPIC MACAY Heritage Club
14.	Dr. Mukesh Gupta	CS	Spoken Tutorial
	Dr. Neha Srivastava	CE	Spoken Tutorial
15.	Dr. D. K. Sharma	CE	Chief Coordinator, NPTEL Local Chapter
16.	Dr. Rishi Vyas	Physics	D-Space, National Digital Library
17.	Mr. Praveen Saraswat	ME	E-yantra
	Mr. Manoj Kumar Sain	ME	E-yantra
	Ms. Vinita Agarwal	EC	E-yantra
	Mr. Pallav Rawal	EC	E-yantra
18.	Dr. Neha Purohit	English	Toastmasters Club
19.	Dr. Neha Purohit	English	Chief Editor, SKIT Times
20.	Shri M. L. Bhargava	Advisor	E-Cell (Topaz)
21.	Dr. Mukesh Gupta	CS	M. Tech. Coordinator (CS/IT)
	Shri P. K. Jain	EC	M. Tech. Coordinator (EC)
	Shri Ankit Vijay	EE	M. Tech. Coordinator (EE)
	Shri Ankit Agarwal	ME	M. Tech. Coordinator (ME)
22.	Dr. Mukesh Gupta	CS	Dy. HOD-CS
	Dr. Mukesh Arora	EC	Dy. HOD-EC
	Shri Pankaj Dadheech	IT	Dy. HOD-IT
	Shri Dheeraj Joshi	ME	Dy. HOD-ME
	Shri Ankush Tandon	EE	Dy. HOD-EE
	Dr. Neha Srivastava	CE	Dy. HOD-CE
23.	Ms. Rubaldeep Gill	CS	Incharge T.T. (CS/IT)
	Ms. Monika Mathur	EC	Incharge T.T. (EC)
	Mr. Ankit Vijayvergiya	EE	Incharge T.T. (EE)
	Dinesh Kumar Sharma	ME	Incharge T.T. (ME)
	Priyanka Gupta	CE	Incharge T.T. (CE)
	Dr. Sangeeta Gupta	Maths.	Incharge T.T. (B. Tech. I year)
24.	Mr. Mehul Maharishi	CS	Member, Library Committee
	Mr. I.B. Abrol	English	Member

**Swami Keshvanand Institute of Technology, Management & Gramothan
Ramnagaria (Jagatpura) Jaipur-17**

	Dr. Manu Augustine	ME	Member
	Mr. Nihit Giri	EE	Member
	Dr. Rukhsar Zafar	EC	Member
	Mr. Nishant Sachdeva	CE	Member
	Mr. Atul Gupta	MS	Member
25.	Dr. Sangeeta Vyas	Chem.	Incharge, Women's Grievance Cell
	Dr. Sangeeta Gupta	Maths.	Member
	Ms. Swati Arora	EC	Member
26.	Dr. Alok Mathur	ME	Cast based Discrimination Committee
	Ms. Rammurti Meena	EE	Member
	Dr. Sharda Soni	Chem.	Member
27.	Dr. Archana Saxena	Chem	SWAYAM
28.	Mrs. Rachana Meel	Registrar	Grievance Redressal Committee
	Dr. Akash Saxena	EE	
	Mr. Neeraj Dhawan	CS	
29.	Dr. Archana Saxena	Chem.	Coordinator- Alumni Association
	Mr. Neeraj Dhawan	CS	Member
30.	Mr. M. K. Beniwal	CS	Coordinator-Sports & Games
	Mr. Ajeet Kumar Singh	PTI	Member
31.	Mr. Pradeep Sihag	Hostel Manager	Canteen

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY, MGT & GRAMOTHAN,
JAIPUR

SKIT/2017/

Date: 11/02/2017

NOTICE

During the Techno-cultural fest PRAVAH-2017, all the girl students are required not to sit alone in lonely places during late hours. They are expected to maintain the decorum and discipline of the institute by wearing sober dresses.

Dr. Sangeeta Vyas *Sangeeta*Dr. Sangeeta Gupta *Sangeeta*

(Women Grievance cell)

Copy to:

1. The Director
2. The Director(academics)
3. The Principal
4. The Registrar
5. The committee members
6. All notice boards (including Girls hostel)

SKIT/GGC/2016/

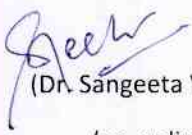
Date: 30-9-2016.
60-

Women Grievance Cell

Following are the members of Women Grievance cell for the session 2016-17.

S. No.	Faculty	Department	Contact No.	Email id
1	Dr. Sangeeta Vyas	Chemistry	9413237437	sangeetanandini@gmail.com
2	Dr. Sangeeta Gupta	Mathematics	9414455719	sangeeta11rc@gmail.com
3	Ms. Swati Arora	Electronics	9314638177	aroraswati14@gmail.com

The girls are free to register their complaints (if any) regarding any kind of harassment (physical, verbal or non-verbal) in the institute to any one of the committee members.


(Dr. Sangeeta Vyas)
(co-ordinator)

Copy to:

1. Director
2. Director(Academics)
3. Director(D &W)
4. Principal
5. Registrar
6. Committee members
7. All notice boards (including Girls hostel)

SKIT/ 2016/

Date: 29.09.2016

OFFICE ORDER

A Women's cell was constituted as per the decisions taken by the Academic and Management Council on June 4, 2013 with Dr. Sangeeta Vyas (Chemistry Dept.) as the coordinator and Dr. Sangeeta Gupta (Mathematics Dept.) and Ms. Sarita Choudhary (Mechanical Dept.) as the members.

Ms. Swati Arora (EC Department) is appointed as the member of the Women's Cell against the vacant position created due to resignation of Ms. Sarita Choudhary from the Institute. The order is effective from October 1, 2016.

S. L. Surana

Dr. S. L. Surana
Director (Academics)

Copy to:

1. *Dr. Sangeeta Vyas, Coordinator, Women's Cell*
2. *Ms. Swati Arora, EC Dept.*
3. *File*

2166
16/9/15

12541

57.

राजस्थान सरकार
तकनीकी शिक्षा विभाग

क्रमांक प.1(16)त.शि./2014

जयपुर, दिनांक 14/9/15

निदेशक,
तकनीकी शिक्षा/प्रशिक्षण
प्राविधिक शिक्षा निदेशालय
जोधपुर।

रजिस्ट्रार
राजस्थान तकनीकी विश्वविद्यालय,
अकेलगढ,रावतभाटा रोड,
कोटा-324010

विषय:- महिलाओं के कार्यस्थल पर लैंगिक उत्पीडन (निवारण प्रतिषेध एवं प्रतितोष) अधिनियम,2013 (2013 का केन्द्रीय अधिनियम सं. 14) की पालना करने के संबंध में।

महोदय,

उपर्युक्त विषयान्तर्गत निर्देशानुसार लेख है कि महिला एवं बाल विकास विभाग से प्राप्त पत्र दिनांक 13.08.2015 की फोटो प्रति संलग्न कर लेख है कि महिलाओं के कार्यस्थल पर लैंगिक उत्पीडन (निवारण,प्रतिषेध एवं प्रतितोष) अधिनियम 2013 (2013 का केन्द्रीय अधिनियम सं. 14) की पालना करने के संबंध में आपके अधीन समस्त संस्थाओं से उक्त अधिनियम की पालना में आंतरिक शिकायत समितियों का गठन कर समिति के सदस्यों का पूर्ण विवरण मय दूरभाष की सूचना इकजाई कर एक सप्ताह में इस विभाग को भिजवाने का श्रम करें। अतिरिक्त मुख्य सचिव महिला एवं बाल विकास विभाग के पत्रांक एफ. 16(4)(5)निमअ/यौ.उत्पी./13/पार्ट-1/27584 दिनांक 13.08.2015 की फोटो प्रति संलग्न कर भिजवायी जा रही है।

For permin
and for
16/9
Womun Cell

संलग्न:-उपरोक्तानुसार।

भवदीय

(एम.एम.सेतिया)
संयुक्त सचिव त.शि.

प्रतिलिपि:-निजी सचिव अतिरिक्त मुख्य सचिव महिला एवं बाल विकास विभाग को उनके पत्रांक एफ.16(4)(5)निमअ/यौ.उत्पी./13/पार्ट-1/27584 दिनांक 13.08.2015 के क्रम में सूचनार्थ प्रेषित है।

संयुक्त सचिव त.शि

19/9
+ 1 member woman cell

VCS-2111
19/9/15

URGENT: Action required as per Women Harassment Redressal ACT-2013

From: bp suneja

Sent: Fri, 9 Oct, 2015 at 7:38 am

58(A)

To: Aayojan Architecture, info@aayojan.edu.in, asnsvt@yahoo.com, md@adved.org, advent@shalanil.com, acmrc.jodhpur@gmail.com, director@aimudr.org, ait_ajmer@rediffmail.com, akashdeepjpr@yahoo.com, DR. V.K. AGARWAL, Anand Education and Research Trust, info@apexjaipur.org, info@apexcollege.in, info@apexedu.org, info@apexiit.com, info@sssindia.org, info@aravalieducation.org, principal@aryacollege.in, principalacerc@aryajaipur.com, registrar@aryajaipur.com, arvind@aryacollege.org, director@acmajmer.com, Amit Shastri, aryan college, info@ait.edu.in, Shridhar Dandin, Bal Krishna Institute Of Technology, tpcell@bmitjaipur.org, bmittpcell@gmail.com, inquiry@bmitjaipur.org, rpbansal1948@gmail.com, bietsikar@gmail.com, bbcet@live.com, bbcte.jaipur@gmail.com, acad@biyanicolleges.org, BLM INSTITUTE, ashapura admin, rsd@cpuniverse.in, tarun shrimali, chanakyaengineering@yahoo.co.in, cgi Bharatpur, citaburoad@gmail.com, Dr. C L Gehlot, principal@cet-gov.ac.in, adm@ciitm.org, info@deepshikha.org, Dr. Radhakrishnan Institute of Technology Jaipur, dcet.rajasthan@gmail.com, Educosm Jaipur, enggrv@gmail.com, gdmcm07@gmail.com, dirgits@gmail.com, principal@gits.ac.in, director@gits.ac.in, support@gctjaipur.com, support@gitjaipur.com, gecbanswara banswara, principal@ecajmer.ac.in, Principal Govt. Engg. College, Bharatpur, gecj Jhalawar, principal@ecb.ac.in, principal@gweca.ac.in, gurukulenggkota@yahoo.co.in, iilmjaipur@iilm.ac.in, Dr. Neelam Sharma, imsbikner@gmail.com, connect@rims.net.in, iimet@icfia.org, iilm@icfia.org, jnit@jimsindia.org, jeckukas@yahoo.com, info@jecrcmail.com, jietkukas@yahoo.in, Jiem Jaipur, jitinstitutes@gmail.com, contact_jdci@yahoo.com, udml kukas, info@udml.ac.in, info@jietjodhpur.com, info@kautilya.net, chairman@keystonegroup.in, khandelwal girls institute, directorliet@gmail.com, Lucky Shikshan Sansthan, mlvti_jp1@sancharnet.in, info@maharajacolleges.org, Maharani Girls Engg College Jaipur, Maharishi Arvind Sirsi, macet.kota@gmail.com, info@maihm.com, Maharishi Arvind, maism@datainfosys.net, maiit.kota@gmail.com, masms.jaipur@gmail.com, Ajay Diwakar Agrawal, director@mitsjadan.ac.in, migs@globalajmer.com, Manda Institute of Technology Bikaner, info@marudhar.ac.in, mecrc@kushaleducation.com, mrsethi.mit@gmail.com, info@mitjodhpur.org, Atul Sankhla, MITRCALWAR MITRC, mitrc@mitrc.ac.in, mimtkota@modiedukota.org, M.I.T. KOTA, info@nathdwarainstitute.com, Sanjay Agarwal, okimrkota@rediffmail.com, director@pbsmanagement.org, director@pacific-ie.ac.in, Pceerc Jaipur, office@poddarinstitute.org, pioneer_institute@rediffmail.com, info@poornima.org, rdedu2003@yahoo.com, kksb@poornima.org, jitendra.singh@pratap.co.in, support@rmackota.com, info@recjodhpur.org, rcewjaipur@rediffmail.com, rajasthangroupofcolleges@gmail.com, rietchittor@gmail.com, principal@rietjaipur.ac.in, recjaipur@gmail.com, mail@rajdhanijaipur.org, info@regional-college.com, sgnkimat2009@gmail.com, micpl.anil@yahoo.com, spajit@sirohieducation.com, info@sirohieducation.com, sscollege08@rediffmail.com, subodhainstitute@gmail.com, smi jaipur, agarwalraju@ymail.com, ssimttnk@rediffmail.com, G N Saraf, mj:pg@rediffmail.com, c.c ashoka, shankarainst.mgt@gmail.com, info@shankaratechnology.org, principal.sit@gmail.com, shankara.research@gmail.com, Shujat Hussain, ranjeet3333@rediffmail.com, maim.mab@gmail.com, scmimt@rediffmail.com, sbnitm@gmail.com, avj12@rediffmail.com, sditcollege@yahoo.com, info@usbeducation.org, info_shrinathji_institute@yahoo.co.in, sietdausa@gmail.com, Siddhi Vinayak Group, TPCell SIIT Jaipur, director@siitjaipur.org, sbaseducation@ymail.com, Slbs Education, principal@secs.ac.in, admin@sbss.ac.in, swiet Ajmer,

smecneemrana02@rediffmail.com, St. Wilfred's Institute of Architecture RJ10, smcet@smcet.in, Jyotsna Mehta, rtu@sunriseudaipur.com, Sunrise Institute, Gorav Gupta, info@skit.ac.in, svimtindia@gmail.com, Dr S S Agarwal, tec.kcity@gmail.com, Tec Kcity, director@technonjr.org, Tirupati College, collegetirupati@gmail.com, atmajotiengg@rediffmail.com, director_uce@yahoo.in, ucmdcollege@yahoo.in, vcetbundi08@yahoo.com, vedicgurukul@yahoo.co.in, vision_mgmt@yahoo.com, info@vitj.ac.in, vcetjodhpur@gmail.com, vietjodhpur@gmail.com, Vyas Institute of Management, Yaduvanshi Engg, yitjpr@hotmail.com, info@yitjpr.com

58 (B)

Cc: vcoffcertu@yahoo.co.in, registrar_rtu@yahoo.com, Annapurna Bhargava, Registrar Raj. Tech. Univ, vivek pandey, npkaushik2002@yahoo.co.uk

mahila utpidan scan0049 (1).pdf (3.1 MB)

- Ref.: 1. University Guidelines for Student Welfare posted on RTU web site with the request to act as per directions their in.
2. Attached letters of Joint Secretary (TE GoR) and Principal Secy (Mahila evam Baal Vikas Vibhag, GoR): attached

Dear Sir,

Its kind reminder to do the needful at institute level as per the directions given in the Ref.1 in order to ensure Anti Ragging Measures, Students welfare and to prevent & redress women harassment at workplace.

Kindly go through the Ref.2 (attached) vide which you are directed to send the details of the constitution of "**internal complaint committee**" as per the requirement of the respective act (notified earlier) i.e. "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".

You are requested to send the desired information with name and contact no. of the members of such committee through email to Dean SW office **latest by 14th Oct. 2015 (4 pm)** so as to send the compiled information to the respective ministry.

You are also requested to post such information on the institute web site.

Please note that above task comes under the mandatory category.

Regards

DSW

Office of the Dean (SW)
Rajasthan Technical University
Kota-324010

Note: All documents sent through email will be considered authentic provided a paper/ hard copy is sent to this office.



क्रमांक:एफ16(4)(5)/निमअ/यौ.उत्पी/13/ पार्ट-1/27584
जयपुर दिनांक 13/8/15

56

श्री पवन,

जैसा की आपको विदित है कि भारत सरकार के द्वारा महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न (निवारण, प्रतिषेध एवं प्रतितोष) अधिनियम, 2013 (2013 का केन्द्रीय अधिनियम सं. 14) लागू किया जा चुका है (अधिनियम महिला एवं बाल विकास मंत्रालय, भारत सरकार की वेबसाइट www.wcd.nic.in पर उपलब्ध है)। इस विभाग के अ.शा. पत्र क्रमांक 275-311 दिनांक 04.06.2014, अ.शा. पत्र क्रमांक 24378-414 दिनांक 13.08.2014 तथा माननीया मंत्री महोदया, मवावि द्वारा अ.शा. पत्र क्रमांक 14-18 दिनांक 01.01.2015 से भारत सरकार के द्वारा लागू महिलाओं का कार्यस्थल पर लैंगिक उत्पीड़न (निवारण, प्रतिषेध एवं प्रतितोष) अधिनियम, 2013 (2013 का केन्द्रीय अधिनियम सं. 14) की धारा 4 (1) के अनुसार ऐसे प्रत्येक कार्यालय/प्रशासनिक इकाई जिसके कार्यस्थल विभिन्न संभागों अथवा उपखंड स्तर पर स्थित है, में आंतरिक शिकायत समिति का गठन करते हुए गठित की गई समिति के सदस्यों का पूर्ण विवरण मय दूरभाष इस विभाग को प्रेषित करने का अनुरोध किया गया था। इस संबंध में विभाग के द्वारा परिपत्र क्रमांक 65765 दिनांक 30.12.2013 से समस्त विभागों को निर्देश पूर्व में ही प्रेषित किये जा चुके हैं, किन्तु अधिनियम की पालना में आंतरिक शिकायत समितियों के गठन में अपेक्षित प्रगति नहीं हुई है।

चूंकि अधिनियम के प्रावधानों की समयबद्ध पालना की जानी आवश्यक है। अतः अनुरोध है कि आपके अधीन राज्य के समस्त कार्यालयों/निजी इकाईयों/गैर संगठित क्षेत्र (Un-Organized Sector) में परिपत्र की पालना में आन्तरिक शिकायत समितियों का गठन सुनिश्चित करवाते हुये कृपया गठित की गई समिति के सदस्यों का पूर्ण विवरण मय दूरभाष इस विभाग को प्रेषित करने का श्रम करें। अधिनियम की पालना के निवारण/प्रबंधन के लिये एक वरिष्ठ अधिकारी को नोडल अधिकारी के रूप में नियुक्त करने का भी श्रम करें। इसके अतिरिक्त आपके विभाग में गठित की गई आन्तरिक समिति के सदस्यों का पूर्ण विवरण मय दूरभाष सुनिश्चित रूप से प्रदर्शित करने के निर्देश जारी करावें।

इस क्रम में यह भी उल्लेखनीय है कि कार्मिक लोक शिकायत और पेंशन मंत्रालय, भारत सरकार के द्वारा जारी ऑफिस मेमोरेण्डम दिनांक 16.07.2015 से उक्त अधिनियम के अन्तर्गत प्राप्त होने वाली शिकायतों के क्रम में की जाने वाली जांच के चरणों के संबंध में विस्तृत रूप से उल्लेख किया गया है, जो कि आपके अधीन विभागों में इस अधिनियम के अन्तर्गत प्राप्त होने वाली शिकायतों की जांच में सहायक सिद्ध होंगे। अतः कार्मिक लोक शिकायत और पेंशन मंत्रालय, भारत सरकार के द्वारा जारी ऑफिस मेमोरेण्डम दिनांक 16.07.2015 अ. शा. पत्र के साथ आवश्यक कार्यवाही हेतु संलग्न किया जा रहा है।

कृपया-अधिनियम की भावना के अनुरूप अपेक्षित कार्यवाही शीघ्र सम्पन्न किया जाना सुनिश्चित करते हुये पालना रिपोर्ट इस विभाग को भिजवाने का श्रम करें।

सादर |

कार्यालय प्रमुख शासन सचिव
महिला एवं बाल विकास विभाग
राजस्थान सचिवालय, जयपुर
दिनांक 13/8/15

सद्भावी

२-

(राकेश श्रीवास्तव)

श्री पी.के. गोयल,
प्रमुख शासन सचिव,
उच्च एवं तकनीकी शिक्षा विभाग

11(6)14

Steps for Conduct of Inquiry in Complaints of Sexual Harassment

Complaints Committees

1. Complaints Committees have been set up in all Ministries/Department and organisations under them in pursuance to the judgement of the Hon'ble Supreme Court in the *Vishakha* case. As per Section 4(1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013("the Act"), the Internal Complaints Committee (referred to as "Complaints Committee" hereafter) is to be set up at every workplace. As per Section 4(2), this will be headed by a woman and at least half of its members should be women. In case a woman officer of sufficiently senior level is not available in a particular office, an officer from another office may be so appointed. To prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committees should involve a third party, either an NGO or some other body which is familiar with the issue of sexual harassment.

What is Sexual Harassment?

2. "sexual harassment" includes any one or more of the following acts or behaviour, (whether directly or by implication), namely:—

- (i) physical contact and advances; or
- (ii) demand or request for sexual favours; or
- (iii) sexually coloured remarks; or
- (iv) showing any pornography; or
- (v) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

3. The following circumstances, among other circumstances, in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment: -

- (i) implied or explicit promise of preferential treatment in employment; or
- (ii) implied or explicit threat of detrimental treatment in employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

Workplace defined:

4. As per Section 2(o) of the Act, the following places are included within the ambit of the expression "workplace":

- (i) any department, organisation, undertaking, establishment, enterprise, institution, office, etc. --established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
- (ii) hospitals or nursing homes;
- (iii) any sports institute, stadium, etc., used for training, sports or other activities relating thereto;
- (iv) 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;

Initial relief

5. The Committee will also have the powers to recommend-
- (a) to transfer the aggrieved woman or the charged officer to any other workplace; or
 - (b) to grant leave to the aggrieved woman up to a period of three months.
(The leave will not be deducted from her leave account.)

54.

Complaints Committee to be Inquiring Authority

6. As per Proviso to Rule 14(2) of CCS (CCA) Rules, 1965, in case of complaints of sexual harassment, the Complaints Committee set up in each Ministry or Department etc. for inquiring into such complaints shall be deemed to be the Inquiring Authority appointed by the Disciplinary Authority for the purpose of these rules. Complaints Committee, unless a separate procedure has been prescribed, shall hold the inquiry as far as practicable in accordance with the procedure laid down in the Rule 14.

Need for investigation

7. The Complaints Committees may act on complaints of sexual harassment when they receive them directly or through administrative authorities etc, or when they take cognizance of the same suo-moto. As per Section 9(1) of the Act, the aggrieved woman or complainant is required to make a complaint within three months of the incident and in case there has been a series of incidents, three months of the last incident. The Complaints Committee may however extend the time limit for reasons to be recorded in writing, if it is satisfied that the circumstances were such which prevented the complainant from filing a complaint within the stipulated period.

8. As mentioned above, the complaints of sexual harassment are required to be handled by Complaints Committee. On receipt of a complaint, facts of the allegation are required to be verified. This is called preliminary enquiry/fact finding enquiry or investigation. The Complaints Committee conducts the investigation. They may then try to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. If it becomes necessary to issue a Charge Sheet, disciplinary authority relies on the investigation for drafting the imputations, as well as for evidence by which the charges are to be proved. Therefore this is a very important part of the investigation.

Dual Role

9. In the light of the Proviso to the Rule 14 (2) mentioned above, the Complaints Committee would normally be involved at two stages. The first stage is investigation already discussed in the preceding para. The second stage is when they act as Inquiring Authority. It is necessary that the two roles are clearly understood and the inquiry is conducted as far as practicable as per Rule 14 of CCS (CCA) Rules, 1965. Failure to observe the procedure may result in the inquiry getting vitiated.

10. As the Complaints Committees also act as Inquiring Authority in terms of Rule 14(2) mentioned above, care has to be taken that at the investigation stage that impartiality is maintained. Any failure on this account may invite allegations of bias when conducting the inquiry and may result in the inquiry getting vitiated. As per the instructions, when allegations of bias are received against an Inquiring Authority, such Inquiring Authority is required to stay the inquiry till the Disciplinary Authority takes a decision on the allegations of bias. Further, if allegations of bias are established against one member of the Committee on this basis, that Committee may not be allowed to conduct the inquiry.

11. In view of the above, the Complaints Committee when investigating the allegations should make recommendations on whether there is a prima facie substance in the allegations which calls for conducting a formal inquiry. They should avoid making any judgmental recommendations or expressing views which may be construed to have prejudiced their views while conducting such inquiry.

53-

Decision to issue Charge sheet, and conducting Inquiry

12. On receipt of the Investigation Report, the Disciplinary Authority should examine the report with a view to see as to whether a formal Charge Sheet needs to be issued to the Charged Officer. As per Rule 14(3), Charge Sheet is to be drawn by or on behalf of the Disciplinary Authority. In case the Disciplinary Authority decides on that course, the Charged Officer should be given an opportunity of replying to the Charge sheet. As per Rule 14(5), a decision on conducting the inquiry has to be taken after consideration of the reply of the charged officer.

13. If the Charged Officer admits the charges clearly and unconditionally, there will be no need for a formal inquiry against him and further action may be taken as per Rule 15 of the CCS (CCA) Rules.

The Inquiry-stages

14. In case the Charged Officer denies the charges and his reply is not convincing, the Charge sheet along with his reply may be sent to the Complaints Committee for formal inquiry, and documents mentioned in Rule 14 (6) will be forwarded to the Complaints Committee. As per Section 11(3) of the Act, for the purpose of making an inquiry, the Complaints 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, namely:--

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

The Section 11(4) of the Act requires that the inquiry shall be completed within a period of ninety days.

15. The Disciplinary Authority shall also in terms of Rule 14(5) (c) appoint a Government servant as a Presenting Officer to present evidence on behalf of prosecution before the Complaints Committee/ Inquiring Authority. The listed documents are to be sent to the Presenting Officer. The Complaints Committee would, thereafter, summon the Presenting Officer and the Charged Officer. As a first step, the charged officer would be formally asked as to whether he admits the charges. As mentioned above, in case of any clear and unconditional admission of any Article of Charge, no inquiry would be held in respect of that Article and the admission of the Charged Officer would be taken on record. The inquiry would be held, thereafter, in respect of those charges which have not been admitted by the Charged Officer. The Charged Officer is also entitled to engage a Defence Assistant. The provisions relating to Defence Assistant are given in Rule 14(8).

16. The Inquiring Authority is, thereafter, required to ask the Presenting Officer to have the prosecution documents, listed in the Charge Sheet inspected by the Charged Officer. Copies of such documents, if not only given to the Charged Officer, would be handed over to him. The Charged Officer would, therefore, be required to submit a list of documents and witnesses which he wants to produce in support of his defense. The Inquiring Authority would consider allowing such documents or witnesses on the basis of their relevance. Normally, any document or witness which reasonably appears to be relevant and helpful in defense may be allowed. Once the documents have been allowed, the Inquiring Authority would send a requisition for these documents to the custodian of such documents.

17. When the regular hearing commences, the Inquiring Authority would ask the Presenting Officer to produce the documentary evidence. Such documents as are disputed by the Charged Officer have to be proved by the witnesses before they are taken on record. The undisputed documents would be taken on record and marked as exhibits.

52.

Examination of Witnesses

18. Summons would, thereafter, be sent to the witnesses listed in the Charge sheet. The Presenting Officer may choose to produce them in any order he finds appropriate. These witnesses would be examined in the inquiry in the following manner. The examination in chief would be done by the Presenting Officer where the Presenting Officer may ask questions of the witness to ascertain the facts. The witness would, thereafter, be cross-examined by the Defense. After the cross-examination, the Presenting Officer would be given an opportunity to re-examine the witness. In the examination in chief, leading questions are not allowed. These are however allowed in the cross examination.

19. The procedure of Inquiry requires opportunity to the Charged Officer to cross-examine all the witnesses that appear on behalf of the Prosecution. Failure to do so may be construed as a denial of reasonable opportunity to the charged officer, resulting in vitiation of the Inquiry. If the complainant appears as a witness, she would also be examined and cross-examined. The Inquiry Officer may however disallow any questions which are offensive, indecent or annoying to the witnesses, including the complainant.

20. If Inquiring Authority wishes to ascertain some facts for clarity, he may pose questions to the witnesses. This should however, be done in such a manner as to not show any bias for or against the Charged Officer. This has to be done in the presence of the Presenting Officer and the Charged Officer/Defence Assistant. No inquiry should be conducted behind the back of the charged officer. The witnesses will be examined one by one, and the other witness who are either yet to be examined, or have been examined are not allowed to be present during the examination of a witness.

Daily Order Sheet

21. The Inquiring Authority would also maintain a document called Daily Order Sheet in which all the main events of the inquiry and including requests/representations by the Charged Officer or the Presenting Officer, and decisions thereon would be recorded. For example (i) if the Charged Officer refuses to cross-examine the witnesses, this should be recorded in the Daily Order Sheet (ii) the Daily Order Sheet should record that the Charged Officer had been advised that he has the right to engage a Defense Assistant (iii) it should also be clearly mentioned that the Charged Officer was also informed as to who are eligible to assist him as Defense Assistant. (iv) the Daily Order Sheet should also record in case request of the Charged Officer for engaging a particular person as Defense Assistant is disallowed in the light of the existing instructions. Daily Order Sheet should be signed by the Inquiring Authority, Presenting Officer and the Charged Officer/Defence Assistant.

Defence Evidence

22. After the prosecution evidence is over, the Charged Officer is required to submit his statement of defense. In this statement, the Charged Officer is required to briefly indicate his line of defense. After this, the Defense evidence will be taken. The evidence will be produced in the same order as the prosecution evidence. First, the documents allowed by the Inquiry Authority would be taken on record and then the witnesses called and their examination, cross-examination and re-examination done. The only difference here would be that the Examination in Chief would be done by defense while the cross-examination would be done by the prosecution. The defense would then have the opportunity of re-examining the witness.

General Examination of the Charged Officer

23. After the Defense evidence is over, the Inquiring Authority shall ask Charged Officer as to whether he wishes to appear as his own witness. In case he does so, he will be examined like any other defense witness. In case however, he declines to do so, the Inquiring Authority is required to generally question him. At this stage due care is required to be exercised that as per Rule 14(18) the purpose of this stage is to apprise Charged Officer of the circumstances which appear to be against him. This is to enable the Charged Officer to explain them to the Inquiring Authority. Presenting Officer and the Defence Assistant do not take any part in the General Examination. Charged Officer may not be compelled to answer questions during examination by the Inquiring Authority.

Brief

24. After this, the Presenting Officer would be asked to submit his brief. A copy of this brief would be given to the Charged Officer. Both the Presenting Officer and the Charged Officer may be allowed reasonable time for submission of their brief.

25. The Inquiring Authority then writes the Inquiry Report in which the evidence in support of the charges and against them will be examined. The Report should be a speaking one clearly bringing out as to the evidence on the basis of which any particular conclusion has been reached. Based on this analysis, the Inquiring Authority will give its findings on the Articles as proved or not proved. In case any Article of charge is proved only partially, then the Inquiring Authority should record the extent to which that Article has been proved.

Powers of the Committee to make recommendations

26. Normally, the Inquiry Officer is not allowed to make any recommendations in his report. Here the function of the Complaints Committee acting as the Inquiring Authority differs. The Complaints Committee may however, make recommendations including what has been mentioned in para 2 above:

- (c) to grant such other relief to the aggrieved woman as may be prescribed; or
- (d) to deduct from the salary or wages of the charged officer such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs.
- Any amount outstanding at the time of cessation of the services of the charged officer due to retirement, death or otherwise may be recovered from the terminal benefits payable to the officer or his heirs.
- Such compensation will not amount to penalty under Rule 11 of CCS (CCA) Rules in terms of the Explanation (ix) to Rule 11 inserted vide Notification of even Number dated 19-11-2014.
- Committee may recommend action to be taken against complainant, if the allegation is malicious, or the complainant knows it to be false, or has produced any forged or misleading document.
- The Committee may also recommend action against any witness if such witness has given false evidence or produced any forged or misleading document.

27. The Complaints Committee should also remember that as per the Section 16 of the Act, notwithstanding the RTI Act, 2005, information as regards identity and addresses of the aggrieved woman, respondent and witnesses, Inquiry proceedings, Recommendations of the Committee, shall not be published or communicated or made known to public, press or media in any manner. Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

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28. With the above stage, the inquiry would be formally over. The Inquiring Authority should prepare separate folders containing the documents mentioned in Rule 14(23(ii)).

Suspension

29. A Government servant may also be placed under suspension before or after issue of a Charge Sheet where his continuance in office will prejudice the investigation, for example if there is an apprehension that he may tamper with witnesses or documents. Suspension may also be resorted to where continuance of the Government servant in office will be against wider public interest such as there is a public scandal and it is necessary to place the Government servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals. It may be desirable to resort to suspension in case of misdemeanor involving acts of moral turpitude.

Special provisions to deal with threats or intimidation

30. Disciplinary Authority may also dispense with inquiry under Rule 19(ii), and action may be taken without the inquiry when the Disciplinary Authority concludes that it is not reasonably practicable to hold such an inquiry. The circumstances leading to such a conclusion may exist either before the inquiry is commenced, or may develop in the course of the inquiry. Such situations would be deemed to have arisen:

- (i) where the Government servant, through or together with his associates terrorizes, threatens or intimidates witnesses who are likely to give evidence against him with fear of reprisal in order to prevent them from doing so; or
- (ii) where the Government servant himself or with or through others threatens, intimidates and terrorizes the Disciplinary Authority, Members of the Committee, the Presenting Officer or members of their family.

Disciplinary Authority is not expected to dispense with the inquiry lightly, arbitrarily or with ulterior motive or merely because the case against the Government servant is weak.

North Block, New Delhi
Dated July 16th, 2015

OFFICE MEMORANDUM

Subject: Steps for conducting inquiry in case of allegation of Sexual Harassment

Undersigned is directed to say that during the meeting of the Chairpersons of Complaints Committees with Secretary (Personnel) on the 16th April, 2015, it was suggested that the Department of Personnel and Training may prepare a step guide for conduct of inquiry in complaint cases of sexual harassment. Rule 14(2) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 lays down that the Complaints Committee established in each Ministry or Department for inquiring into complaints of sexual harassment shall hold such inquiry as far as practicable in accordance with the procedure laid down in these Rules.

2. The annexed guide on "Steps for Conduct of Inquiry in complaints of Sexual Harassment" is intended to give the procedure as prescribed in the rules/instructions. This is, however, not intended as a substitute for reference to the Rules and instructions. Members of the Complaints Committees and others who are required to deal with such inquiries should acquaint themselves with Central Civil Services (Classification, Control and Appeal) Rules, 1965, and instructions issued thereunder.


(Mukesh Chaturvedi)
Director (E)

To
The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders Establishment Conduct Rules).
17. Hindi Section, DoP&T



- अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधिक निकाय) (A STATUTORY BODY OF THE GOVT. OF INDIA)

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F. No. 104-10/B1/Admn(s)/2010/2244

Dated : 10th August, 2015

OFFICE ORDER

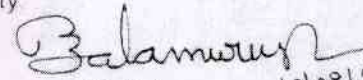
In Partial Modification of this Office Order No. 104-10/B1/ Admn(S)/ 2010/ 1311 dated 04/05/2010 and subsequent Office Order No. 104-10/ B1/ Admn(S)/ 2010/1154 dated 13th /16th April 2015, the Competent Authority in the Council hereby reconstitute the following Internal Complaint Committee (ICC) under the provisions of Section 4 of Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal Act, 2013.

- (1) Mrs. Vinita Arya, Director RIFD/ Finance, AICTE - Presiding Officer;
- (2) Mrs. G. Manushree, Dy Director, Approval, AICTE - Internal Member;
- (3) Mr. Rahul Garg: Assistant Director (UB), AICTE - Internal Member;
- (4) Mrs. Arunima Dwivedi, Advocate, Supreme Court of India, Chamber no. 358, Lawyers Chamber, Block No. I, New Delhi-110003 - Outside Member familiar with Sexual Harassment issues.

The Committee should also make an Annual Report of the complaints and action taken by them to be submitted to Ministry of Human Resource Development, Department of Higher Education, (Technical Section-II), Shastri Bhavan, New Delhi.

The Non-Official (at Sl.No-4 above) shall be paid TA/DA and Honorarium for attending the Committee Meeting as per AICTE Rules.

This is issued with the approval of Competent Authority


(R. Balamurugan) 10/08/2015
Assistant Director (Admn)

- To,
1. Smt. Vinita Arya, Director RIFD/Finance, AICTE HQRS, New Delhi.
 2. Smt. G. Manushree, Dy. Director, Approval, AICTE Hqrs, New Delhi,
 3. Mr. Rahul Garg, Assistant Director, University Bureau, AICTE, New Delhi,
 4. Mrs. Arunima Dwivedi, Advocate, Supreme Court of India, Chamber No. 358, Lawyers Chamber, Block No. I, New Delhi-110003

CC to:

1. PS to Chairman/VCM/ MS;
2. All Bureau Heads, AICTE;
3. All Regional & Camp Offices of AICTE,
4. Under Secretary (TC), Technical Section-II, Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001
5. Sr. A.O. (Per)/A.O. (Adm./IT)/CE/Hindi Cell for translation in Hindi
6. Office Order File/ Notice Board.


11/08/15


11/08/15 (U/S)

New Delhi, Shastri Bhawan
Dated: 17th February, 2015

OFFICE MEMORANDUM

Subject: Selection of Internal Complaint Committee members as per the provision of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

The undersigned is directed to state that Government of India has enacted Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the Act) to provide a safe and secure environment to women at the workplace. The Act has come into force on 9th December 2013.

2. The Act under section 4 casts an obligation upon all the employers to constitute Internal Complaint Committee by an order in writing for receiving complaints of sexual harassment. The qualifications of Chairperson and other Members of ICC are provided under Section 4(2) of the Act.

3. Earlier this Ministry vide its O.M. dated 12th November, 2014 had requested all the Central Ministries/Departments to provide information about the constitution of Internal Complaint Committees within their respective Ministries/Departments along with PSUs and other attached offices/units. On perusal of details of the ICC provided by various Ministries/Department, it is observed that the ICC constituted within various Ministries/Departments are not as per laid down provisions under the Act. In some cases there are less number of women members than prescribed. Further members of Non-governmental Organisation has not been included. It has also been noticed that Internal Complaint Committees were constituted in some Ministries/Departments before the enforcement of the Act i.e 9th December, 2013 which are required to be re-constituted.

4. Hence, it is requested to kindly re-constitute the same by adhering to the prescribed criteria laid down in section 4(2) of the Act. A copy of the Act and Rules framed there under are enclosed herewith for reference.

(Lopamudra Mohanty)
Director
Tel. No. 23074215

To
The Secretaries of Ministries/Departments to the Government of India
(As per list attached)

For vigilance Branch.

25/2/2015

US (y/g.)

25/02/2015

SO (Vig)

Dy. No. 354/Vig./2015
05-03-15

S-on (w)
VSLA

26/2

DSCA

US (Vig)

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(1) अधिकांश शक्ति का प्रयोग (अनुसूची 1) में उल्लिखित शक्तों से होगा।
(2) अधिकांश शक्ति (अनुसूची 1) में उल्लिखित शक्तों से होगी।

[No. 10 5/2013-376(3-5)]

श्री श्रीमती, श्रीमती अशोक

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
NOTIFICATION

New Delhi, the 9th December, 2013

G.S.R. 769(E). -In exercise of the powers conferred by section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement. (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.
(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions. - In these rules, unless the context otherwise requires,-

- (a) "Act" means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (b) "complaint" means the complaint made under section 9;
- (c) "Complaints Committee" means the Internal Committee or the Local Committee, as the case may be;
- (d) "incident" means an incident of sexual harassment as defined in clause (n) of section 2;
- (e) "section" means a section of the Act;
- (f) "special educator" means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;
- (g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Fees or allowances for Member of Internal Committee. - (1) The Member appointed from amongst non-government organisations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

4. Person familiar with issues relating to sexual harassment. - Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a person who has expertise on issues relating to sexual harassment and may include any of the following:-

- (a) a social worker with at least five years' experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;
- (b) a person who is familiar with labour, service, civil or criminal law.

5. Fees or allowances for Chairperson and Members of Local Committee. - (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.

(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The District Officer shall be responsible for the payment of allowances referred to in sub rules (1) and (2).

6. Complaint of sexual harassment. - For the purpose of sub-section (2) of Section 9,

- (a) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by -

Matter was resolved
27/1/15

Meeting with
Rathana meel
Chegi & Son

Date
Page
Mrk

(44)

To,
The girls grievance cell
SKIT, Jaipur

Sub:- Application for misbehaviour
with girls

Respected Mam,

I Nikita Panwar; student of civil
Engineering III year, went to a
surrey camp scheduled from
27-01-14 to 31-01-14. On 30-01-14;

our group was allotted with TA
station. There some of my fellow
group members; Vishwas Jain,
Utsav Sharma and Vishal Saxena
did some misbehaviour [they
used some cheap words].

I request to take some strict
action against them so no
such thing happen in
future. I want them to realize what
they did. I want them to give apologize letter

Yours faithfully
Nikita Panwar

Civil Engg.

III year

(2-02-15)

The Head,

43-

Women Grievance Cell
SKIT, Jaipur

02 - February - 2015.

Respected Ma'am,

We were on the work station and were enjoying (all 11 boys and Nikita).

In that enjoyment, we all used cheap words among ourselves (and not pointing to her) with no intention to hurt anybody's feeling.

If Nikita, felt this unacceptable on her part, we are extremely sorry from the core of our heart for using such language and assure that this sort of incident would never be repeated.

We were good friends before this incident and we assure that we would remain good friends, without any hatred feelings. We will also try our level best so that none of the question is raised on her image and one ours, related to this incident.

Yours sincerely,

Vishwas Jain, Vishal Gupta ; Utsav Sharma
Civil (6th, B)