

5.1.4

The institution has a transparent mechanism, for timely redressal of student grievances including sexual harassment and ragging cases

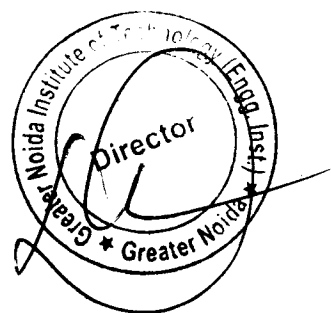
Internal Compliance Committee Mechanism for Resolving Grievances

Greater Noida Institute of Technology (Engg. Institute)

Plot No. 7, Knowledge Park II, Greater Noida

Uttar Pradesh 201310 India

Mechanism for Redressal of Sexual Harassment Cases



Internal Complaint Committee

An Internal Complaints Committee (ICC) is a group established by an organization to address and resolve complaints of sexual harassment in the workplace. It is mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, which applies to all workplaces with more than 10 employees.

The ICC is responsible for receiving, investigating, and resolving complaints of sexual harassment at the workplace. It consists of both internal and external members, and at least half of the members must be women. The members of the ICC should be trained to handle complaints in a sensitive and impartial manner.

Employees who have experienced sexual harassment can make a complaint to the ICC. The ICC is required to complete the investigation and submit a report to the employer within 90 days. If the ICC finds the complaint to be true, it can recommend action to be taken against the perpetrator, such as warning, suspension, transfer, termination of employment, or even filing a police complaint.

The ICC is an essential mechanism for preventing and addressing sexual harassment in the workplace and ensuring a safe and respectful work environment for all employees.

GNIOT (Engineering Institute) has no tolerance for Sexual Harassment cases. For any sexual harassment cases, the following are the redressal methods:

Grievance redressal Mechanism:

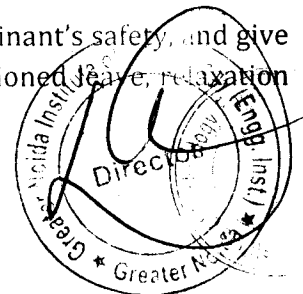
A committee of ICC members is made for the redressal of sexual harassment cases as per the guidelines of UGC as follows:

- (a) A Presiding Officer who is a female senior Faculty
- (b) Two faculty members (who are also female Faculty)
- (c) Two Non-teaching experienced employees;
- (d) Three students from UG/ PG

Responsibilities of Internal Complaints Committee (ICC) -

The Internal Complaints Committee has to:

- (a) provide help if an employee or a student chooses to file a complaint with the police;
- (b) provide an approach of dispute redressal and communication to predict and handle the issues through unbiased and impartial conciliation without wearing away the complainant's rights, and reduce the need for inflicting perspective that can lead to dissatisfaction, isolation, or violence ahead;
- (c) avoid disclosing the identity of the complainant for the complainant's safety, and give relief by transferring to a different department providing a sanctioned leave, relaxation



of attendance requirement, or supervising as required during the lawsuits of the complaint, or also provide for the transfer of the offender;

(d) make sure that the victims or witnesses are not discriminated and victimized against while dealing with the complaints of sexual harassment; and

(e) make sure of prohibition of recrimination or inimical action against a covered individual because the employee or the student is involved in protected activity.

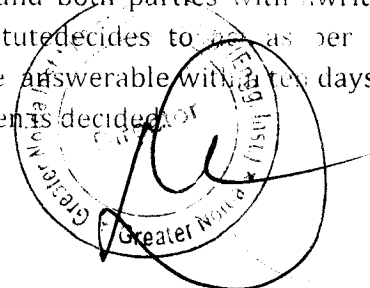
The process for filing the complaint and conducting Inquiry – The ICC will comply with the process as prescribed in the Regulations and the Act for filing a complaint and inquiring into the complaint within a specify time period.

Process of filing a complaint of sexual harassment -

- 1) An aggrieved person is required to submit a written complaint to the ICC within 90 days from the date of the incident, The Presiding Officer or any Member of the ICC shall render all reasonable help to the person for making the complaint in writing; in that case where such a complaint cannot be made in written form.
- 2) if aggrieved person is unable to make a complaint because of physical or mental incapability or death. Relatives, Co-students, Colleagues Friends, Psychologists, or any other associate of the victim is allowed to file the complaint

Process of conducting the Inquiry-

1. ICC will conduct a preliminary enquiry on receiving the complaint so as to work out the truth by recording the statements of any possible witnesses along with the complainant with finding the evidence as possible. ICC shall then submit the preliminary report on allegation to the Director along with all the original documents cited during the preliminary enquiry proceedings. On the bases of preliminary enquiry if the allegations are not in the nature of sexual harassment, ICC shall refer complaints to the Registrar or to the Grievance Redressal cell.
2. On receiving of the complaint, the ICC shall send a copy of the complaint to the respondent within a period of seven days of receiving it.
3. Upon receiving the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.
4. The inquiry shall be completed within ninety days from receiving the complaint. The inquiry report along with recommendations, if any, has to be submitted to the Director within ten days from the completion of the inquiry.
5. On receiving a report, the institute authority shall further act on the recommendations of the committee within one month from the receipt date, unless an appeal against the findings is filed within that time by either party.
6. Either party may file an appeal against the findings or /recommendations of the ICC before the Executive Authority within a month from the date of the report submission.
7. If the institute authority chooses not to take action as per the recommendations of the ICC, then the institute need to be conveyed to ICC and both parties with a written record stating the reasons for the same. If institute decides to act as per the recommendations of the ICC, then a show cause notice answerable within ten days, is served on the party against whom the action to be taken is decided.



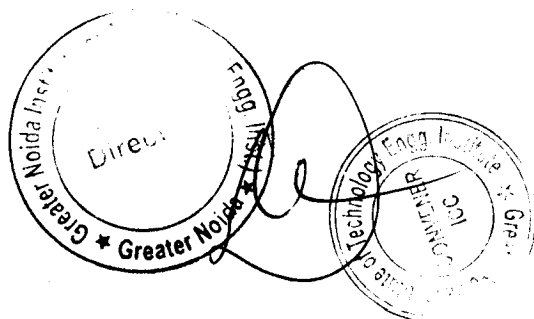
8. If ICC finds that the allegations made were false or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the relevant provision of the above-mentioned UGC Regulations 2015.
9. The identities of all the parties will not be made public or disclosed especially during the process of the inquiry.

Interim redressal: The Authority of the institute may,

- (a) to minimise the risks of contact or interaction, institute may transfer complainant or the respondent to a different section or department.
- (b) institute may grant a leave to the aggrieved person with full protection of status and benefits for a period up to three months;
- (c) bar the respondent from reporting on or checking the work or performance or tests or examinations of the complainant;
- (d) notify offenders to maintain a distance from the aggrieved, and warn if there is a definite threat, restrain their entry into the campus;

10. Punishment and compensation:

- (1) Anyone found guilty of sexual harassment is punished in accordance with the service rules of the Higher Educational Institute if the offender is an employee.
- (2) In case the respondent is a student, on the basis of the severity of the offense, the institute may:
 - (a) hold advantages such as transportation, identity card; access to the library, and auditoria of the student.
 - (b) suspend from the institute campus for a specific period of time;
 - (c) expel the name from the rolls of the institution, including denial of readmission,
 - (d) advise reformatory punishments like mandatory counselling or, the performance of community services.
 - (e) restrict the allowances and scholarships,
- (3) The aggrieved person is entitled to a payment of compensation. The institute shall issue guidelines for remuneration as the compensation recommended by the committee which shall be recovered from the offender. The remuneration payable shall be determined on grounds of the loss of mental, physical, social, and professional condition of aggrieved person.





5.1.4 The institution has a transparent mechanism, for timely redressal of student grievances including sexual harassment and ragging cases

Internal Compliance Committee

Minutes of Meeting (MoM)

2019-20



REF. NO. GNIOT/DIR/594

Date:29/08/2019

CIRCULAR

INTERNAL COMPLAINT COMMITTEE (ICC)

To take care of all grievances of faculty & staff of GNIOT, the "INTERNAL COMPLAINT COMMITTEE (ICC)" has been reformed as:

Department	Committee Members	Mobile Number
Convener	Dr. Shweta Tyagi	8744919331
CS(Member)	Mrs. Vidha Sharma	8447854378
MBA(Member)	Dr. Priyanka Gautam	8449882241
MEMBER	Mr. Naushad	8860606671
MEMBER	Smita	8860606615
STUDENT	Chsujitha Soubhagya	9990145281
STUDENT	Anjali Pandey	9810730829

All the Members of "Internal Complaint Committee" are advised to discharge their duties with utmost sincerity and integrity.


Director

Copy to:

1. Hon'ble Chairman, Vice Chairman for their kind information.
2. All Dean's /All HOD's/ Registrar /HR/System Administration/ ERP Head/ Librarian / Placement Cell/Admin Officer/ Accounts and all concerned.

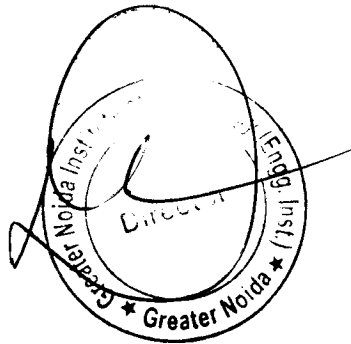
Internal Complaint Committee

Notice

All the members of the **Internal Complaint Committee** are requested to remain present for the meeting at 3.00 pm on 2nd september 2019 in room no 105

Agenda of the meeting

- (1) To review the Annual Report of the Internal Complaint Committee for the previous academic year.
- (2) Self-awareness session for new students.
- (3) Additional issues if any.


Convener
ICC

Minutes of Meeting of the internal complaint committee (ICC)

Reference No: GNIOT/ICC/2019-20/001

Date of Meeting: 2-09-19

Time: 3:00 PM

Venue: Room No. 105

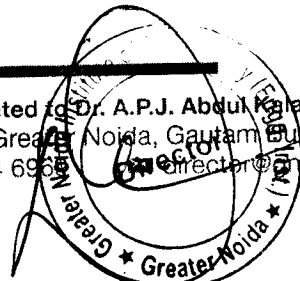
Convener welcomed all ICC members. The meeting started with the reading of the agenda.

Present Member:

S.No.	Names	Particulars of the members	Sign
1	Dr. Shweta Tyagi	Convener	<i>Shweta</i>
2	Mrs. Vidha Sharma	CS(Member)	<i>Vidha</i>
3	Dr. Priyanka Gautam	MBA(Member)	<i>Priyanka</i>
4	Mr. Naushad	Member	<i>Naushad</i>
5	Smita	Member	<i>Smita</i>
6	Chsujitha Soubhagya	Student	<i>Chsujitha</i>
7	Anjali Pandey	Student	<i>Anjali</i>

The following points were discussed in the meeting

Sr. No	Agenda	Discussion /Action Taken	Responsibility
1	To review the Annual Report of the Internal Complaint Committee for the previous academic year.	1. Presenting the annual report of the internal complaint committee for the academic year 2018-2019.	convener
2	Self-awareness session for new, students	2. Department-wise meetings of all girl students were planned to inform them about the Internal Complaint Committee, its background, objectives, functions and responsibilities of the committee. Also, to inform them regarding the counseling cell, and facilities available in the college for girl students.	All committee members



The committee noted that no complaint of sexual harassment has been received from any employee/student till date

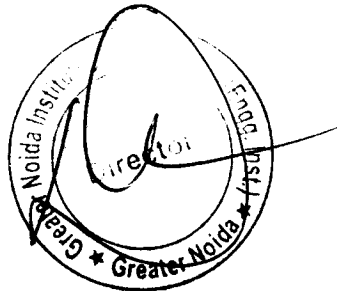
The Convener Conveyed her thanks to the members for attending the meeting.

The meeting ended with a vote of thanks.



Copy to:

1. Hon'ble Chairman & Vice Chairman (for their kind information).
2. All Dean's /All HOD's/Registrar /HR /System Administrator/ERP officer



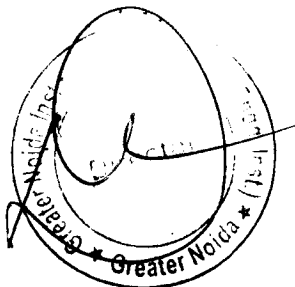
Internal Complaint Committee

Notice

All the members of the Internal Complaint Committee are requested to remain present for the meeting at 1.00 pm on 18th oct 2019 in room no 105

Agenda of the meeting

- 1) To share information about ICC objectives & functioning with committee members.
- 2) Self-defense training for girl's students.
- 3) Additional issues if any.



Minutes of Meeting of the internal complaint committee (ICC)

Reference No: GNIOT/ICC/2019-20/002

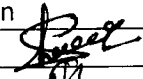
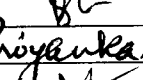
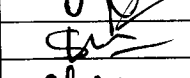
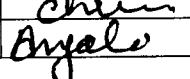
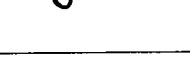


Date of Meeting: 18-10-19

Time: 1:00 PM

Venue: Room No. 105

Convener welcomed all ICC members. The meeting started with the reading of the agenda.

Present Member

S.No.	Names	Particulars of the members	Sign
1	Dr. Shweta Tyagi	Convener	
2	Mrs. Vidha Sharma	CS(Member)	
3	Dr. Priyanka Gautam	MBA(Member)	
4	Mr. Naushad	MEMBER	
5	Smita	MEMBER	
6	Chsujitha Soubhagya	STUDENT	
7	Anjali Pandey	STUDENT	

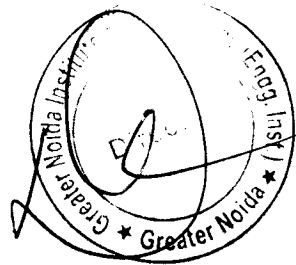
The following points were discussed in the meeting

Sr. No	Agenda	Discussion /Action Taken	Responsibility
1	To share information about ICC objectives & functioning with committee-members.	1) Members of the committee are made aware of the background of the formation, objectives, functions, and responsibilities of the committee.	All committee members
2	Self-defense training for girl's students	Committee suggested that Self-defense training for girl's students 'needs to be planned.	

The committee noted that no complaint of sexual harassment has been received from any employee/student till date.

The Convener conveyed her thanks to the members for attending the meeting.

The meeting ended with a vote of thanks.



Copy to:

- Hon'ble Chairman & Vice Chairman (for their kind information).
- All Dean's /All HOD's/Registrar /HR /System Administrator/ERP officer

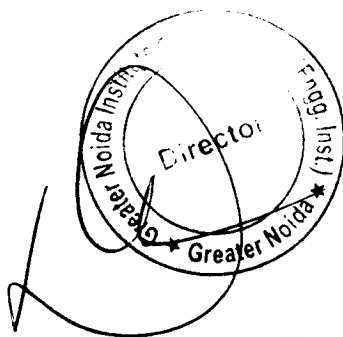
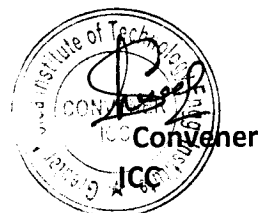
Internal Complaint Committee

Notice

All the members of the Internal Complaint Committee are requested to remain present for the meeting at 1.00 pm on 6th Feb 2020 in room no.105

Agenda of the meeting

- 1) planning celebration of Women's Day
 - 2) Sanitary and Hygiene awareness among girl students
 - 3) Review of last MoM
- Additional issues if any.



Minutes of Meeting of the internal complaint committee (ICC)

Reference No: GNIOT/ICC/2019-20/003

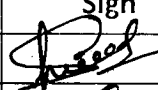
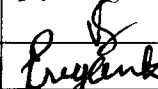
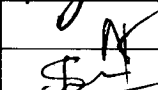
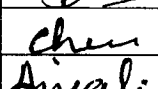
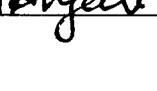


Date of Meeting: 6-02-20

Time: 1:00 PM

Venue: Room no.105

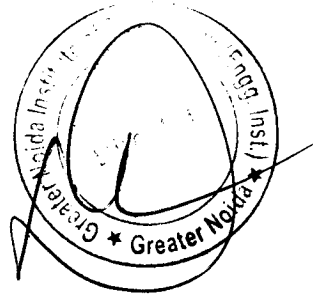
Convener welcomed all ICC members. The meeting started with the reading of the agenda.

Present Member

S.No.	Names	Particulars of the members	Sign
1	Dr. Shweta Tyagi	Convener	
2	Mrs. Vidha Sharma	CS(Member)	
3	Dr. Priyanka Gautam	MBA(Member)	
4	Mr. Naushad	Member	
5	Smita	Member	
6	Chsujitha Soubhagya	Student	
7	Anjali Pandey	Student	

The following points were discussed in the meeting,

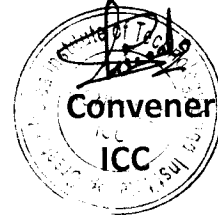
Sr. No	Agenda	Discussion /Action Taken	Responsibility
1	planning celebration of Women's Day	Discussion on the celebration of women's day with all ladies, girls, and women workers.	All committee members
2	Sanitary and Hygiene awareness	Discussion on to aware girl students about sanitary and hygiene	All committee members
3	Review of last MoM	Preparation of annual report.	Convener



The committee noted that no complaint of sexual harassment has been received from any employee/student till date.

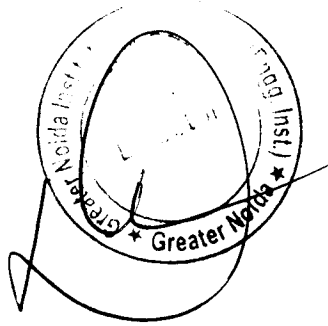
The Convener conveyed her thanks to the members for attending the meeting.

The meeting ended with a vote of thanks.



Copy to:

1. Hon'ble Chairman & Vice Chairman (for their kind information).
2. All Dean's /All HOD's/Registrar /HR /System Administrator/ERP officer

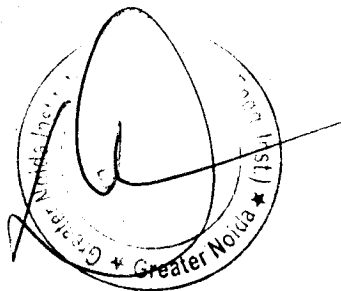


5.1.4 The institution has a transparent mechanism, for timely redressal of student grievances including sexual harassment and ragging cases

Internal Compliance Committee

Minutes of Meeting (MoM)

2020-21



REF. NO. GNIOT/DIR/703**Date: 22/09/2020****CIRCULAR****INTERNAL COMPLAINT COMMITTEE (ICC)**

To take care of all grievances of faculty & staff of GNIOT, the "INTERNAL COMPLAINT COMMITTEE (ICC)" has been reformed as:

Department	Committee Members	Mobile Number
Convener	Dr. Shweta Tyagi	8744919331
MBA(Member)	Mrs. Ranjana Aggarwal	9457527400
AS(Member)	Dr. Kirti	8920752977
MEMBER	Mr. Naushad	8860606671
MEMBER	Neelam	8929689523
STUDENT	Vidhi Gulani	9650570534
STUDENT	Saba	8750283353

All the Members of "Internal Complaint Committee" are advised to discharge their duties with utmost sincerity and integrity.


Director

Copy to:

1. Hon'ble Chairman, Vice Chairman for their kind information.
2. All Dean's /All HOD's/ Registrar /HR/System Administration/ ERP Head/ Librarian / Placement Cell/Admin Officer/ Accounts and all concerned.

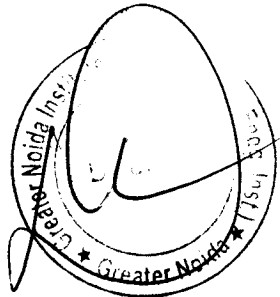
Internal Complaint Committee

Notice

All the members of the Internal Complaint Committee are requested to remain present for the meeting at 11.00 am on 28th September 2020 in online mode.

Agenda of the meeting

- (1) To review the Annual Report of the Internal Complaint Committee for the previous academic year.
- (2) Additional issues if any.



Minutes of Meeting of the internal complaint committee (ICC)

Reference No: GNIOT/ICC/2020-21/001

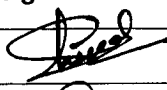



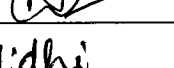
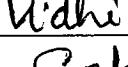
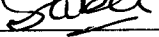
Date of Meeting: 28-09-20

Time: 11:00 AM

Online mode

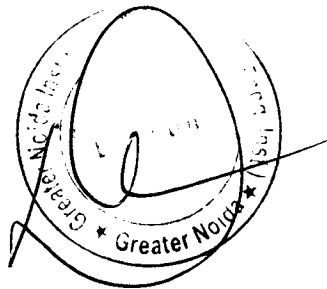
Convener welcomed all ICC members. The meeting started with the reading of the agenda.

Present Member

S.No.	Names	Particulars of the members	Sign
1	Dr. Shweta Tyagi	Convener	
2	Mrs. Ranjana Aggarwal	MBA(Member)	
3	Dr. Kirti	AS(Member)	
4	Mr. Naushad	Member	
5	Neelam	Member	
6	Vidhi Gulani	Student	
7	Saba	Student	

The following points were discussed in the meeting,

Sr. No	Agenda	Discussion /Action Taken	Responsibility
1	To review the Annual Report of the Internal Complaint Committee for the previous academic year.	Presenting the annual report of the internal complaint committee for the academic year 2019-2020.	All committee members



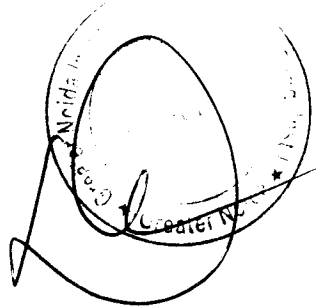
The committee noted that no complaint of sexual harassment has been received from any employee/student till date.

The Convener conveyed her thanks to the members for attending the meeting.
The meeting ended with a vote of thanks.



Copy to:

1. Hon'ble Chairman & Vice Chairman (for their kind information).
2. All Dean's /All HOD's/Registrar /HR /System Administrator/ERP officer



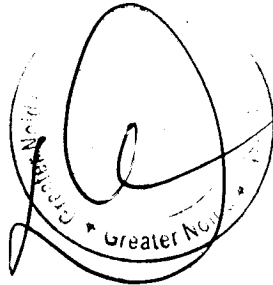
Internal Complaint Committee

Notice

All the members of the Internal Complaint Committee are requested to remain present for the meeting at 11.00 am in 20th Nov 2020 in online mode.

Agenda of the meeting

- 1) The Objectives & functioning of this cell.
- 2) Planning of various activities.
- 3) Additional issues if any.



Minutes of Meeting of the internal complaint committee (ICC)

Reference No: GNIOT/ICC/2020-21/002

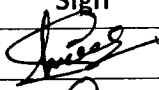



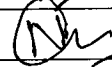
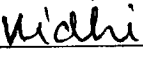
Date of Meeting: 20-11-20

Time: 11:00 AM

Online mode

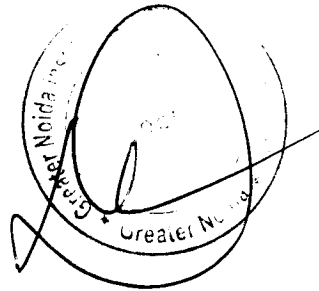
Convener welcomed all ICC members. The meeting started with the reading of the agenda.

Present Member

S.No.	Names	Particulars of the members	Sign
1	Dr. Shweta Tyagi	Convener	
2	Mrs. Ranjana Aggarwal	MBA(Member)	
3	Dr. Kirti	AS(Member)	
4	Mr. Naushad	Member	
5	Neelam	Member	
6	Vidhi Gulani	Student	
7	Saba	Student	—

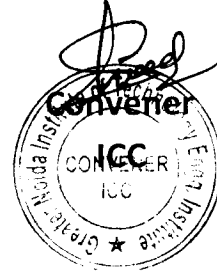
The following points were discussed in the meeting,

Sr. No	Agenda	Discussion /Action Taken	Responsibility
1	The Objectives & functioning of this cell	The Objectives & functioning of this cell were discussed by senior members of the committee	All committee members
2	Planning of various activities	All committee members suggested planning activities in next semester i.e. post COVID for the	All committee members



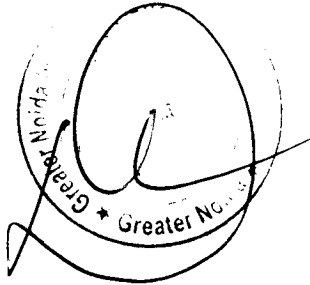
The committee noted that no complaint of sexual harassment has been received from any employee/student till date

The Convener conveyed her thanks to the members for attending the meeting.
The meeting ended with a vote of thanks.



Copy to:

1. Hon'ble Chairman & Vice Chairman (for their kind information).
2. All Dean's /All HOD's/Registrar /HR /System Administrator/ERP officer



Minutes of Meeting of the internal complaint committee (ICC)

Reference No: GNIOT/ICC/2020-21/003

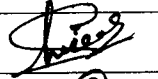




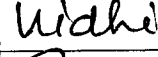

Date of Meeting: 18-02-21

Time: 1:00 PM

online mode

Convener welcomed all ICC members. The meeting started with the reading of the agenda.

Present Member

S.No.	Names	Particulas of the members	Sign
1	Dr. Shweta Tyagi	Convener	
2	Mrs. Ranjana Aggarwal	MBA(Member)	
3	Dr. Kirti	AS(Member)	
4	Mr. Naushad	Member	
5	Neelam	Member	
6	Vidhi Gulani	Student	
7	Saba	Student	

The following points were discussed in the meeting,

Sr. No	Agenda	Discussion /Action Taken	Responsibility
1	Report on case relating Sexual harassment for the academic year	ICC submitted a report stating that there were no cases relating to sexual harassment in the institute during the last academic year	All committee members
2	Review of last MOM	Preparation of annual report.	Convener

