



## **Internal Complaints Committee**

The committee on prevention of sexual harassment of working women in compliance with the directions of the Hon'ble Supreme Court is formed which comprises of following members:

### **Aim:**

To lay down the procedure to provide protection to all women who fall within the jurisdiction including its academic, non-academic staff (including administrative staff), students, elimination & protection against inequality, gender bias, acts of sexual harassment in the workplace and in the course of service and study.

### **Function:**

Sexual harassment is unlawful. RDIAS does not tolerate sexual harassment in any form. Every volunteer, staff member and faculty member has a responsibility to ensure that sexual harassment does not occur. RDIAS adopts the policy to prevent, prohibit and punish sexual harassment of women at the workplace.

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (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
- f) Entry into private place marked for female employees and students, with the intent to commit mischief and harassment
- g) All such acts and conducts against women employees & students, which amount to commission offence defined in the Indian Penal Code.

In view of Ministry of HRD (UGC) notification published in The Gazette of India (Extraordinary) Part III – Section 4 dated: 02.05.2016, the **Internal Complaints Committee (ICC)** comprising of

following members has been constituted for Prevention, prohibition and redressal of sexual harassment of women employees and students in RDIAS:

### **Presiding Officer**

- Dr. Smita Mishra, Faculty, RDIAS, 8802904109

### **Members**

- Ms. Radhika Thapar, Faculty, RDIAS, 9810122291
- Mr. Somendra Kumar, Faculty, RDIAS, 9811438750
- Ms. Smita Dey, Non-teaching, RDIAS, 9868175339
- Mr. M.P. Aggarwal, Non-teaching, RDIAS, 9868415757
- Mr. Shashank Solanki, Social Worker, 9811647960
- Mr. Pankaj, Student Representative RDIAS, 9560680149
- Ms. Dhriti, Student Representative, RDIAS, 7291919692
- Mr. Kartik Sharma, Student Representative, RDIAS
- Ms. Tamanna Madan, Student Representative, RDIAS

### **Redressal Procedure:**

- a) Any employee/ student who feels is being sexually harassed directly or indirectly submit a complaint of the alleged incident to any member of the Committee through “Complaint form for discrimination/harassment” available at Reception with her signature within 10 days of occurrence of incident.
- b) The Committee will maintain a file to endorse complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- c) The Committee will hold a meeting with the complaint within five days of the receipt of the complaint, but not later than a week in any cause.
- d) At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any collaborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- e) Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.
- f) In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- g) In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

You can also drop an email at [icc@rdias.ac.in](mailto:icc@rdias.ac.in)