



**कार्यालय ज्ञापन: 03/2025**

**विषय: आंतरिक शिकायत समिति का पुनर्गठन।**

1. The Internal Complaints Committee (ICC) of the Institute has been re-constituted comprising the following to take consistent action for prevention, prohibition, and redressal of complaints, received regarding sexual harassment and gender discrimination of women students and employees:

- |        |                                   |                    |
|--------|-----------------------------------|--------------------|
| (i).   | Ms Neetika Devgan, Senior faculty | - Chairperson      |
| (ii).  | Mr Anil K. Bhaskar, Faculty       | - Member           |
| (iii). | Dr Mohit Kumar, Deputy Registrar  | - Member           |
| (iv).  | Dr Debashri Sarkar                | - External Member  |
| (v).   | Ms Shejal Diwan, AE (IT)          | - Member Secretary |

2. Following are the responsibilities of the Internal Complaints Committee:

- To take action on complaints received regarding sexual harassment and gender discrimination of women students and employees as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- To create a safe environment for women students and employees; a gender-just environment free of violence, harassment, exploitation, intimidation, and stress.
- To promote gender equality and equal opportunities.
- To address the issues of sexual harassment and recommend their redressal in a time-bound manner.
- To conduct awareness drives through display of women welfare & anti-sexual harassment policies and other appropriate documents, workshops, posters, speeches by experts etc.

3. When an incident of sexual harassment occurs, the victim or third-party may submit a written complainant in person to the Internal Complaints Committee or send via email at [icc@nidmp.ac.in](mailto:icc@nidmp.ac.in). On receipt of a complaint, ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witness including the complainant. ICC shall then submit the preliminary enquiry report to the Director, NID MP along with all the original documents adduced, evidence, recordings etc. during the preliminary enquiry proceedings. In case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance Redressal cell or the General Administration.

4. Inquiry process:

(i) The inquiry shall be completed within a period of ninety days from the date of the complaints.

(ii) On completion of the inquiry, the ICC shall provide a report of its findings to the competent authority within a period of ten days from the dated of completion of the inquiry and such report be made available to the concerned parties.

(iii) If the allegations against the respondent have been proved, it shall recommend punitive actions to be taken against the respondent.

(iv) The competent authority shall act upon the recommendations within sixty days of receiving it.

5. Where sexual harassment occurs as a result of an act or omission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. ICC shall comply with the procedure prescribed in the aforementioned Sexual Harassment Act, 2013 for inquiring into the complaint in a time bound manner.

6. If ICC concludes that the allegations made were false, malicious 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 aforementioned Act of the Govt of India, 2013. The Committee shall organize meetings at regular intervals and at times as per immediate requirement of the complaint. Term of the committee shall be two years.

7. This supersedes the earlier Office Order No. 24/2024 dated 12.01.2024, has been issued with approval of the Competent Authority on the subject.



*Atan*  
03-Jan-25

मुख्य प्रशासनिक अधिकारी

प्रतिलिपि :-

1. समिति के अध्यक्ष एवं समस्त सदस्यगण (सुश्री नीतिका देवगन, श्री अनिल भास्कर, डॉ मोहित कुमार, डॉ देबाश्री, सुश्री शेजल दीवान) - कृपया सादर सूचनार्थ।
2. समिति के पूर्व अध्यक्ष एवं समस्त सदस्यगण (सुश्री नीतिका देवगन, श्री प्रमोद मार्शल, डॉ मोहित कुमार, सुश्री सोनम छटवानी, सुश्री सिमी मैथ्यू) - कृपया सादर सूचनार्थ।
3. निजी सचिव, निदेशक महोदय - कृपया सादर सूचनार्थ।
4. कुलसचिव, नियंत्रक वित्त एवं लेखा महोदय - कृपया सादर सूचनार्थ।
5. संकाय प्रमुख (आइ. डी., सी. डी., टी.ए.डी., एफ.एस.) - कृपया सादर सूचनार्थ।
6. प्रशासनिक अधिकारी, - कृपया सादर सूचनार्थ।
7. सहायक अभियंता (सू.प्रौ.) - कृपया इंटरनेट पर अपलोड करने हेतू।
8. कार्यालय प्रति

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