

PODDAR MANAGEMENT AND TECHNICAL CAMPUS Jaipur

INTERNAL COMPLAINT COMMITTEE

As per guidelines by AICTE with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide no. F AICTE/WH/2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in PMTC to prevent sexual harassment of woman at work place.

Internal Complaint Committee sensitizes the faculty members and students on the prevention and prohibition of sexual harassment at work place. According the Supreme Court's order, Sexual Harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually colored remarks
- Display of pornographic content in any form
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature

Objectives:

- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
- To provide a neutral, confidential and supportive environment for the campus community who may have been sexually harassed.
- To ensure fair and timely resolution of complaints about sexual harassment
- To provide information regarding counseling and support services on the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive information on harassment and assault.

Who can complain?

- The complainant
- In case of physical incapacity by
- Complainant's friend
- Complainant's relative
- Co worker
- Guardian or authority under whom the complaint may be taking treatment
- Any other person who has the knowledge of the incident with the consent of the complainant

What should the complaint contain?

- The written complaint should contain a description of each incident(s).
- It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties.
- The complaint should not be anonymous
- The complaint should be in a sealed cover

Rights of complainant:

- A time bound process, fearless, empathetic process
- A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent
- Information and person confidentiality

- In case of fear of intimidation from the respondent, recording of complainant statement in absence of the respondent
- Assurance of non-retaliation
- Counseling or other enabling support where needed
- Assistance if the complainant opts for criminal proceedings
- Right to appeal

Rights of respondent:

- A patient hearing to present his case in a non-biased manner
- A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
- Keeping his identity confidential throughout the process
- Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee


Complaint Mechanism

A person who has been subject to sexual harassment may make in writing a complaint of sexual harassment at workplace to the committee within a period of three months from the date of incidence and in case of series of incidences within a period of three months from the date of last incidence. Provided that where such complaint cannot be made in writing, the presiding Chairperson or any member of the ICC or the chairperson shall render all reasonable assistance to the complainant for making the complaint in writing.

The complainant is required to send the written complaint to the ICC either by way of copies of the letter detailing complaint. The complainant may also email the complaint a committee member.

Committee Members

S. No.	Name	Designation	Gender	Contact no.
1.	DR. PAYAL UPADHYAY	PRINCIPAL	F	9351792088
2.	DR. SUNIL KAKKAR	MEMBER	M	9772997729
3.	MR. ABHISHEK SHARMA	MEMBER	M	9166335245
4.	MS. REENA JAIN	MEMBER	F	8005956947
5.	MS. NAYANSHI JAIN	STUDENT	F	8949596654
6.	MR. VISHAL TAILOR	STUDENT	M	7891011167
7.	MR. DEEPANSHU MITTAL	STUDENT	M	7062011689
8.	MR. RAJESH SAINI	MEMBER	M	9785812355


 Dr. Payal Upadhyay
Principal