

# PODDAR

MANAGEMENT & TECHNICAL CAMPUS



Approved by AICTE | Affiliated to Rajasthan Technical University, Kota

Ref/PMTC/2025/1136-2

24<sup>th</sup> February 2026

## INTERNAL COMPLAINTS COMMITTEE

As per the guidelines of the All India Council for Technical Education (AICTE) with reference to Section 4 of the AICTE 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), the Internal Complaints Committee (ICC) has been constituted in PMTC to prevent sexual harassment of women at the workplace.

The Internal Complaints Committee sensitizes faculty members and students about the prevention and prohibition of sexual harassment at the workplace. According to the guidelines laid down by the Supreme Court of India, sexual harassment includes any unwelcome act or behaviour such as:

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

### **Objectives:**

- To promote awareness about sexual harassment through educational initiatives that encourage and foster a dignified and safe environment for women on campus.
- To provide a neutral, confidential, and supportive environment for members of the campus community who may have experienced sexual harassment.
- To ensure fair and timely resolution of complaints related to sexual harassment.
- To provide information regarding counselling and support services available on campus.
- To ensure that students, faculty, and staff are provided with current and comprehensive information regarding harassment and related issues.

### **Who Can File a Complaint:**

- The complainant herself
- In case of physical incapacity of the complainant, the complaint may be filed by:
- The complainant's friend / relative / co-worker
- A guardian or authority under whose care the complainant is receiving treatment
- Any other person who has knowledge of the incident, with the written consent of the complainant

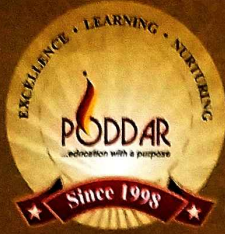
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## What Should the Complaint Contain:

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

## Rights of the Complainant:

- A time-bound, fair, and empathetic inquiry process
- A copy of the statement along with all evidence and a list of witnesses submitted by the respondent
- Assurance of confidentiality during the proceedings
- Recording of the complainant's statement in the absence of the respondent if there is fear of intimidation
- Protection against retaliation
- Access to counselling or other support services where required
- Assistance if the complainant chooses to pursue criminal proceedings
- Right to appeal against the decision

## Rights of the Respondent:

- A fair opportunity to present his case in an unbiased manner
- A copy of the statement along with all evidence and a list of witnesses submitted by the complainant
- Confidentiality of identity throughout the inquiry process
- Right to appeal if dissatisfied with the recommendations or findings of the Committee

## Complaint Mechanism:

Any person who has been subjected to sexual harassment may submit a written complaint to the ICC within three months from the date of the incident. In the case of a series of incidents, the complaint should be filed within three months from the date of the last incident.

Where the complainant is unable to submit the complaint in writing, the Presiding Officer or any member of the ICC shall provide reasonable assistance to the complainant in preparing the written complaint.

The complainant is required to submit the written complaint to the ICC by submitting a signed letter detailing the complaint. The complainant may also send the complaint via email to any member of the Committee.

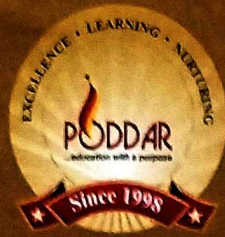
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### Internal Complaint Committee Members:

Name of the Committee Member	Profession	Mobile Number	e-mail address	Designation	Gender
Dr. Payal Upadhyay	Presiding Officer	9351792088	principal_pmtc@poddarinstitute.org	Principal	FEMALE
Ms. Roopal Poddar	Vice Chairperson - PMTC	9214430541	director@poddarinstitute.org	Vice Chairperson	FEMALE
Dr. Sunil Kakkar	Faculty Member	9772997729	sunil.kakkar@poddarinstitute.org	Professor	MALE
Ms. Shalini Gill	Faculty Member	8619438785	shallini.gill@poddarinstitute.org	Assistant Professor	FEMALE
Mr. Rajesh Saini	Non-teaching Staff	9785812355	rajesh.saini@poddarinstitute.org	Lab Assistant	MALE
Ms. Reena Jain	Non-teaching Staff	8005956947	library_pic@poddarinstitute.org	Librarian	FEMALE
Dr. Reena Amberiya	Faculty Member	9001443999	Reena.amberiya@poddarinstitute.org	Assistant Professor	FEMALE
Ms. Chanchal Parakh	Student Member	6376552953	mba24.CHANCHALPARAKH@poddarinstitute.org	Student	FEMALE
Mr. Sanskar Jain	Student Member	9074966699	mba24.SANSKARJAIN@poddarinstitute.org	Student	MALE
Mr. Linu Jangid	Student Member	6376603709	mba24.LINUJANGID@poddarinstitute.org	Student	FEMALE

*Payal*  
Principal  
Poddar Management and Technical Campus  
Jaipur  
Dr. Payal Upadhyay  
Principal

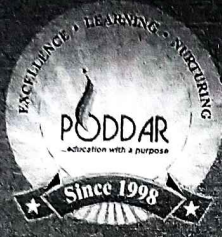
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*Royal*  
Principal  
PODDAR Management and Technical Campus  
Jaipur

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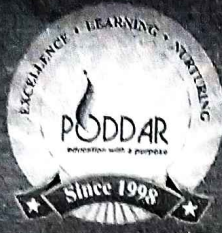
*Rajal*  
Principal  
PODDAR Management and Technical Campus  
Jaipur

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