



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

70, Milestone, G.T.Road, Pattikalyana, Samalkha, Panipat (Haryana)-132103

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Internal Complaints Committee (ICC) Grievance Redressal Mechanism for PIET

Objective: To address grievances related to sexual harassment at PIET, ensuring compliance with the All India Council for Technical Education (AICTE) regulations and promoting a safe and inclusive environment.

Regulation Reference: All India Council for Technical Education (AICTE) guidelines for gender sensitization against sexual harassment, Regulation 2016.

Composition of Internal Complaints Committee (ICC):

1. Presiding Officer:

- A senior woman faculty member employed at a senior level (not below a Professor in the case of a University, and not below an Associate Professor in the case of a College).

2. Members:

- Two faculty members and two non-teaching employees preferably committed to the cause of women or with experience in social work or legal knowledge.
- Three students (at least one female) from the pre-final/final year at the undergraduate/Diploma level.
- One member from a non-government organization or association committed to the cause of women, or a person familiar with issues related to sexual harassment.

3. Gender Representation:

- At least one-half of the total members of the ICC shall be women.

4. Autonomy:


- Senior positions such as Chairman, Secretary of the Society, and Principal/Director are excluded from ICC membership to ensure autonomy.

5. Term:

- The term of office for ICC members is three years, with a system in place for rotating one-third of the members annually.

S. No.	Name	Designation	Contact details
1	Dr. Anita Malik	Presiding Officer	Professor, Department of Applied Sciences and Humanities, dranita_applied@piet.co.in , M: 9255560000
2	Dr. Rachna Khurana	Faculty Member	Associate Professor, Department of Applied Sciences and Humanities, rachna.applied@piet.co.in , M: 9729077004
3	Ms. Palika	Faculty Member	Assistant Professor, Department of Pharmacy, palika.pharmacy@piet.co.in , M: 7508982019
4	Ms. Savita Arya	Member from Non-Govt. Organization	Nari tu Narayani Uthan Samiti, Panipat, M: 9255420002
5	Mr.Suresh Tyagi	Non-Teaching Employee	Superintendent, Academics, sureshtyagi@piet.co.in , M: 9766256318
6	Ms. Kajal	Non-Teaching Employee	Office Assistant, ECF, kajal.ecc@piet.co.in , M: 7303208966
7	Mr. Achintya	Student Member (5 th Semester)	B. Tech - CSE (AIML), M: 9540578440
8	Ms. Navneet	Student Member (5 th Semester)	B. Tech - CSE (AIML), M: 9416805941
9	Mr. Rishabh Mittal	Student Member (1 st Year)	B.Pharmacy, M: 9255800567

*Students will be called only, if the matter involves students.


DIRECTOR

CC:

- Management for kind information
- All Deans/HoDs/HoOs/Registrar
- All Concerned members
- All Notice Boards



Responsibilities of the Internal Complaints Committee (ICC):

1. Support to Complainants:

- Provide assistance to employees or students choosing to file a complaint with the police.
- Facilitate dispute resolution and dialogue to address issues fairly and minimize punitive approaches.
- Protect the safety and confidentiality of the complainant.

2. Confidentiality:

- Ensure the identities of victims, witnesses, and offenders are kept confidential, especially during the inquiry process.

3. Interim Relief:

- Recommend necessary interim measures such as transfers, leave, or protection orders during the inquiry process.

4. Prohibition of Retaliation:

- Ensure that there is no retaliation or adverse action against the complainant or witnesses involved in a complaint.

Process for Making Complaints:

1. Submission of Complaint:

- An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- Friends, relatives, colleagues, co-students, psychologists, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

2. Acknowledgment:

- The ICC shall acknowledge receipt of the complaint within seven days and provide a copy to the respondent.

Inquiry Process:

1. Respondent's Reply:

- The respondent shall submit a reply to the complaint, along with documents and witness details, within ten days of receiving the complaint.

2. Inquiry Timeline:

- The inquiry has to be completed within a period of ninety days from the receipt of the complaint.



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- The inquiry report, with recommendations, if any, has to be submitted by ICC within ten days from the completion of the inquiry to the Executive Authority of PIET. Copy of the findings or recommendations shall also be served on both parties to the complaint.

Action by Executive Authority:

1. Executive Authority Action:

- The Executive Authority of PIET shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

2. Appeal Process:

- An appeal against the findings or recommendations of the ICC may be filed by either party before the Executive Authority of PIET within a period of thirty days from the date of the recommendations.

3. Authority's Decision Process:

- If the Executive Authority decides not to act as per the recommendations of the ICC, it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings.
- If the Executive Authority decides to act as per the recommendations of the ICC, a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority shall proceed only after considering the reply or hearing the aggrieved person.

Conciliation:

- The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation.
- PIET shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible is preferred to purely punitive intervention.

Confidentiality of Identities:

- The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Interim Redressal Measures:

1. Transfer to Minimize Contact Risks:



- Transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC.
- 2. **Grant Leave with Full Protection:**
 - Grant leave to the aggrieved with full protection of status and benefits for a period up to three months.
- 3. **Restraint on Respondent's Reporting or Evaluation:**
 - Restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant.
- 4. **Warning and Restriction of Offenders:**
 - Ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus.
- 5. **Safety and Protection Against Retaliation:**
 - Take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

Punishment and Compensation:

1. **For Employees:**
 - Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of PIET. Depending upon the severity of the offence, the punishments may include one or more of the following: a written apology, warning, reprimand, censure, undergoing counseling or carrying out community service, withholding of promotion, withholding of pay rise or increments, and termination from service.
2. **For Students:**
 - Where the respondent is a student, depending upon the severity of the offence, PIET may:
 - Withhold privileges of the student such as access to the library, auditoria, and halls of residence, transportation, scholarships, allowances, and identity card.
 - Suspend or restrict entry into the campus for a specific period.
 - Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
 - Award reformatory punishments like mandatory counseling and/or performance of community services.
3. **Compensation:**
 - The aggrieved person is entitled to the payment of compensation. PIET shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, to be recovered from the offender. The compensation payable shall be determined on the basis of:
 - Mental trauma, pain, suffering, and distress caused to the aggrieved person.

- The loss of career opportunity due to the incident of sexual harassment.
- The medical expenses incurred by the victim for physical, psychiatric treatment.
- The income and status of the alleged perpetrator and victim.
- The feasibility of such payment in lump sum or in instalments

Internal Complaints Committee (ICC) Process Flowchart:

