



# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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## INTERNAL COMPLAINTS COMMITTEE (ICC) Annual Report 2019-2020

Panipat Institute of Engineering & Technology (PIET) is dedicated to empowering women and maintaining a zero-tolerance policy towards sexual harassment. The institute administration is committed to ensuring that everyone working or studying at PIET is treated with dignity and respect and has the right to a safe and healthy work environment. The ICC is tasked with addressing matters related to sexual harassment, respecting confidentiality, and ensuring that complainants, witnesses, and the accused do not face victimization or discrimination during the inquiry process.

In compliance with the Supreme Court and AICTE directives, PIET has established an Internal Complaints Committee (ICC) for Gender Sensitization and Complaints against Sexual Harassment. The committee addresses discriminatory behavior, including sexual harassment, and advises on remedial actions, including punishment for offenders. The committee comprises representatives from faculty, staff, administrative officers, and students.

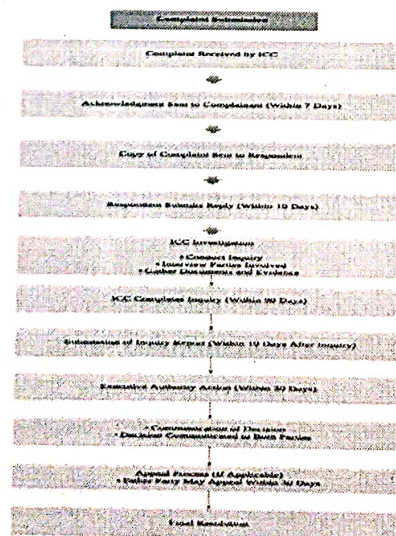
### Objectives:

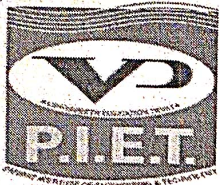
1. To build self-esteem and dignity among female students and faculty members.
2. To offer services such as counseling and legal aid in cases of atrocities against women.
3. To create awareness regarding women's rights.
4. To arrange programs related to health and personality development.
5. To record and document the minutes of meetings and annual reports.

### Mechanism of ICC on Sexual Harassment:

The mechanism for registering complaints at PIET is safe, accessible, and sensitive.

### Internal Complaints Committee (ICC) Process Flowchart:





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### Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and PIET policies:

- **Who Can Approach ICC and File a Complaint:**
  1. Any female employee of PIET, including faculty and staff, or any woman residing on or visiting the campus may file a complaint.
  2. Any student, irrespective of age and/or gender, may file a complaint.
- **How to File a Complaint:**
  - A formal written complaint must be submitted either as a hard copy addressed to the Presiding Officer or via email to [dranita.applied@piet.co.in](mailto:dranita.applied@piet.co.in) within 90 days of the incident. The ICC is required to complete the inquiry process and submit its report within 90 days of receiving the complaint.
  - The formal complaint should include:
    - Date and time of the incident
    - Place where it occurred
    - Name and contact information of the accused
    - Name and contact information of witnesses, if any
    - Detailed description of the incident
  - Assistance is available from the ICC if needed to draft the complaint.

#### **Confidentiality:**

- All information related to a complaint will be kept strictly confidential.

PIET is committed to providing a safe and respectful environment for all its members. Incidents of sexual harassment are taken seriously, and appropriate action will be taken as per the institution's policies.

#### **Key Activities and Initiatives:**

##### **1. First ICC Session (08 August 2019):**

- **Event:** Internal Complaint Committee Awareness Session as part of the Student Induction Program (SIP).
- **Venue:** APJ Auditorium
- **Participants:** Over 250 newly admitted students from various branches.
- **Purpose:** To introduce the ICC to students and explain its functions, policies, and procedures.
- **Details:**
  - Dr. Vinay Khatri, Presiding Officer of ICC, led the session and highlighted the importance of the ICC in safeguarding against sexual harassment.
  - Awareness was raised through e-posters, videos, and informative talks on how to approach the ICC and report grievances.
  - Er. Swati Gupta presented the planned events for the academic year, and all committee members were introduced on stage to make them familiar to the student body.



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- **Outcome:** The session successfully raised awareness about the committee, its functions, and the mechanisms available for filing complaints.
- 2. **Second ICC Event (06 March 2020):**
  - **Event:** International Women's Day Celebration
  - **Venue:** APJ Auditorium
  - **Theme:** "An Equal World is an Enabled World"
  - **Participants:** The event saw participation from the institute's leadership, including Director Prof. (Dr.) Shakti Kumar, Chairman Sh. Hari Om Tayal, Vice Chairman Sh. Rakesh Tayal, and other dignitaries.
  - **Details:**
    - The event began with Saraswati Vandana and a Lamp Lighting Ceremony.
    - Dr. Vinay Khatri addressed the audience on the global gender equality movement and emphasized the importance of 2020 as a pivotal year for women's rights.
    - The speech focused on women's rights and gender equality in the context of global movements, encouraging students and faculty to strive for an inclusive environment.
    - The Director's address highlighted the growing recognition of women's contributions and the importance of empowering women to achieve their potential.
  - **Outcome:** The event reinforced the message of gender equality and empowerment, aligning with ICC's objectives to promote awareness of women's rights.

### Meetings and Discussions:

1. **Meeting on 05 August 2019:**
  - **Agenda:**
    - Smooth functioning of the ICC.
    - Spreading awareness among students.
  - **Discussion:**
    - Methods for raising awareness included integrating ICC information into the Student Induction Program and utilizing digital platforms.
    - Responsibilities were assigned to Dr. Rachna Khurana and Er. Swati Gupta to organize training sessions and awareness programs.
    - Areas of improvement in ICC processes were discussed, including regular training for members and establishing clear communication channels.
2. **Meeting on 03 March 2020:**
  - **Agenda:**
    - Smooth functioning of the ICC.
    - Plans for celebrating International Women's Day.
  - **Discussion:**
    - Responsibilities for the event were distributed among ICC members to ensure its smooth execution.



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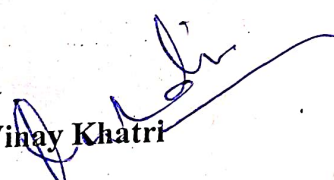
- The importance of raising awareness about ICC during the event was emphasized.

### Conclusion and Future Outlook:

The ICC has made significant strides in promoting a gender-sensitive environment at PIET. Through awareness programs, training, and consistent efforts, the committee remains committed to addressing issues related to sexual harassment and ensuring that the campus is a safe and welcoming space for all. Going forward, the ICC will continue to focus on education, empowerment, and redressal mechanisms, aiming for enhanced participation and support from both students and faculty.

### Complaint Redressal:-

No. of complaints received	No. of complaints disposed off	No. of complaints pending for more than ninety days	Nature of action taken by the employer
NIL	NIL	-	-

  
Dr. Vihay Khatri

Presiding Officer, Internal Complaint Committee  
Dated: 26 October 2020