

# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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## INTERNAL COMPLAINTS COMMITTEE (ICC)

### ANNUAL REPORT 2020-2021

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.

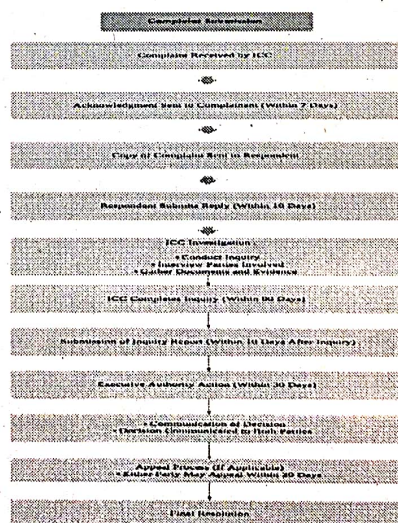
#### Objectives:

6. To build self-esteem and dignity among female students and faculty members.
7. To offer services such as counseling and legal aid in cases of atrocities against women.
8. To create awareness regarding women's rights.
9. To arrange programs related to health and personality development.
10. 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. ICC Awareness Session (October 30, 2020):

- **Venue:** Online and offline at Seminar Hall, PIET.
- **Participants:** Over 500 newly admitted students from various departments.
- **Purpose:** The session aimed to raise awareness about the role and procedures of the ICC. Dr. Vinay Khatri, Presiding Officer, explained the Sexual Harassment of Women Act, 2013 and how to file complaints with the ICC.
- **Key Points:**
  - Dr. Vinay Khatri introduced the committee's structure and responsibilities.
  - Students were shown e-posters and videos to highlight the Do's and Don'ts on campus.
  - Dr. Rachna Khurana presented the events planned for the year and introduced the ICC members.



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- **Outcome:**

The session effectively raised awareness about the ICC and its procedures. The event concluded with a note of thanks by **Er. Swati Gupta**, faculty member, ICC.

### 2. International Women's Day Celebration (March 8, 2021):

- **Theme:** "Choose to Challenge."
- **Venue:** APJ Auditorium, PIET.
- **Collaboration:** Organized by ICC in association with the National Service Scheme (NSS), PIET.
- **Key Points:**
  - The event started with a Lamp Lighting Ceremony and a Saraswati Vandana.
  - **Dr. Vinay Khatri** delivered a welcome address, highlighting the significance of the color pink in the context of women's empowerment.
  - **Guest Speaker:** Dr. Geeta Gupta, a renowned gynecologist, spoke about **Women's Health** with a focus on **Cervical Cancer**, raising awareness on this critical health issue.
  - **Chief Guests:** Social activists **Ms. Nirmal Dutt** and **Ms. Rekha Bajaj** shared inspirational messages on gender equality and women's empowerment.
- **Performances and Activities:**
  - A dance performance by Nyasa (B.Tech 1st year) symbolizing the "Kaal Roop" of a woman.
  - A soulful song titled "Ma" performed by Mohit (B.Tech 1st year).
  - A musical skit on "Journey of a Girl" by B.Tech students.
  - A skit by MBA students highlighting the challenges faced by women.
- **Conclusion:**

The event successfully celebrated the spirit of women and addressed the challenges they face, aligning with the ICC's goals of raising awareness and empowering women on campus. The event ended with a vote of thanks by **Dr. Vinay Khatri**.

### Meetings and Discussions:

#### Meeting on November 16, 2020:

- **Agenda:**
  1. Discuss the smooth functioning of the ICC.
  2. Increase awareness among students both online and offline.
- **Outcomes:**
  - Regular training for ICC members was emphasized.
  - Communication channels between complainants and respondents were reviewed.
  - Responsibilities were assigned to **Dr. Rachna Khurana** and **Er. Swati Gupta** to organize training and awareness programs.



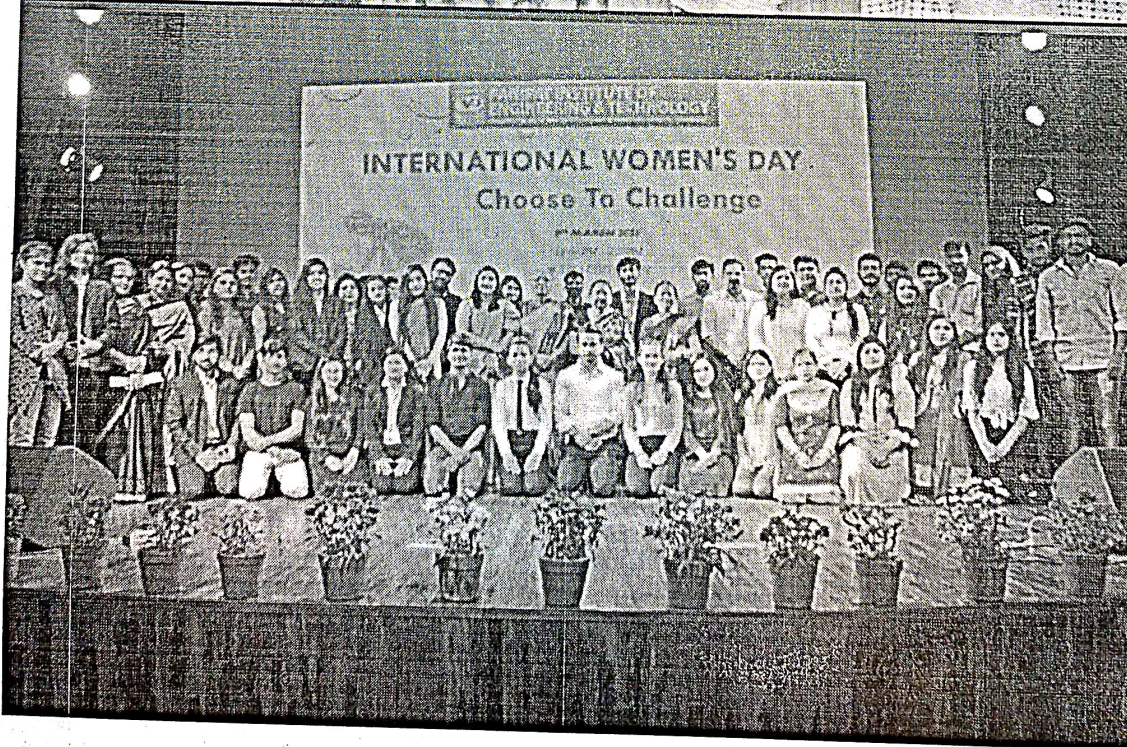
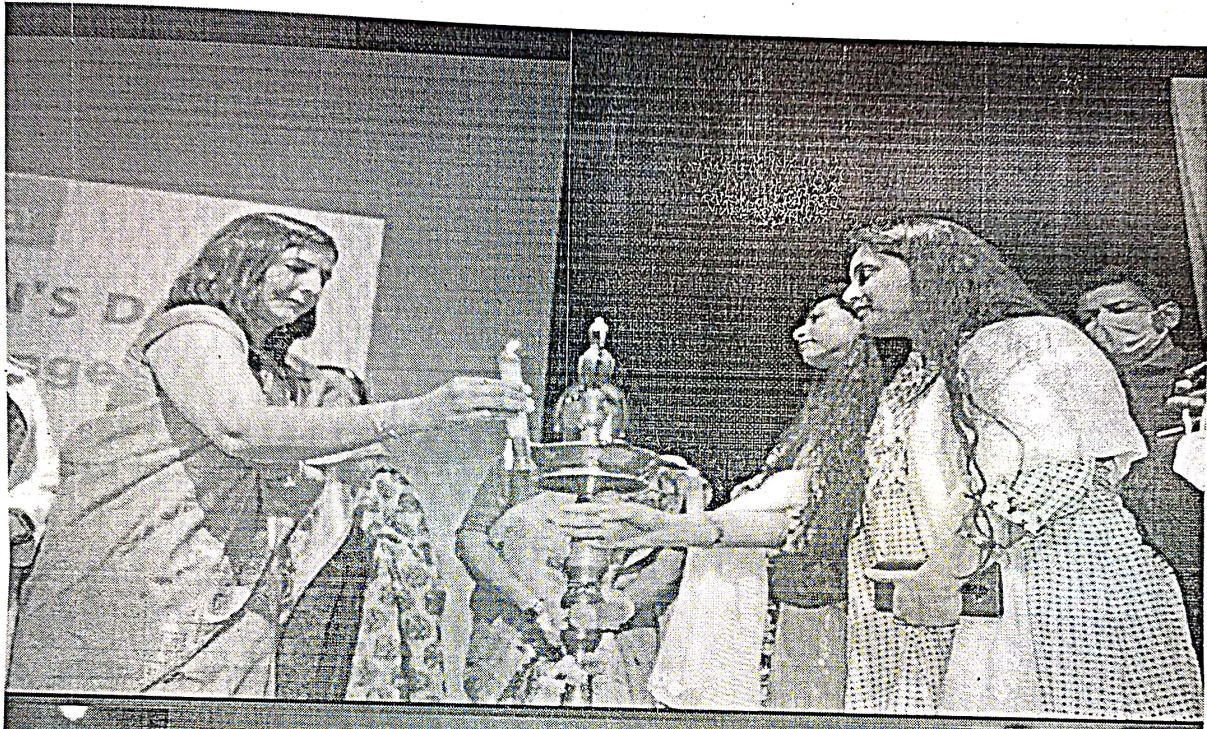
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## Some Glimpses of Activities (2020-2021)





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### Conclusion and Outlook for 2021-2022:

The ICC at PIET has made substantial progress in fostering a gender-sensitive and safe campus environment. Through awareness programs, events, and regular meetings, the committee remains committed to addressing grievances related to sexual harassment, providing support to victims, and ensuring confidentiality throughout the process. The committee looks forward to expanding its outreach in the coming year, with more training sessions and awareness initiatives for students and staff alike.

### 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. Vinay Khatri

Presiding Officer, Internal Complaints Committee

Dated: 30 July, 2021