

PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Phone -0180-2569700, 2569599, 2569699, 2569799

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INTERNAL COMPLAINTS COMMITTEE (ICC) Annual Report 2023-2024

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.

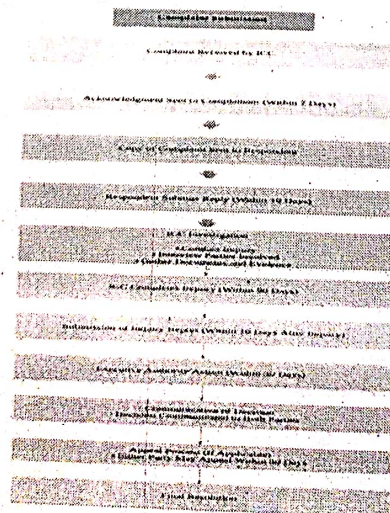
Objectives:

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 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:

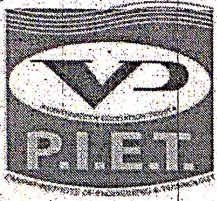
- All information related to a complaint will be kept strictly confidential.

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.

Meetings and Activities:

1. Meeting 1: August 4, 2023

- **Attendees:**
 - Dr. Anita Malik, Professor, Department of Applied Sciences and Humanities – Presiding Officer
 - Dr. Rachna Khurana, Associate Professor, Department of Applied Sciences and Humanities – Member
 - Ms. Palika, Assistant Professor, Department of Pharmacy – Member
 - Mr. Suresh Tyagi, Superintendent, Academics – Member
 - Ms. Kajal, Office Assistant, ECE – Member
 - Mr. Achintya, B. Tech - CSE (AIML)
 - Mr. Rishabh Mittal, B. Pharmacy



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- **Agenda:**
 - Discussion about the smooth functioning of the Internal Complaint Committee
 - Spreading awareness among students
- **Proceedings:**
 - Dr. Anita Malik emphasized the importance of raising awareness about the ICC among students.
 - It was decided to integrate ICC information into the student induction program.
 - Responsibilities were assigned to Dr. Rachna Khurana and Ms. Palika to organize training sessions and streamline communication channels.
- **Outcome:**
 - A motivational movie screening, *PINK*, was planned to educate students on assertiveness and boundaries.
- 2. **Student Induction Program (SIP): August 1-21, 2023**
 - The ICC launched a comprehensive awareness program during the SIP to educate over 275 newly enrolled students about the ICC's role, procedures, and policies.
 - Dr. Anita Malik conducted a session to explain the operations of the ICC under the Sexual Harassment of Women Act, 2013, and outlined the complaint process.
 - The session included e-posters and short videos to reinforce the message, ensuring students were well-informed from the start of their academic journey.
- 3. **Meeting 2: February 22, 2024**
 - **Time:** 11:00 AM
 - **Venue:** Admin Block 1st Floor
 - **Agenda:**
 - Initiatives to raise more awareness among students on Women's Day
- 4. **Women's Day Observance: March 8, 2024**
 - **Activities:**
 - **Face Painting Competition:** Participants, including students, faculty, and staff, expressed themes related to women's empowerment and equality.
 - **Poster Making Competition:** Participants created impactful posters advocating for women's rights and challenging stereotypes.
 - **Impact:**
 - The Women's Day celebration attracted significant interest and participation, promoting gender equality and recognizing women's contributions within the institute.
 - Faculty members attended a workshop on "Awareness Programme on Gender Sensitization" organized by ICCASH at Kurukshetra University on March 7, 2024.



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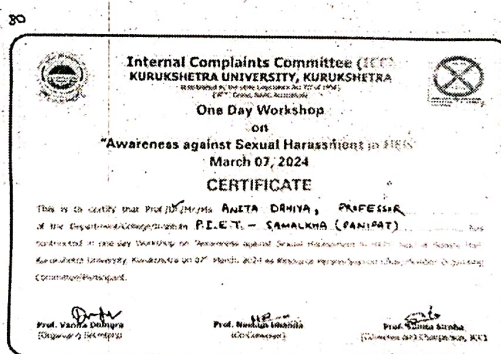
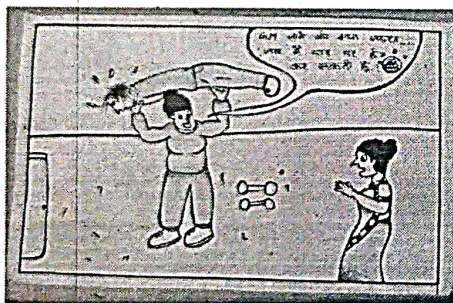
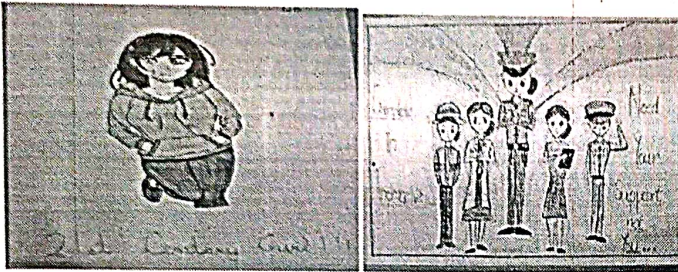
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Conclusion:

The ICC of Panipat Institute of Engineering & Technology remains committed to fostering a safe and respectful environment. The initiatives and activities of the academic year 2023-2024 have significantly contributed to raising awareness and addressing issues related to misconduct, ensuring that all complaints are handled with the utmost seriousness and confidentiality.

Some Glimpses of Activities (2023-2024)





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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	-	-

Anita

Dr. Anita Malik

Presiding Officer, Internal Complaints Committee

Dated: 28/06/2024