

CHAMELI DEVI GROUP OF INSTITUTIONS

• Approved by AICTE, • Certified 2(f) by UGC • Recognized by DTE • Affiliated to RGPV and DAVV

Gram-Umrkheda, Khandwa Road, INDORE - 452 020 • Ph. : 0731-4243600/5/9, 4243626-29

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Date: 01/07/2022

OFFICE ORDER

Sub: Constitution of Internal Complaints Committee

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013 and in partial modification of Office Order No. 449 dated 05.08.2016, Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

S. No.	Member	Name	Position
1	Presiding Officer	Dr. Preeti Kasliwal, Associate Professor	Chairperson
2	Two faculty members	Prof. Kavita Jaimini, Assistant Professor, MBA	Member
3		Prof. Madhu Sharma, Assistant Professor CSE	Member
4	Two Non-Teaching Employees	Mr. Dharmendra Khanchandani, Admin Officer	Member
5		Mr. Mukesh Chaubey CMC Incharge	Member
6	A member from NGO or a person familiar with sexual harassment issues	Ms. Vasudha Khargonkar	Member
7	Three Student nominees (if the matter involves students)	Ms Teena Wadhwani	Member
		Ms Prachi Paliwal	Member
		Ms Bhavna Tikare	Member

*Mr. Dharmendra Khanchandani will act as the Member Secretary



Corporate Office : 'Agarwal House', 2nd Floor, 5, Yeshwant Colony, INDORE 452 003
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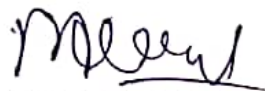
On receipt of a complaint ICC shall conduct preliminary enquiry so as to ascertain the truth of the allegations by collecting the documentary evidence as well as recording statements of any possible witnesses including the complainant. ICC shall then submit the preliminary enquiry report to Director/ Disciplinary/ Authority along with all the original documents adduced during the preliminary enquiry proceedings, in case the allegations are not in the nature of sexual harassment, ICC may refer such complaints to the Grievance redressal cell or to Registrar.

Where sexual harassment occurs as a result of an act or mission by any third party or outsider, ICC shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

ICC shall comply with the procedure prescribed in the aforementioned UGC Regulations 2015 and the Sexual Harassment Act for inquiring into the complaint in a time bound manner.

If ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue or forged or misleading information has been provided during the inquiry, the complaint shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.

Member Secretary shall receive the complaints of sexual harassment, if any, on behalf of ICC and shall co-ordinate the deliberations of the ICC on the complaints received.


Dr. Manish Shrivastava
Principal

To: Presiding Officer and all Members

Cc: HoDs/ Officers/Standard distribution

Principal
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