

# GINNI DEVI MODI INSTITUTE OF EDUCATION, MODINAGAR

## OFFICE ORDER CUM POLICY

To safeguard the interests of all the women employees working in the Institute campus, Ginni Devi Modi Institute of Education has constituted an Internal Complaints Committee (ICC) as per the provisions of The Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The committee conducts awareness programmes for all its employees and ensures a safe and healthy work environment for all its employees. Complaint Boxes are placed strategically and checked regularly by the Committee members to address the complaints, if any.

Internal Complaints Committee (ICC) is re-constituted as under to deal with the complaints relating to Sexual harassment at work place.

### Constitution of Internal Complaint Committee as per POSH Act, 2013

S. No.	Name of Member	Designation	ICC	Contact No.
1	Dr. Navinta Rani	Senior teaching staff	Presiding Officer	8958043344
2	Dr. Rita Bakshi	NGO Member (Inner Wheel Club)	NGO Member	9837070062
3	Mrs. Mamta Sushil	Female Teacher	Member	9997598328
4	Dr. Ekta Bhardwaj	Principal	Member	9311798581
6	Priya	Student	Member	7668704405
7	Tanu	Student	Member	7249906427

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. Where sexual harassment occurs as a result of an act or omission 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 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 complainant shall be liable to be punished as per the relevant provision of the aforementioned Act.

Member/ Presiding Officer, ICC 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.

### **Who can approach ICC for help?**

Any female employee (faculty, student or staff or any other employee) of Ginni Devi Modi Institute of Education.

### **Definition of Sexual Harassment:**

"Sexual harassment" includes any unwelcome sexually inclined behaviour, whether directly or indirectly, such as:

- Physical contact and advances
- Demand or request for sexual favours
- Sexually coloured remarks
- Showing any pornography, or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **What are the possible actions that can be taken against the respondent?**

- Warning
- Written apology
- Bond of good behaviour
- Adverse remark in the Confidential Report
- Stopping of increments/promotion
- Suspension
- Dismissal
- Any other relevant actions

### **If you think you are harassed or being harassed, what should you do?**

- Send an email to [principal1gdmie@gmail.com](mailto:principal1gdmie@gmail.com)
- Women helpline no. 181
- Emergency Response support System No.112
- Penal Consequences of sexual harassment:

- A. Under section 354A- IPC (1)- Any man who commits the offence specified in clauses (i) or clause (ii) or clause (iii) of sub-section (1) of section 354A- IPC shall be punished with rigorous imprisonment for a term which may extend to three years, or with fine or with both.
- B. Any man who commits the offence specified in clause (iv) of sub-section (1) shall be punished with imprisonment of either description for a term which may extend to one year, or with fine, or with both.
- Your complaint will be kept **CONFIDENTIAL**.

**Inquiry process:**

- The inquiry shall be completed within a period of ninety days from the date of the complaint.
- On completion of the inquiry, the ICC shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
- If the allegations against the respondent has been proved, it shall recommend punitive actions to be taken against the respondent to the employer.
- The employer shall act upon the recommendation within sixty days of receiving it.
- In case complaint received is against ICC members, then complaint will be referred and resolved by parent Trust/ society committee.

*For and on behalf of*  
**Ginni Devi Modi Institute of Education**

(Dr. Ekta Bhardwaj)  
Principal U.P.-201204

