



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

AN ISO 9001:2000 PREMIERE INSTITUTE

Campus: 8 & 9, Knowledge Park-II, Greater Noida (U.P.)

Ph.: 0120-2320400, 2320401

Fax: 0120-2320690

e-mail: info@mangalmay.org

Visit us at: www.mangalmay.org

Constitution of Internal Complaints Committee - Reg.

In pursuance of AICTE (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, Internal Complaints Committee (ICC) is constituted as under to deal with the complaints relating to Sexual harassment at work place.

1	Presiding Officer	Dr. Poyam Sharma	Chairperson
2	Two Faculty Members	Mrs. Ruchi Rayat	Associate Professor
		Dr. Neha Jain	Assistant Professor
3	Two Non Teaching Employee	Mr. Sandeep Bhatt	Member
		Dr. Hitesh Kumar	Member
4	A member from NGO or a Person Familiar with sexual Harassment issues	Ms. Anupreet Kaur	Ahsas Mahila Samiti
5	Three student nominees(if the matter involves students)	Miss. Bhawana Soni	Student
		Miss. Shivani Singh	Student
		Miss. Shivani Tyagi	Student

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 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 complainant shall be liable to be punished as per the relevant provision of the aforementioned UGC Regulations 2015.