

## **Staff grievance redressal and internal complaints committee**

Following the guidelines on the prevention and deterrence of sexual harassment at the workplace laid down by Honorable Supreme Court of India in August 1997, there is internal complaints committee for employees of MSI Institute in accordance with the guidelines provided by the Supreme Court of India. The committee shall work in accordance to guidelines and norms laid down by the Hon'ble Supreme Court in Vishaka and Others Vs. State of Rajasthan and Others (JT 1997 (7) SC 384), i. e. Vishaka Guidelines.

### **Vision**

**To create a future in which all women are educated, inspired and empowered, living with dignity and contributing as equal partners in development of the nation, in an environment free from violence and discrimination.**

### **Mission**

**To reach and influence all women, enrich and develop them by promoting their participation and involvement in all areas and sectors, improve their quality of life, strengthen their voices, teach them to live with dignity and make them self reliant.**

### **Committee for prevention of Sexual harassment at workplace**

#### **Process of Committee Formation**

The Committee consists of members of the faculty, administration, service staff and Students' Representatives. The Committee Coordinator (Chairperson) and Members shall be appointed by the Director in consultation with other faculty members. The Student Representatives shall be appointed on the recommendation of mentors based on the interest and capabilities of the students and on the basis of voluntary participation by the students. As per the guidelines of university it has made a committee for prevention of

sexual harassment of women at workplace consisting of members from faculty and one external representative from NGO.

The Committee comprises of the following members:



# MAHARAJA SURAJMAL INSTITUTE

Recognised by UGC u/s 2 (f), NAAC 'A' Grade Accredited  
(Affiliated to Guru Gobind Singh Indraprastha University)

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Ref No. msi/2019/244/575

Date 7-Dec-19

## CONSTITUTION OF INTERNAL COMPLAINT COMMITTEE (AS AMENDED ON 5<sup>TH</sup> DECEMBER 2019)

### OFFICE ORDER

The Internal Complaint Committee (ICC) of Maharaja Surajmal Institute, as amended on 5<sup>th</sup> December 2019 is as follow :-

- |                        |                           |                            |
|------------------------|---------------------------|----------------------------|
| 1. Dr. Meena Tushir    | Professor-EEE, MSIT       | Presiding Officer          |
| 2. Sh. S.C. Dubedi     | Co-Opted Member           | Inquiry Officer            |
| 3. Ms Satyawati        | Social Worker             | NGO Representative         |
| 4. Dr. Promila Dabas   | Asst. Professor-B.Ed, MSI | Member                     |
| 5. Sh. Manoj Kumar     | Asst. Professor-BCA, MSI  | Member                     |
| 6. Sh. Paramveer Singh | Asst. Professor-BBA, MSI  | Member                     |
| 7. Ms Sumita Kukreja   | Asst. Professor-BBA, MSI  | Member                     |
| 8. Ms Tarunim Sharma   | Asst. Professor-BBA, MSI  | Member                     |
| 9. Dr.S.S. Solanki     | Chairman -D&LAC           | Special Invitee to oversee |

  
(Prof. Rachita Rana)  
Director

Copy to :- All Concerned

Website Incharge – With the instruction to put the notice on the website.

CC :- Notice Board

## **Role of the Committee Members**

**Role of Coordinator:** The Coordinator shall ensure proper redressal of all the complaints received by the Cell by initiating the enquiry process with its members. The role of the coordinator shall also be to oversee the committee's work.

**Role of Members:** The role of all the Committee Members shall be to assist the Coordinator in conducting the enquiry process and recommending further action required in each case as well as facilitating the Committee's work.

**Role of Student Representatives:** The Student Representatives shall assist to effectively carry out the functions of the Committee.

## **Responsibilities of ICC**

- Formal Enquiry and Readressal

## **Complaint Redressal Process**

The Committee deals with women safety issues at the institute's campus. It is applicable to all students, staff and faculty. The Complaint Redressal process is as follows:

- i. A written complaint of discrimination or sexual harassment may be lodged by the victim to the Coordinator of Women Safety Cell. If the complaint is made to the Director, Deputy Director or any of the Women Safety Cell members, they may forward it to the Coordinator.
- ii. The person concerned can also personally approach in Room no.3 ground floor/ telephone/ write/ e-mail any member of the Cell. Alternatively, e-mail can be sent to [principalsi@yahoo.co.in](mailto:principalsi@yahoo.co.in) or [promiladabas@msi-ggsip.org](mailto:promiladabas@msi-ggsip.org)
- iii. The ICC will hold a meeting with the Complainant within 6 days of the receipt of the complaint, but no later than a week in any case.

- iv. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an “Enquiry” shall be conducted and concluded.
- v. The Committee shall proceed with the Enquiry (if further required) of the case and communicate the same to the Complainant and person against whom complaint is made.
- vi. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.
- vii. The Committee shall complete the “Enquiry” within reasonable period and communicate its findings and its recommendations for action to the Director.
- viii. The Director will direct appropriate action in accordance with the recommendation proposed by the Committee.
- ix. The Committee shall be governed by such rules as may be framed by the Supreme Court orders or any other legislation enacted later on.
- x. In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management, for making a Police Complaint.

**Dr PROMLIA DABAS**

**Dr RACHITA RANA  
DIRECTOR,MSI**