

ROLES AND RESPONSIBILITY OF ICC AT FDDI AND PRESIDING OFFICER'S CONTACT INFO

- **Roles & Responsibilities of ICC are as under:**

- Spread Awareness: To educate employees/ students regarding law against sexual harassment at working place and its effects.
- Handle all the issues/ complaint related to employees/out sourced staff/students/others (guests, visitors etc.) or incidences which occurs within the premises of FDDI.
- Maintenance of Secrecy during and after their tenure
- Redressal of Complaint by conducting enquiry of complaints with fairness and without bias and within the time frame of 90 days
- Preparation of minutes of meeting/case summary report with the recommendations and maintenance of files thereon.
- The committee will meet atleast on quarterly basis or as and when required and suggest measures to the management for prevention, prohibition & redressal of sexual harassment of woman at workplace.

- **The Basic details of Presiding Officers of all FDDI's ICCs is as under:**

S. N O	CAMPUS	NAME OF PRESIDING OFFICER	DESIGNATION	MOBILE NO.	EMAIL I'D
1.	HO/ Noida	Dr. Jyoti Bhasin Chaudhary	Sr. Faculty Gr. I (Retail)	8076128176	jyotib@fddiindia.com
2.	Banur	Ms. Alka Morolia	Assistant Manager (A&F).	8601873377	alka@fddiindia.com
3.	Chennai	Dr. Neeti Kishore	Sr. Faculty Grade II (FD)	9381997021	neeti.kishore@fddiindia.com
4.	Chhindwara & Guna	Ms. Shraddha Jhaloya	Faculty, (FD)	9826011417	shraddha.jhaloya@fddiindia.com
5.	Kolkata	Ms. Basumitra Ghosh Mukherjee	Sr. Faculty Grade I (LGAD)	9830154649	basumitra@fddiindia.com
6.	Fursatganj	Ms. Shikha Srivastava	Assistant Manager	9984181108	shikha@fddiindia.com

7.	Jodhpur, Ankleshwar	Dr. Asma Khan	Sr. Faculty Gr II, FD	9783462589	asmakhan@fddiindia.com
8.	Hyderabad	Ms. Anamika Chowdhury	Dy Manager (A&F)	9953855057	anamika.c@fddiindia.com
9.	Rohtak	Dr. Anshul Sharma	Sr. Faculty Gr.II (FD)	9896311746	anshulsharma@fddiindia.co m
10.	Patna	Ms. Rupa Shree	Assistant Manager	8595097784	rupa.shree@fddiindia.com