

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

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